



## SAFETY COMMITTEE AGENDA

Teams meeting

February 9, 2022 – 10:00-11:00 am

- **Mike Hausler**, Director of Information Technology
  - **Tammy Burke**, Division Chair of Trades
  - **Emily Schuff**, Director of Student Life
  - **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
  - **Valerie Curtin**, Executive Director of Compliance and Financial Aid
  - **Melanie Heinitz**, Administrative Associate – Academic Support Desk
  - **Bridget Guerin**, Administrative Associate – AP Campus
  - **Mary Twardos**, Human Resource Generalist
  - **Lyn Stimpson**, Fire & Emergency Services Faculty – AP Campus
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### Agenda items:

1. **Budget \$10,000.00 for FY22. \$3,000.00 of those funds for workman's comp.**
  - **Request:** Tammy has requested mats for the concrete floors the faculty stand on during instruction. Mike will send out a vote for the approval of this purchase.
  - **Annual Expenses:** Mike will put together a list of annual expenses that will need to come out of the \$7,000 budget.

Melanie will email Cari Schwen about the Index that has been previously used to fund the Wall Mounted First Aid Kits yearly restocking.

John requested that the cost of materials to keep the walkways safe during winter come from the safety budget. He also reported that there are monthly checks on the fire extinguishers on all campuses, and these funds are from the maintenance budget.
2. **Camera Maps: Update (Mike)**

One new camera was placed in the Welcome Center.
3. **Emergency Procedures Display Holders (John)**

The new display holders for the emergency procedures have a dual purpose. They display the procedures, and they will standardize signage on campuses. The Exit maps used during a drill will also be placed in one of the new display holders.

- **Sample:**



- **Post in MMM, HC Safety webpage:** Once complete the Emergency Procedures will be sent out in the MMM, and it will be posted on the HC Safety webpage.
- **Maintenance will be removing old and broken display frames.**  
Maintenance has accomplished this task on the Donaldson campus. More display holders are needed and will be ordered by John.

#### 4. Fire Drills & Earthquake Drills:

Rosters were discussed to keep track of students that exit the building from classrooms. APC needs two sets of radios to communicate between the two different meeting locations outside during drills. They also need three more safety vests.

- **Drills must be schedule simultaneously for ReGroup notice.** Slight adjustments in wording if drills are not scheduled simultaneously.
- **Airport Campus has updated Sweeper Map and Assignments.** Thank you to Bridget for her work on the APC Sweeper map.

#### 5. Traction Shoes: Thirteen New 2021 employees offered Ice Cleats from our stock leftover from January 2021, 12 accepted, complete.

- **One X-Large pair of ice cleats left/available.**
- **Winter of 2022 we will have to order for new 2022 employees.** The cost for these will come from the Workers Comp. budget that Mary oversees. The same type of ice cleats will be order next year. MSU offers employees ice cleats every three years.

#### 6. Future Date Discussions:

- **ADE & CPR Demonstration:** The Nursing Department will be putting on these demonstrations February 15 and April 13, 2022 from 11:30-2:30.
- **Fire Extinguisher Training:** Lyn is scheduling these with instructors personally, but he will be setting dates to train up to 15 employees at a time.
- **Fire Exit displayed in each room need updating**