

Crafton Hills College
Environmental Health and Safety Committee
December 12, 2011
Minutes

Members:

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

Members Present: Rosemarie Hansen (Co-Chair, CSEA), Mike Strong (Co-Chair, VP of Administrative Services), Larry Cook (Management, Facilities), Whitney Fields (EH&S District), Aaron Henderson (Student), Pierre Galvez (District Police), Tina Gimple (Classified Staff), Catherine Hendrickson, Robin Bishop (Faculty)

Members Absent: Cheryl Burge (Human Resources), Lito Reyes (Keenan and Associates), Rick Hogrefe (Management), June Yamamoto (Management), Judy Giacona (Faculty)

Guest: Lisa Coffman from Keenan and Associates

Meeting was called to order at 1:05PM

- I. Minutes from November 14, 2011 were not presented
- II. Reports
 - A. Co-Chairs
 - (i) Nothing to report
 - B. Human Resources
 - (i) Lisa Coffman from Keenan and Associates presented a “Workers Comp 101” informational work sheet and answered questions. (see attached document)
 - (ii) SBCCD claim comparison was also presented. This shows the occupation, cause, and monies spent on the claim. It was discussed that this list does not reflect injuries where the injured party declined treatment thus not incurring a cost.
 - (iii) The SWAC will be conducted January 10-11 by Keenan
 - (iv) Hazardous Materials Inventory will take place January 25th and 26th.

- C. District Police
 - (i) Nothing to report

III. Standing Items

A. Safety Plan Review and Approval

- (i) Chemical Hygiene Plan was started for review. There are extensive changes and items that need revision in this plan. Only 3 pages were reviewed.
- (ii) It was decided that a sub-committee consisting of Rosemarie Hansen, Mike Strong, Larry Cook, and Whitney Fields would meet on December 20, 2011 at 9am to continue to review the plan.

B. Departmental Safety Inspections

- (i) No discussion
- (ii) Next inspection scheduled is Science Labs February 13, 2012

C. Events

- (i) April is Earthquake Awareness month. The CDC has a social media site dedicated to the CDC information for preparing for a “Zombie Apocalypse.” It has been suggested by Rosemarie that the theater students dress as zombies and hand out this information in April. It reflects the same level of preparedness as anyone would need for a “real” emergency. The students receiving this information might be a little more interested in preparedness if it was presented in this form.

IV. Old Business

A. Finalize 2011-2012 Goals

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

V. New Business

- A. None

VI. Future Agenda Items

VII. Announcements

VIII. Meeting was Adjourned at 2:10pm

Next meeting: January 9, 2011

DIVISION OF WORKERS' COMPENSATION

FACTSHEET

What is workers' compensation?

If you get hurt on the job, your employer is required by law to pay for workers' compensation benefits. You could get hurt by:

One event at work. Examples: hurting your back in a fall, getting burned by a chemical that splashes on your skin, getting hurt in a car accident while making deliveries.

—or—

Repeated exposures at work. Examples: hurting your wrist from doing the same motion over and over, losing your hearing because of constant loud noise.

What are the benefits?

- **Medical care:** Paid for by your employer, to help you recover from an injury or illness caused by work.
- **Temporary disability benefits:** Payments if you lose wages because your injury prevents you from doing your usual job while recovering.
- **Permanent disability benefits:** Payments if you don't recover completely.
- **Supplemental job displacement benefits** (if your date of injury is in 2004 or later): Vouchers to help pay for retraining or skill enhancement if you don't recover completely and don't return to work for your employer.
- **Death benefits:** Payments to your spouse, children or other dependents if you die from a job injury or illness.

What should I do if I have a job injury?

Report the injury to your employer

Tell your supervisor right away. If your injury or illness developed gradually (like tendinitis or hearing loss), report it as soon as you learn or believe it was caused by your job.



Monitoring the impact of environmental agents on workers



Helping you file all types of workers' compensation benefits



Monitoring the effectiveness of claims

Get emergency treatment if needed

If it's a medical emergency, go to an emergency room right away. Your employer may tell you where to go for treatment. Tell the health care provider who treats you that your injury or illness is job-related.

Fill out a claim form and give it to your employer

Your employer must give or mail you a claim form (DWC 1) within one working day after learning about your injury or illness. Use it to request workers' compensation benefits.

Get good medical care

Get good medical care to help you recover. You should be treated by a doctor who understands your particular type of injury or illness. Tell the doctor about your symptoms and the events at work that you believe caused them. Also describe your job and your work environment.



Call 1-800-735-7401 to hear recorded information on a variety of workers' compensation topics 24 hours a day, or go on-line to www.dir.ca.gov to find the I & A office near you.

I'm afraid I might be fired because of my injury. Can my employer fire me?

It's illegal for your employer to punish or fire you for having a job injury, or for filing a workers' compensation claim when you believe your injury was caused by your job.

If you feel your job is threatened, find someone who can help. Note that there are deadlines for taking action to protect your rights.

The California Division of Workers' Compensation (DWC) is the state agency that oversees the delivery of benefits for injured workers and helps resolve disputes over benefits between injured workers and employers.

