

**NDE Safety Committee Meeting
Minutes
10:00 a.m. Thursday, July 22, 2010
Conference Room A**

Members Present: Pat Bracken, Jeff Schneider, Julie Kokrda, Jayne Uher, Amy Spellman, Denise Thege, Peg Kirby, Dena Johnson (on speaker phone), SuAnn Witt

Absent: Patsy Shald

Amy Spellman, Safety Committee Chairperson, opened the meeting. Amy distributed two handouts, 'OSHA Quick Card' on protecting yourself against heat stress, and 'Working Outdoors Fact Sheet.'

The minutes from our last meeting on 5/13/2010 were approved.

Old Business

Discussion regarding the purpose of the NDE Safety Committee was tabled.

Safety plans for all NDE locations have now been submitted.

Amy reminded committee members of the CPR training at the Nebraska Heart Institute on 7/28/2010, noon to 4:00. The class is free of charge. Instructional material should be arriving soon.

Jeff Schneider gave an update on first aid kits. He handed out 'Anatomy of a First Aid Kit' and led the discussion on what items should be added to the list. The first aid kit list will be emailed to the quadrant leaders, Peter Gensheimer (front desk), Pat Bracken (Voc Rehab), Dena Johnson (ECTC), and Julie Kokrda (DDS). All kits need to be inventoried and identify expiration dates. Please let Jeff know by September 6, 2010 if supplies need to be ordered.

The committee noted that pads for AED's need to be updated periodically. The state installed AED's on every floor of the State Office Building and pads were recently updated. Since there are now two AED's on the NSOB sixth floor, it was suggested that the department AED be relocated to the DDS office.

Denise Thege reported that evacuation maps have been updated and placed in every meeting room.

Amy is working on the emergency procedure flip charts. These flip charts will be updated to reflect emergency procedures for NDE and will be made available to all employees.

The new safety and wellness website is located on Inside NDE:

<http://insidende.nde.state.ne.us/humanresources/SafetyandWellness.htm>. Jayne Uher will update the website to include committee members, minutes of meetings, related safety links, information on training, etc.

The committee discussed evacuation drills for the State Office Building. Since this is no longer done on a regular basis, we talked about scheduling a NDE sixth floor evacuation drill. A meeting that includes safety committee members and quadrant captains will be scheduled to review evacuation drill safety procedures, gathering points, stairwell exits, etc.

A safety training package will be offered as part of the new Learning Management System (LMS) being rolled out in September. Ergonomics will be just one of the safety topics offered. This new system is part of TMS, and will track employee participation.

New Business

No new business.

Next Meetings

10:00 a.m. September 23, 2010, Conference Room A

10:00 a.m. November 18, 2010, V-Tel Conference Room