

**Crafton Hills College  
Environmental Health and  
Safety Committee  
Minutes**

**Date: March 11, 2013**

Members (\*Absent):

\*Rosemarie Hansen (Co-Chair)  
Mike Strong (Co-Chair)  
\*Dan Sullivan (Public Safety Faculty)  
Judy Giacona (HWC Faculty)  
\*Monica Aguilar (Student)  
Larry Cook (Facilities Management)  
\*Rick Hogrefe (Management)

\*Ashley Lucht (Human Resources)  
\*June Yamamoto (Management)  
Pierre Galvez (District Police)  
\*Lito Reyes (Keenan and Associates)  
Whitney Fields (District EH&S Admin)  
Lisa Shimeld (Faculty)  
\*Kevin Palkki (Classified – Theater)  
Robin Bishop (CTA Appointee)

TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes from 2/11/13	Approved by consensus	
Co-Chair Report (Chair)	None	
M&O Safety Projects Report (Facilities): • CHS Elevator Access Panel	CHS elevator access panel was responded to and was resolved expeditiously.	
District Police Report (Police): • Stickers for flipcharts	Police have obtained the stickers and will install them on the flipcharts throughout campus.	Install 911 stickers on flipcharts.
Smoking Policy (Police) • CHS smoking area	Police reported that no citations have yet been given. The committee suggested the CHS smoking area remain in place.	Larry Cook will ask the grounds crew if there are less cigarette butts now that smoking areas are being enforced.
Workplace Injuries Report & follow up: • Workman’s Comp Injury Report(Human Resources/EH&S) • Minor injury report (non-workman’s comp) (EH&S) • Sharp containers for restrooms - signage	Whitney reviewed the WC injury report. An improved trend is still continuing. He also reported 2 minor injuries	Mike to work with print shop on order of sharps waste stickers.
Student Injury Report (HWC)	None to report.	
Safety Training and Events: • April Emergency Prep Month: Evacuation and Zombie apocalypse 4/17/13, 10:10am	• Discussion on the April 17th Evac Drill: • LRC - Perhaps the mass notification system can be used	• Mike to contact Wayne about the mass notification in the LRC. • Whitney to contact Cal Fire

<p>and 7:10pm</p> <ul style="list-style-type: none"> <li>• Fire Alarms activated?</li> <li>• Evening staffing levels adequate (Mike)</li> <li>• Zombies scheduled? (Rose)</li> <li>• EMS Students available? (Robin)</li> <li>• Cal Fire participating (Whitney &amp; Mike)</li> <li>• Status of job aid for building captain bags (Mike)</li> <li>• Lockdown training scheduled 4/11/13, 9-11:30am and 4/26/13, 2-4:30pm <ul style="list-style-type: none"> <li>• Notification email and on web? (Mike)</li> </ul> </li> </ul>	<p>for notification. MS to follow up with Wayne Bogh.</p> <ul style="list-style-type: none"> <li>• Building captains for evening need to be trained. Training is scheduled for 3/29/13.</li> <li>• Cal Fire may participate in the drill this year as well.</li> </ul>	<p>about participation in the 4/17/13 drills.</p> <ul style="list-style-type: none"> <li>• Mike to review night staffing level to make sure all buildings are covered by a building captain.</li> </ul>
<p>Safety Plan Review and Approvals/Self Inspection Report:</p> <ul style="list-style-type: none"> <li>• Review Safety Plan Schedule</li> <li>• Status of self-inspections</li> </ul>	<ul style="list-style-type: none"> <li>• BBP signed off 3/11/13—training will be provided by the end of the summer. Custodial and EMS is completed; however, need to verify all facilitators have appropriate training.</li> <li>• Mike reported they are behind on the self-inspections and safety plan reviews. Whitney and Mike prioritized the plans for review.</li> </ul>	<p>Mike to follow up with obtaining facilitator training records.</p>
<p>Old Business:</p> <ul style="list-style-type: none"> <li>• OE1 EMS – Safety concerns (exposed sharps, access to/condition of pharmaceutical donations, sorting of donations in a safe manner)</li> </ul>	<ul style="list-style-type: none"> <li>• Admin Services is procuring rigid containers for the safe storage of the donations until they can be safely sorted.</li> <li>• Lisa stated deep concerns with EMS receiving donations in the unsafe condition in which they are being delivered. If they are not delivered in a safe manner, donations should cease until such time they can be received safely. The campus should review whether or not we are required to hold a license for pharmaceuticals. What are the costs to purchase the necessary drugs for the program?</li> </ul>	<p>Mike and Whitney met with EMS in February to discuss the concerns with the unsafe delivery and sorting of donations. EMS department is drafting standard operating procedures to safely handle the donations. Mike to follow up with the EMS department in their March department meeting.</p>

<p>New Business:</p> <ul style="list-style-type: none"> <li>• Subcommittee for Ops Plan</li> </ul>	<ul style="list-style-type: none"> <li>• The Ops Plan will be reviewed to improve alignment with the DIR IIPP role of the Safety Committee. Rose to provide review in next meeting.</li> <li>• Robin stated a need to re-look at the ICS org chart and identify necessary trainings required.</li> <li>• Larry stated a need for increased safety and security on the campus when the construction of the 4 new buildings kicks off.</li> </ul>	<ul style="list-style-type: none"> <li>• Mike to ask Rose to review DIR requirements in the next meeting.</li> <li>• Mike to look at ICS org chart to determine who needs NIMS/SIMS training.</li> <li>• Pierre stated he will review for potential solution.</li> </ul>
<p>Adjournment</p>	<p>Next Meeting scheduled April 8, 2013 at 1:00pm</p>	
<p><b>Mission Statement</b> The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.</p>	<p><b>Vision Statement</b> The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.</p>	<p><b>Institutional Values</b> Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>