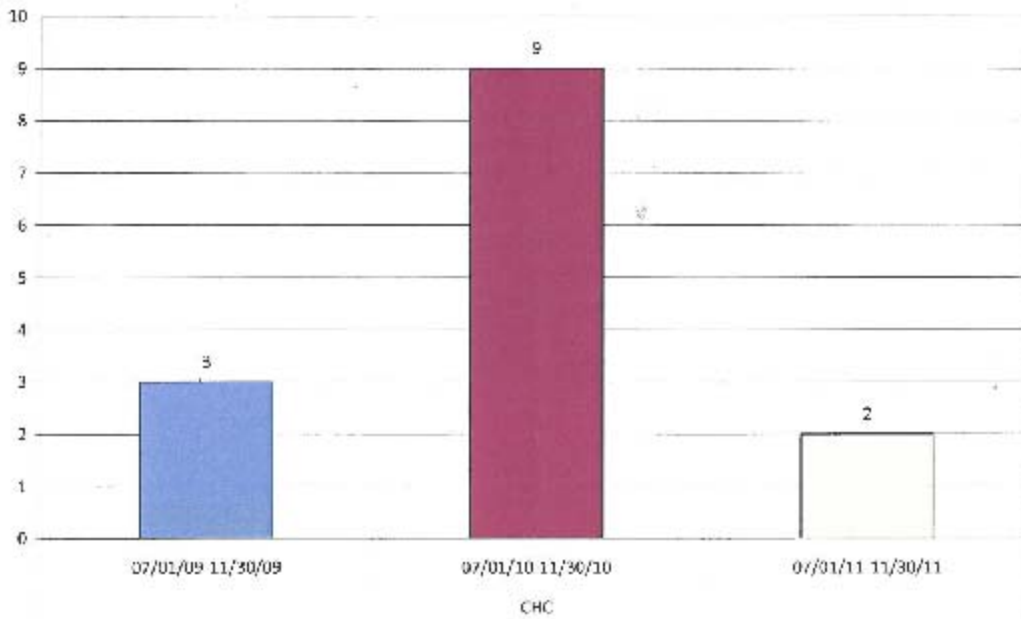
DWC information and assistance (I & A) officers can help you navigate the workers' compensation system, and can provide claim forms or other forms you need to receive benefits.

The FREE publication, "A Guidebook for Injured Workers," can be downloaded from www.dwc.ca.gov.

Please visit the
DIVISION OF WORKERS' COMPENSATION
Web site at: www.dwc.ca.gov
or call: 1-800-735-7401

SBCCD – CRAFTON HILLS CLAIM COMPARISON

PERIOD IN TIME COMPARISON



*Claims Valued as of 11/30/11

San Bernardino CCD – Crafton Hills
 Safety Committee - WC Injury Summary Report
 December 2011

