

**Crafton Hills College**  
**Environmental Health and Safety Committee**  
*November 8, 2010*  
**Minutes**

Members:

_____ Rosemarie Hansen-Barnes (Co-Chair)	_____ Mike Strong (Co-Chair)
_____ Robin Bishop (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)	_____ Lito Reyes (Keenan and Associates)

Members Present: Rosemarie Hansen-Barnes (Co-Chair), Mike Strong (Co-Chair), Lizanna Ocampo (HR District), June Yamamoto (Management), Robin Bishop (Faculty), Lito Reyes (Keenan and Associates)

Members Absent: Judy Giacona (Faculty), Pierre Galvez (District Police), Rick Hogrefe (Management)

Meeting was called to order at *1:05pm*

**I.** Approval of Minutes from October 11, 2010 with revisions

**II.** Reports  
**A.** Co-Chairs

**(a)** Fall AS event went over well. Concerns were placed in a box by students. Three concerns were placed in the box over the two days. The committee reviewed the concerns. One was regarding a car parked on the sidewalk by the bookstore. May have been service vehicle. Second was a comment regarding the lack of use of the designated smoking areas. The District is working on enforcement procedures. The last concern was regarding the lack of Police on campus, especially at night. Many of the students that stopped at the table had concerns regarding the lighting. At the table was the diagram of the future lighting for the campus that will be worked on over the next few months to improve campus lighting. Many students were pleased to know that the lighting is going to be

worked on so that adequate lighting will be provided. Rosemarie, Mike and June worked at the table providing information on the Great Shake Out, evacuation maps, how to build a emergency kit, and many other safety concerns to the students. Information about how to report hazards on the District web site was also provided.

- (b) Link on website has been updated. The safety committee is listed with the other committees. The agendas and minutes on the web site need to be updated. Rosemarie is going to forward these to the appropriate person. Due to the changes in the committee composition just the Co-Chairs will be listed. Erica Paddock is to be contacted to locate at student willing to serve on the campus safety committee. A link to the Hazard Reporting site from the CHC page is to be completed soon.
- (c) Utility cart training was provided to Student Services. Twenty five staff and students were trained. Training to be given a couple of times a year to accommodate the change in drivers with the changes in the semester. The practical training is required once and the online training is required annually. Lizanna was to check that all recipients of the utility cart training are approved drivers for the District.
- (d) Flip Charts were reviewed. Mike, Judy and the Police need to arrange a meeting time to discuss combining the existing Flip Chart that the Health and Wellness Center distributes with the new flip Chart provided by the District Police Department.

## **B. Human Resources**

- (a) Incidents/claims on campus were reviewed. Keenan provided the information for the entire District. The format in which future reports will be provided to the committee will be all claims for the calendar year. The department in which the claimant works then the date of the claim. At CHC it was determined that the primary incident/claim is for slip and fall. All employees are required to take the online slip and fall training. Two of the claims for slip and fall are from the new LRC.
- (b) Training update for the recent Sexual Harassment Discrimination Training out of 840 assigned to complete training by October 30<sup>th</sup> 610 had completed training. 72% had completed training by the assigned due date. Lizanna is to send out a message to managers reminding them to insure that the persons under their supervision have completed this training.

**C. District Police**  
**Absent**

**III. Standing Items**

**A. Safety Plan Review and Approval**

- (a) We will be receiving a updated list of the progress and standing of the various plans for the campus.
- (b) A schedule for the review of the plans needs to be established.

**B. Departmental Safety Inspections**

- (a) Past - OE1 – Art Department was conducted as the Committee Meeting on May 17, 2010. The self inspection report is attached. A time line for completion of remediation was discussed. A future inspection of the Art Department was discussed to insure that the items that had come to light in the previous inspection have been addressed. It was determined that the IIPP needs to be updated with consequences for failure to comply with addressing safety issues. A chain of command needs to be established for addressing and insuring safety issues are remediated.
- (b) Planned - Walkways and External fixtures inspection is planned for Monday November 15, 2010 at 5pm. This inspection will concentrate in the walk ways and external fixtures around campus. There will also be an emphasis on the lighting though there is a plan set in place for replacing the lighting in the spring and summer.
  - (i) It was decided that the inspection of the Child Development Center would take place in June. This will give M&O adequate time in which to resolve any concerns during the time in which there are no children at the center.
  - (ii) M&O inspection will take place in the spring just before summer break to give M&O adequate time to remediate any concerns.

(iii) Other Departments will be inspected during the academic year. The schedule for inspections has yet to be determined.

**C. Events**

AS Week Spring of 2011 and the Spring Career Fair will be the next event.

**IV. Old Business**

**A. Goals of the committee remain as stated**

- i. Finalize Plans
- ii. Schedule for Plan Review
- iii. Schedule of Inspections
- iv. 100% employee safety training
- v. Fully staff safety committee

**B. Safety Website**

**C. Distribution of Emergency Flipcharts**

**D. February meeting will be when new appointments to Co-Chair, and other offices within the committee will take place**

**V. New Business**

**A. Day to Day Operations Plans**

- (a) There was discussion of day to day plans that are covered under the Emergency Preparedness Plan. These plans need to be developed, approved, and implemented. These plans would include such items as building captains and the required duties in the event of an emergency.
- (b) The duties of the Ryan White Officer were discussed.
- (c) The issue of liability for the members of the safety committee was discussed

**VI. Future Agenda Items**

**VII. Announcements**

Meeting was adjourned at *2:35pm*

Next meeting: Monday, *Monday December 13, 2010*  
*1:00 pm*  
*LADM 161*

Respectfully submitted,  
*Rosemarie Hansen-Barnes*  
*Co-Chair*