



SAFETY COMMITTEE MEETING MINUTES

DON 210

November 30th, 2023 – 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.

- Mel Ewing, Chief Information Officer
- Emily Schuff, Director of Student Life
- Melissa Mousel, Administrative Associate - 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
- Paige Ferro, Academic Administrative Coordinator
- Nina Hansen, Administrative Associate – DON Welcome Center
- Mary Twardos, Human Resource Generalist
- Debra Rapaport, Nursing Program Director
- 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

Agenda items:

1. Minutes Review: Nov 2, 2023 Minutes were approved
Current status, incident reports: Kelley stated that there are no new incidents to report
2. Ice cleats
Mary has requested up to \$300 to purchase ice cleats for new employees, as needed. We currently have 23 new employees in the past year. We have a surplus of 1 small, 0 med, 2 large and 8 xL cleats. Mary will send out an email to all the new employees to let them know of the availability. This is the only personal safety item that can be purchased for employees. The amount was approved unanimously and Mary will purchase ice cleats as needed.
3. Ergo funds
To spread out the limited Ergo funds, Kelley suggests that we cap chair requests at \$250-\$350 per person.

4. Active shooter training

Tommi has been in contact with Officer Petty for hands on training. Right now they are discussing dates sometime between Jan 8th -11th. Due to the HVAC project on Donaldson, it will need to be held on the Airport Campus. Tommi will spread the word when the date has been set to get more employees to sign up for it.

5. Budget update

Tommi has purchased an additional 10 walkie talkies for \$299.95.
Our current balance is \$13,402.63

6. Future safety improvements:

The new lights on the outside of the Donaldson campus has been a huge improvement. They are hoping to do the same over at the Airport campus soon.

More cameras will need to be purchased. More conversation will be had at our next meeting to see if we need to use safety funds.

Tommi is still working on getting someone from the Department of Labor and Industry to come and do a safety walk through.

John suggested an electrical survey to see how our system can handle power outages in regarding to protecting equipment, etc.

There are no handicap accessibility to any of the restrooms on the Airport Campus. Kelley believes that this is more of a facilities funding concern.

7. Future Date Discussions:

- Next Meeting: January 4th 2023 at 3 p.m. on the Airport campus.