

SAFETY COMMITTEE
AGENDA
TEAMS MEETING
April 28, 2021

- **Mike Hausler**, Director of Information Technology
- ~~**Tammy Burke**, Division Chair of Trades~~
- **John Rutherford** Director of Maintenance & Facilities
- ~~**Kristina Kenning**, Nursing Faculty~~
- ~~**Melissa Mousel**, Administrative Associate – Enrollment Services~~
- **Sandra Bauman**, Dean of Helena College
- **Christy Stergar**, Continuing Education Coordinator
- **Emmett Coon**, Gen Ed Faculty
- **Melanie Heinitz**, Administrative Associate – Academic Support Desk
- ~~**Bridget Guerin**, Administrative Associate – AP Campus~~
- **Mary Twardos**, Human Resource Generalist

AGENDA

- **From Tommi Haikka: The fire marshal is recommending to have two fire drills in a fiscal year, one in the fall and one in the spring. We could have a fire drill the following week after graduation.**

Let's set a date:

- Drill date set as May 13 at 10:00 a.m. on Donaldson Campus - Tommi will run drill.
- Notify all involved on Donaldson campus needed, poster, MMM, and Teams.
- Christy will contact: HHS, Bryant principals to make them aware of the drill.
- Tammy will need to decide on Airport Campus date and time for fire drill.

- **HB 102 – Helena College Safety Committee defining our role for this topic.**

- **From Sandy Bauman: We are waiting on the draft policy on implementation from OCHE. Hopefully we will have that document at the beginning of next week. The system is drafting all policy around this because of the need for consistent processes across campuses. We will probably need to call a special meeting of the safety committee as soon as we have that draft document, and then again once it is approved by the BOR at the end of May.**

Sandy will inform the Safety Committee of University updates concerning HB 102. The University system is currently working on a draft. Next week the draft will be given to Sandy, and she will share this with Helena College. A Public meeting will be held on May 12, 2021. May 26-27, 2021 the BOR will make decisions on the implantation of the bill. June 1, 2021 HB 102 will go into effect on our campus. Safety considerations and signage is needed prior to HB 102 implantation. Protocols needed for how to handle a situation and training for all employees.

- **John Rutherford/Facilities Director**

A lift-gate is needed for one Helena College pickup trucks. A Safety Smart Fund requested has been submitted. This will prevent back strain and dealing with ramps. \$3,800.00 is the cost of the lift-gate. John is suggesting Maintenance and Safety Smart fund would split the cost of the

lift-gate. Training will be required to run the lift. Documentation is also needed to prove training occurred for those using the lift-gate. Safety money can be used for training, and training is required for compliance with workman's comp. All were in favor of supporting the lift-gate purchase as funds are available. John will need to check with the manufacturer of the vehicle or Helena Trailer Sales on the option of universal compatibility, so the lift-gate will have a longer term of service.

- **Report on Safety Smart Funds as of 4/27/2021: \$2078.53**
Safety Smart funds: \$10,000.00 budget for FY22, July 1, 2021 with \$3,000.00 of the funds for being used for workman's comp. Mary reported workman's comp. currently has spent: \$1,629.52 leaving a balance of \$1,370.48.
- **Camera Committee. Is this a safety committee or special committee function?**
 - This committee will approve camera placement, and not create another special committee. IT will manage the installation.
 - Camera's requested for computer labs on APC.
 - Students have requested camera in parking lots.