



SAFETY COMMITTEE MEETING MINUTES

DON 123

November 21th, 2024 – 3:00-4:00 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.

- Jason Grimmis, Director of Crisis and Emergency Response
 - Melissa Mousel, Program Manager - AP Campus
 - Sandra Bauman, Dean/CEO
 - Kelley Turner, Executive Director of Operations
 - Christy Stergar, Continuing Education Coordinator
 - Valerie Curtin, Executive Director of Compliance and Financial Aid
 - Nina Hansen, Administrative Associate – DON Welcome Center
 - Mary Twardos, Human Resource Generalist
 - Courtney Radke, Nursing Program Instructor
 - Cole Wagner, Computer Support Specialist
 - John Hartman, General Education – Science Instructor
 - Tommi Haikka, Assistant Director of Facilities
 - Rausch Abigail, Director of Marketing, Communication, & Alumni Relations
 - Nolan Eggen, Fire and Emergency Services Instructor
 - Carr Kylie, General Education Division Manager
 - Katelynn Eberhardt, Director of Student Wellbeing and Engagement
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Agenda items:

1. Minutes Review: October Minutes Approved
Current status, incident reports: An employee tripped and fell on an uneven floor. Kelly is following up with this.
2. Regroup follow up:
-It is Kelley's understanding that Regroup interfaces with Banner several times a day, ensuring that the data on Regroup is current. It is an "Opt-Out" system.
3. Lock down Buttons:
-Jason is working on creating and distributing instructions for the front desks on both campuses of what protocols should be in place. Valerie suggested that they be written instructions that can stay at the front desk, for whomever is covering the front areas.
-Tommi is still working with Burdocks and IT to get the lockdown buttons operational.

4. ERM:
 - Enterprise Risk Management is a division of OCHE and dovetails closely with safety and security, but takes a longer, strategic outlook.
 - Kelley introduced the ERM assessment map and is hoping that some of us can assist in identifying areas that need to improve on campus. Kelley suggested that we focus on our employees with trainings, etc. Kelley will be sending out an email to ask for volunteers for this work group.

5. Security Cameras update:
 - IT has installed the Cosmetology camera that is covering the outside of the area on the South side of the Donaldson campus down towards the East parking lot.
 - Work is being done to install the camera in the student center at the APC
 - The camera on the outside of APC, towards the Machining door on the West side of the building needs to be adjusted.
 - There is a plan to install a camera that will cover all of the East side of the Donaldson parking lot.

6. DON campus outside lighting:
 - The contract has bought the lights, and will hopefully be installing them in the next couple of weeks, depending on the weather.

7. Emergency Trauma Bags:
 - Jason has completed a total of four Trauma bags, two on each campus to be used in the event of major trauma.

8. DLI inspection at both campuses:
 - Department of Labor and Industry did their yearly safety inspection of both campuses. Tommi has not received the report yet.

9. Safety Fest:
 - Online registration for safety training is now open. The dates of the training is January 14th-16th, 2025. Tommi will put the information in the MMM.

10. Covid-19 supplies:
 - There are surplus supplies that have been stored. Items include masks, hand sanitizer, and signage. There was some discussion on what to do with it. Tommi says that maintenance could use some of the masks. It was suggested that some of the items, such as masks, and hand sanitizer be set out for students to take as well. It was suggested that disposal of the items, be ran by Cari Schwen to make sure that we are in compliance with the Covid grant protocols.

11. Budget:

-No changes to the Budget. The actual budget is \$36,609.35. Just under \$5,000 will be spent on the Donaldson lights once they are installed.

12. Future Date Discussions:

- Active shooter and stop the bleed training-Tabled to next meeting
- Fire extinguisher training-TBA spring
- AED training-Courtney is working on a date.
- CPR training – Courtney is hoping that one of our nursing instructors will be able to complete training to become a CPR trainer and then we would have the ability to have an in house training for employees.
- Cyber-Security training –Tabled to next meeting.
- Next Meeting: January 30, 2025 at Airport Campus at 3:00 p.m.