Safety Risk Management Team Minutes
June 28, 2022
1:00 pm – 3:00 pm
Zoom and Founders Room

Chair: Eric Howard, Interim Chair, Chris Clark

Roll Call:

√	Sabrina Black		Brenda Brown		Beth Crowe (another meeting)
√	Chris Clark	√	Dwayne Fehrenbacher	√	Emily Forthman
	Jennifer Herren		Eric Howard	√	Don Koch
√	Russ Stoup	√	Jonathan Van Meter		Brandy Woods (sick day)
				√	Guest, Tina Dudley

I. Call to Order

The meeting was called to order at 1:07pm.

II. Approval of Previous Minutes

The minutes of April 26, 2022 were approved based on a motion made by Don and seconded by Sabrina. All voted in favor and the motion carried.

III. Additions to the Agenda

There were no additions to the agenda.

IV. Items for Discussion

A. Fire/Severe Weather Response (Hold Drills), Assign Locations/Review of Current Procedure

With the approval of the Campus Safety Plans (edits only, no revision to content) it is necessary to update Building Monitors and ensure appropriate training, including NIMS Training. Building Monitors should be asked prior to assignment, if they feel discomfort within the role.

Per the Risk Management Plan, OSHA 10 is required for some employees while the Bloodborne Pathogens Training is an SCC requirement for Facilities personnel and Coaching staff.

With the next round of updating, the Plans should contain appropriate updates to the content based on each location.

Items Requiring Action:
Clarify State/Federal Laws requiring the different trainings compared to an internal College requirement.

Communicate with all Main Campus Building Monitors, their comfort level within the role and assign completion dates of the NIMS training.

Update all listings/forms of communication noting Main Campus Building Monitors.

Reach out to Academic Affairs (Felicia or Darci) regarding the best date in the Fall in order to hold a Fire Drill (based on student/faculty classroom and reaching the most participants-typically conducted on Wednesdays @9:45am).

Reach out to Academic Affairs (Felicia or Darci) regarding the best date in the Spring in order to hold a Tornado Drill (based on student/faculty classroom and reaching the most participants). HOLD until Spring 2023 Schedule is available.

B. Mandatory Training vs. Catalog of Professional Development Opportunities
Is there a catalog of mandatory trainings based on employee position versus a catalog of professional development types of training? A catalog of available opportunities posted in one area, to be referred back to, would be helpful as opposed to searching for emailed notifications of opportunities.

Items Requiring Action:
Begin some means of housing all training opportunities in one area to be accessed by all.

C. OSHA Trainer (Response from Darci)
"Yes, Leslie has been working with a gentleman to offer OSHA, and we should have a class in Cairo in November. At this point, we do not have anything else scheduled sooner. Lydia is working on finding someone local."

V. Standing Agenda Items for Future Discussion(s)
G4O1SD (pg109) G4O1SE (pg110) G4O1SF (pg111)

- **Risk Management Plan (March)**

- **Campus Safety Plans (May)**
  - **a) Anna**
  - **b) Metropolis**
  - **c) Cairo**
  - **d) Main Campus**

- **Emergency Plan Update (October)**
- **Clery Act/VAWA (Violence Against Women)/OSHA/ADA to be included in a Campus Safety Report (October)**
- **Disaster Recovery Plan (college operations)**
- **Create a Chemical Hygiene Plan**
- **Collect/Review/Dissemination/Housed (MSDS)**
- **Develop/Implement College-Wide Emergency Preparedness Training Activities**
- **Oversee Health & Safety Training Programs (Employees/Students)**
- **Develop an Annual Safety Inspection Plan**

Current approved policies for review are on the shared drive: Board Policy and Procedures/Draft Administrative Policies by Councils/Administrative Services Council/College Facility

Current Campus Safety Plans to review are located on the Website

VI. New Business

There was no new business.

Adjournment

Chris made a motion to adjourn the meeting at 1:41 pm with a second by Don. All members voted Yea, the motion carried.