

**MT Tech Safety Committee
Meeting Minutes**

December 3, 2024 @ 1:00 pm in the Kelley/Steward Conference Room

In attendance: Jackie Timmer, Scott Rosenthal, Mike Haldane, Nikole Kelly, Julie Muretta, Marissa Morgan, Layne Sessions, Ron Muffick, Deepa De Silva, Jack Grochowski

- Review of November's minutes, and no comments or corrections.
- Marissa going to contact Eddie P. to update the member list of the Safety Committee. Will also ask to archive and remove old minutes and post new ones.
- Reviewed the "Mission Statement" provided by Matt Stepan
 - After the first of the year Jackie is going to send an email asking the group if anyone would like to see changes or to keep as is.
- Focus Groups (sub-group):
 - Jackie going to email committee to join subgroups
 - It was discussed that groups could meet on a quarterly basis or as needed.
 - Each sub-group can make 2-3 goals to meet in quarter, or proposed to make a goal to complete for each semester as that may be more applicable to some sub-groups.
 - Removed the focus group of Health and Wellness from the Safety Committee
 - Each sub-group will be led by an individual (see below)
 - Building Access/Infrastructure/traffic – Mike Haldane/Layne Sessions (members: Erik Castle)
 - Keys
 - Campus Infrastructure – Outside/Inside
 - Traffic
 - Lab/Environment – Marissa Morgan (members: Deepa De Silva)
 - Inspections: campus also has inspections from RMTD and DLI: Marissa is also conducting lab inspections on campus
 - Eyewash/showers
 - Hoods/ventilation
 - Chemicals
 - Safety Training and Education – Mike Kennedy (need to ask him)
 - CPR/First Aid Training
 - Narcan training
 - Ergonomics
 - Fire Drills
 - Discussed the Emergency Action Plan that is being reviewed by Jason Grimmis so will not make changes to procedures until he is done and consults with campus.
- Discussion:
 - Mailroom purchase a flammable cabinet to store flammable materials when they arrive
 - Installing new door locks (key swipe) in ELC and getting proposal for NRRC
 - Review of CAM for departments and procedures
- Incident/Accidents
 - Facilities employee took a supplement the drastically decreased his blood sugar which caused a call to 911 and First Responders to provide medical aid

Next Meeting:

- Jackie will send a poll to evaluate a day and time during the month that will work best. Depending on results a meeting will follow in February 2025,