

Crafton Hills College
Environmental Health and Safety Committee
October 11, 2010
Minutes

Members:

_____ Rosemarie Hansen-Barnes (Co-Chair)	_____ Mike Strong (Co-Chair)
_____ Vacant (Faculty)	_____ Vacant (Classified Staff)
_____ Judy Giacona (Faculty)	_____ Vacant (Classified Staff)
_____ Faculty (Vacant)	_____ Rick Hogrefe (Management)
_____ Lizanna Ocampo (Human Resources)	_____ June Yamamoto (Management)
_____ Pierre Galvez (District Police)	_____ Vacant (Keenan and Associates)

Members Present: Rosemarie Hansen-Barnes (Co-Chair), Mike Strong (Co-Chair), Lizanna Ocampo (HR District), June Yamamoto (Dean CHC), Judy Giacona (Health and Wellness Center CHC)

Members Absent: Keenan Representative, Pierre Galvez, Rick Hogrefe

Meeting was called to order at *1:10pm*

A. Approval of Minutes from August 9, 2010 with revisions

B. Reports

1. Co-Chairs

Mike Strong showed the emergency flip chart that is to be posted on campus in the rooms. This started some discussion as to the relevance of the information in the chart. The chart was provided by District. Judy Giacona has provided the emergency flip chart for many years. Mike and Judy will be going over both emergency flip charts and try to integrate both into one working document.

2. Human Resources

Lizanna will bring any incidents that have occurred on campus for the committee to review at the next meeting.

3. District Police

Absent

C. Standing Items

1. Safety Plan Review and Approval

Rick Romero, of Keenan, was to bring the revised list of plans, ones that have been approved and ones that are still being revised. Rick Romero is no longer our Keenan Rep. Mike Strong will be contacting the new Keenan Rep, Lito Reyes, for this information to have at the next meeting.

2. Departmental Safety Inspections

1. Past

OE1 – Art Department was conducted as the Committee Meeting on May 17, 2010. The self inspection report is attached.

2. Planned

Walkways and External fixtures is tentatively planned for Monday November 15, 2010 at 1pm. This inspection is pending receiving the inspection check list from the new Keenan Rep. Mike Strong is to contact Lito Reyes of Keenan regarding the check list, and committee member availability. The date of the inspection will be finalized at the next meeting.

3. Events

AS Week Fall 2010 October 13th, and 14th. The Safety Committee decided to have a table providing the following information to students:

Great Shake Out

Evacuation site maps of campus

How to report hazards online

Pandemic flu

How to Build an Emergency Kit

Wild Fire Safety

Information for persons with Disabilities during an Earthquake

Fire Prevention checklist

A drop box for hazard reporting was to be located by Judy.

Mike Strong is to contact Wayne Bogh for a banner for the table.

Mike Strong will also provide the plans for the lighting project to display to students.

Rosemarie and Mike will set up and be present at the table.

June has items to contribute.

It was discussed to also have a table in the Spring providing information to students during the Career Fair. Judy is to find out the date of this event.

D. Old Business

1. Goals of the committee

(i) Finalize Plans

(ii) Schedule for Plan Review

(iii) Schedule of Inspections

(iv) 100% employee safety training

(v) Fully staff safety committee

2. There was discussion that the committee fully finishes the goals of the committee this year. This needs to be accomplished so the incoming members of the safety committee will have the schedules they need for review of plans and inspections. Action needs to be taken to insure that every time the committee members change that the work of the previous committee is carried through so that the new committee is not having to start over every time.

E. New Business

1. Emergency Flip Chart – Integration of old flip chart with new district chart to be done by Mike Strong, Judy Giacona, and the Police Department
2. Action Item: Mike Strong to have set up a link from the CHC Home Page to the Hazard Reporting form online at the District site.

F. Future Agenda Items

G. Announcements

Rick Romero will no longer be the Keenan Representative.

Meeting was adjourned at *2:15pm*

Next meeting: Monday, *Monday November 8, 2010*
1:00 pm
LADM 161

Respectfully submitted,
Rosemarie Hansen-Barnes
Co-Chair