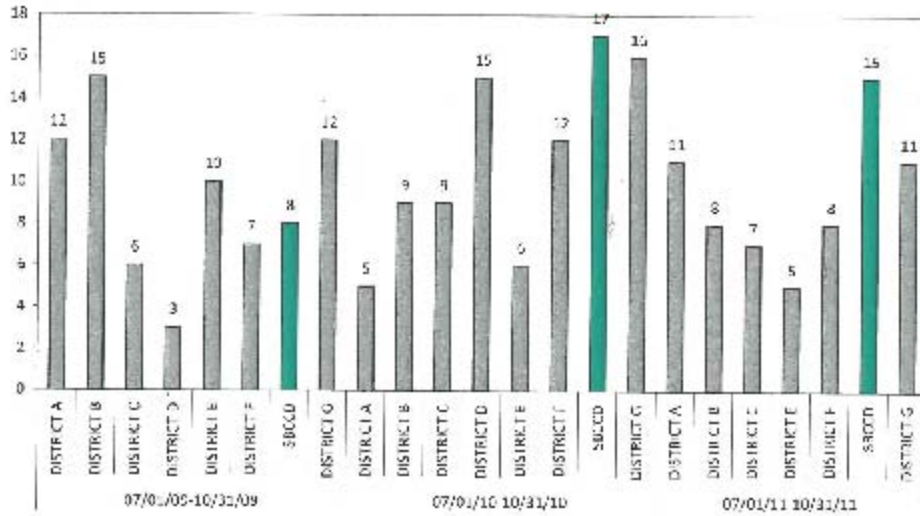
SBCCD – CRAFTON HILLS CLAIM COMPARISON

POLICY YEAR	OCCUPATION	CAUSE	#OF CLAIMS	TOTAL INCURRED
07/01/09-11/30/09	ADMINISTRATIVE	CUT/PUNCTURE/SCRAPE	1	\$1,168
	GROUNDSKEEPING	BURN/SCALD	1	\$442
		FALL/SLIP	1	\$413
07/01/09-11/30/09 Total			3	\$2,023
07/01/10-11/30/10	ADMINISTRATIVE	CUT/PUNCTURE/SCRAPE	1	\$627
		STRUCK/INJURED BY	1	\$600
	AIDES	FALL/SLIP	1	\$355
	CLERICAL	FALL/SLIP	1	\$420
		STRAIN BY MISCELLANEOUS	1	\$424
	CUSTODIAN MAINTENANCE	FALL/SLIP	1	\$2,311
FALL/SLIP		1	\$615	
	STRUCK/INJURED BY	1	\$579	
	STRAIN BY			
STUDENT WORKER	MISCELLANEOUS	1	\$389	
07/01/10-11/30/10 Total			9	\$8,221
07/01/11-11/30/11	CLASSIFIED OTHER	BURN/SCALD	1	\$0
		STRAIN BY		
	SECURITY	MISCELLANEOUS	1	\$311
07/01/11-11/30/11 Total			2	\$311

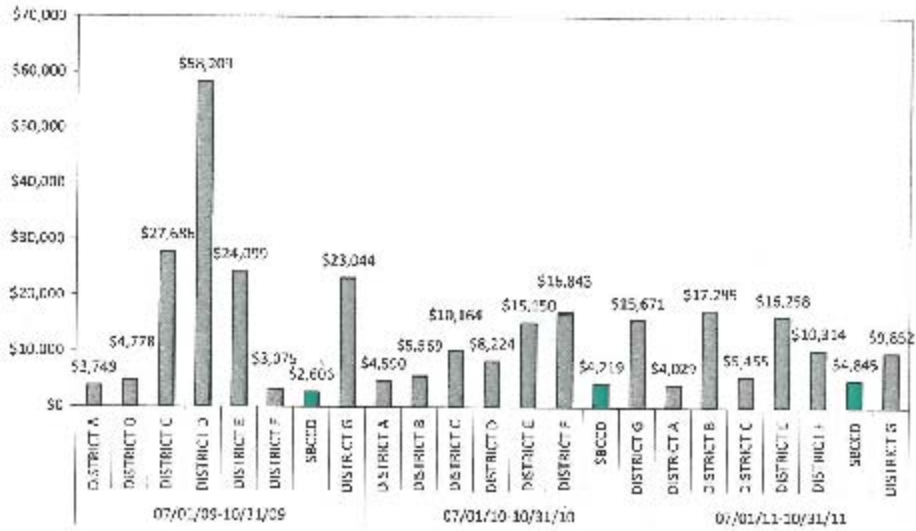
*Claims Valued as of 11/30/11

SBCCD – CRAFTON HILLS CLAIM COMPARISON

SBCCD - DISTRICT TO DISTRICT COMPARISON
 CLAIM FREQUENCY



SBCCD - DISTRICT TO DISTRICT COMPARISON
 AVERAGE COST PER CLAIM

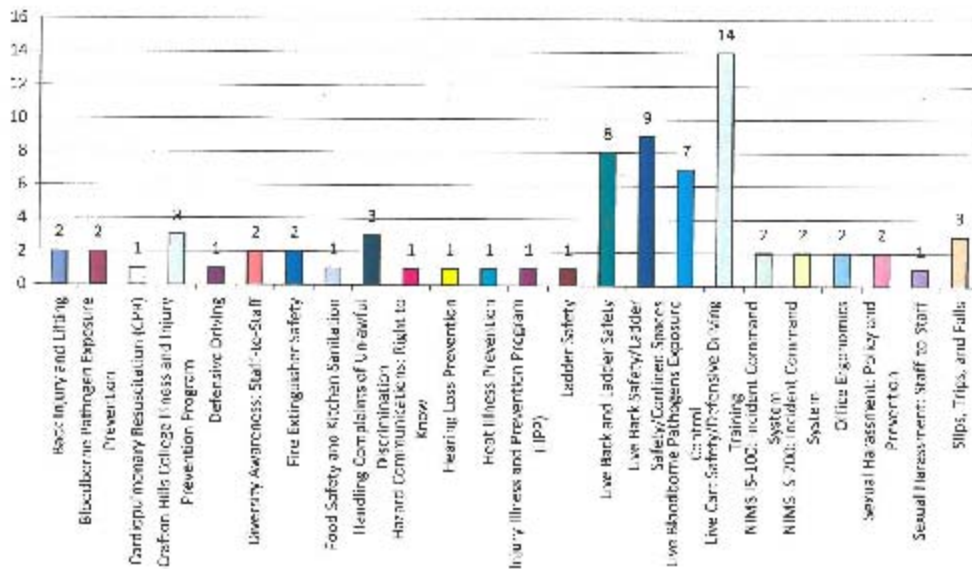


*Claims Valued as of 10/31/11

San Bernardino CCD – Crafton Hills
 Safety Committee - WC Injury Summary Report
 December 2011

SBCCD – CRAFTON HILLS KEENAN SafeCOLLEGES

KEENAN SafeCOLLEGES - CRAFTON HILLS
 COURSE COMPLETIONS 07/01/11-11/30/11



KEENAN SafeCOLLEGES - CRAFTON HILLS
 PERCENTAGE OF ASSIGNMENTS COMPLETED 07/01/11-11/30/11

