

Crafton Hills College
Environmental Health and Safety Committee
August 8, 2011
Minutes

Members:

<u>X</u>	Rosemarie Hansen (Co-Chair)	<u>X</u>	Mike Strong (Co-Chair)
<u> </u>	Robin Bishop (Faculty)	<u> </u>	Vacant (Classified Staff)
<u> </u>	Judy Giacona (Faculty)	<u> </u>	Vacant (Student)
<u>X</u>	Larry Cook (Management)	<u> </u>	Rick Hogrefe (Management)
<u> </u>	Cheryl Burge (Human Resources)	<u> </u>	June Yamamoto (Management)
<u> </u>	Pierre Galvez (District Police)	<u>X</u>	Lito Reyes (Keenan and Associates)
<u>X</u>	Whitney Fields (District EH&S Admin)	<u> </u>	

Members Present: Rosemarie Hansen (Co-Chair, CSEA), Mike Strong (Co-Chair, VP of Administrative Services), Larry Cook (Management, Facilities), Whitney Fields (EH&S District), Lito Reyes (Keenan & Assoc.)

Members Absent: Rick Hogrefe (Management), June Yamamoto (Management), Judy Giacona (Faculty), Cheryl Burge (Human Resources), Robin Bishop (Faculty), Pierre Galvez (District Police)

Meeting was called to order at 1:05PM

- I. Approval of Minutes from May 9, 2011 with one modification. Inclusion of name of training that was presented: Effective Safety Committees

- II. Reports
 - A. Co-Chairs
 - a. Training Session II: DVD would not cue up Part II. It was decided that copies of the training would be included in the Safety Committee Notebooks to be provided at the next meeting
 - b. Sample notebooks were reviewed by the members. Any suggestions for additional items or the exclusion of items present were called for. All members present thought that the notebooks were a good idea. Notebooks will be compiled and distributed at the next meeting.

 - B. Human Resources
 - a. Absent
 - b. Lito Reyes had a breakdown of losses incurred by the District in the last 4 years as of July 31 2011.
 - 49 claims for \$418,000 total losses
 - Most were strains and lifting second were slips trips and falls

- C. District Police
 - a. Absent

III. Standing Items

A. Safety Plan Review and Approval

- a. The IIPP was available for pick-up and is available on line for review and discussion at the next meeting. The IIPP calls for supervisors to periodically inspect their areas. Whitney Fields provided a sample check list that can be modified and distributed for this purpose. It was decided that the supervisors would follow the IIPP with inspection and that the Safety Committee would also continue its inspections of departments. Mike will bring the self inspection list to Presidents Cabinet for discussion.
- b. It was decided also that the common areas like the classrooms will be inspected once a year by the Custodial Supervisor. The campus will be divided into quadrants and one quadrant per quarter will be inspected
- c. For the walkways and lighting Larry Cook already has a standing monthly work order for the exterior lights. A standing work order will be completed for the exterior walkways to be done by Larry Cook. This work order will be on a quarterly basis with the campus divided into quadrants.

B. Departmental Safety Inspections

- a. Will continue with identified high risk areas as per the Master Calendar.

C. Events

- a. Events this fall – to be decided week of August 8-12 at Student Senate Retreat. The committee will participate in AS Days and other events this year.

IV. Old Business

A. Finalize 2010-2011 Goals

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

- a. There was discussion of the goals of the committee. Fully staffing the committee was discussed. It was decided that the committee will continue to do what needs to be done regardless of the staffing issues of the committee. Failure of members to be appointed in a timely manner and absenteeism are a problem. Members who fail to show up on a continuing basis will be asked to be replaced by their respective appointing party.

V. New Business

A. <http://www.shakeout.org/>

- a. Mike Strong will look in to having a banner for the Breezeway to be displayed every year for the week of the Great Shake Out.
- b. Rosemarie will put together a flyer for distribution on campus, to students, faculty, and staff. The flyer will contain information basics pertinent to emergencies.
 - a. Locate Exits
 - b. Locate Fire extinguisher
 - c. Locate nearest evacuation area
 - d. Location of First Aid Kit, will it be accessible after an earthquake
 - e. Water in your car, office. Enough for a day or two
 - f. Flashlight
 - g. Do you have an out of state contact for yourself and family
 - h. Have you made arrangements with someone to take care of children until you can get to them, whether they are at school or home
 - i. Items that could block way out of building during an earthquake
 - j. Items that could fall causing injury during an earthquake
 - k. Will your route home be intact? Consider alternate ways between CHC and home. Will bridges/overpasses be down? Power lines in the way?
- c. The above list will be on the flyer and are items to consider before an earthquake strikes. Mike Strong will present this to the President's Cabinet and ask that on October 20 that all instructors take about 5 minutes at the beginning of each class that day and go over these items with students. Staff will also be asked to identify these items in their areas. Mike Strong will run a test of the emergency notification system on October 20 at 10am asking the staff to go over the list. M&O and Custodial will meet in the Quad and go over their duties in the event of an earthquake.

B. Discuss Time and Date of meetings

- a. The current meeting time stands. The second Monday of every month at 1PM.

C. Mike Strong stated that Tina Gimple (Classified employee) would be willing to join the committee and help out with the secretarial duties of the committee

VI. Future Agenda Items

VII. Announcements

VIII. Meeting was Adjourned at 2:30pm

Next meeting: September 12, 2011