Rainy River Community College Safety Committee Meeting Minutes

Thursday December 5, 2019 at 11:00AM in the Admin Conference Room

I. Roll Call
Members Present: Stephanie Turban, Des Goulet, Bob Manka, Donita Ettestad, and Kendra Puig

Members Absent: Tammy Riley and Olivia Ward

II. Old Business
1. Fire Drills: We discussed the outdated assignments for staff to be at designated areas for a fire or a tornado. Stephanie will follow up with Dr. Kelly for new assignments to be made. Members felt it would be important to discuss the fire evacuation procedure and muster points at the January duty day in preparation for a spring semester fire drill.

III. New Business
1. Accidents/Injuries: We had a housing student report an injury from the Rainy Hall entry rug being wedged under the FOB door. The rug caught the door and the student hit their face on the door causing a cut above the eye. The injured student is actually the person who had moved the rug the night prior. Stephanie will talk to Olivia about putting up a reminder sign about not propping open the entry door.

2. Safety Suggestion Box: Members were unsure of where the key is to the safety suggestion box. Des and Bob will work on locating it.

3. Safety Perception Survey: The committee discussed 3 priority areas from the survey to focus on:
   1. #7 Our safety meetings are effective (avg. score=3.5)
      Discussion: Members felt with the change in staff that meetings have been less frequent, and there has also been less communication to staff and faculty on what the safety committee is working on. The group felt that this area would be one that has great potential to improve with getting back to holding quarterly meetings, having a committee appointed secretary again (Stephanie will take on that role), and focusing on improving communication to the campus.

   2. #28 My company’s safety goals and results are clearly communicated (avg. score =3.64)
Discussion: This ties into #7-the committee plans to discuss the 3 priority safety perception areas of focus at the next duty day to get a start on communicating our safety goals.

3. #34 New employees are effectively trained on safety rules and procedures (avg. score=3.68)
   Discussion: Members would like to see some sort of formal orientation process for new employees. We do not often have a group of new employees at a given time, so we will need to research formats that will be appropriate for our campus size.

IV. Action Steps
1. Check in with Dr. Kelly on staff assignments to parts of campus during fire/weather emergencies (Stephanie)
2. Put a sign up about keeping the FOB door shut at Rainy Hall (Stephanie/Olivia)
3. Locate the safety suggestion box key (Bob and Des)
4. Have the safety committee added to the January duty day agenda to go over fire evacuation procedures, the mission/purpose of the safety committee, and our 3 priority areas (Stephanie).

Next meeting: TBD-We are looking at dates in February that works with the new spring course schedule. Committee members are checking which Thursdays in February they are available at 11am.