



SAFETY COMMITTEE MINUTES

DON 133

September 29, 2022 – 1:00-2:00 pm

It is the Mission of the Safety Committee of Helena College to promote a safe working environment for the Employees, Students, and the General Public by creating and maintaining an active interest in safety and to assist in the overall effort to minimize the frequency of accidents and to identify corrective measures needed to eliminate or control recognized safety hazards.

- Mel Ewing**, Director of Information Technology
 - Emily Schuff**, Director of Student Life
 - Kristina Kenning**, Nursing Faculty
 - Melissa Mousel**, Administrative Associate - AP Campus
 - Sandra Bauman**, Dean of Helena College
 - Tricia Fiscus**, Assistant Dean of Administrative Affairs
 - Christy Stergar**, Continuing Education Coordinator
 - Valerie Curtin**, Executive Director of Compliance and Financial Aid
 - Melanie Heinitz**, Administrative Associate – Academic Support Desk
 - Nina Hansen**, Administrative Associate – DON Welcome Center
 - Mary Twardos**, Human Resource Generalist
 - Lyn Stimpson**, Fire & Emergency Services Faculty – AP Campus
 - Cole Wagner**, Computer Support Specialist
 - John Hartman**, General Education – Science Instructor
 - Tommi Haikka**, Assistant Director of Facilities
 - Abigail Rausch**, Director of Marketing
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- Stephanie Hunthausen**, Executive Director of Career Technical Education & Dual Credit

Agenda items:

1. Introduction

Tricia Fiscus gave an overview of Best Practices of a Safety Committee:

- Identifying unsafe work practices and conditions and then suggesting remedies
- Conducting self audits of both operations and facilities-walkthrough safety inspections etc.
- Identifying safety discrepancies and recommending corrective measures
- reviewing incident reports
- Assisting in the development of a safety training program and
- Safety policies and any adoptions that need any recommendations for adoptions by administration- active shooter, first aid/CPR training, mental health, etc.
- Engaging with employees and staff to safety or risk areas
- Resource for all employees

2. Minutes Review: April minutes approved

3. Current status, incidence reports from 2021-2022
4. Everyone introduce themselves and what they can contribute to the Safety Program
5. Appoint Vice Chair, Secretary (volunteers)
 - Valerie Curtin has agreed to be Vice-Chair of the Safety Committee
 - Melissa Mousel has agreed to be Secretary
6. Safety Smart Grant: . Varies year to year. Used by Workman Comp(\$3000) and the rest by Safety Committee
 - Mary Twardos stated that we have not been allocated any new money for the FY23 yet. We were given \$10,000 in FY22 . She believes that we have a balance of about \$14,000
7. Emily Schuff spoke on CARES Team training.
 - About \$3500 per year to train the Cares team.
 - Training is called NABITTA- an organizations that most institutions use to train on to certify through the National Association of Behavioral Intervention Teams – annual institutional membership is about \$1600. Emily can share more information about specific training-threat assessment training etc. Most likely need annual training as the Cares Team membership changes.
8. Fire Alarm Dates (twice a year): Sweeper Review
 - Donaldson Campus 10/27 at 8:45
 - Airport Campus 10/27 at 9:45
 - Sweepers need to be updated and equipment checked.
 - Melissa will make signs
 - Discussion was had weather we give notice that a drill is happening or have it be a surprise drill. It was decided that this falls we will give everyone on campus notice.
9. Earthquake Date (once a year): Review from last drill.
 - Both campuses on 10/12 at 10:12 a.m.
 - Melissa will make signs
 - Cole will work on getting clocks on both campus set up to sound an alarm to signify the earthquake
10. Goals: review and update emergency plans. List necessary emergency equipment. Get 80% of Helena College Staff CPR/First aid certified.
 - TABLED for NEXT meeting
11. Camera and locks Update: IT –Cole and Tommi
 - Overall 37 cameras- 26 at Don and 11 at APC
 - Six more cameras have been ordered- 4 for DON, 1 for APC, and 1 for a spare
 - Would like to order a 180 degree camera for upstairs of DON
 - Airport locks are intermittent some are working. Ed is continuing on this project.
 - Tommi showed an automatic lock unit to shut all doors in case of an active shooter they are about \$200 each. Discussion Tabled until next meeting.
12. Future Date Discussions:
 - Fire Extinguisher Training: Tabled
 - Next Meeting October 27th at 3:00.