

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

Date: April 8, 2013

<p><u>Members (*Absent):</u> 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)</p>	<p>*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)</p>
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TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes from 3/9/13	Approved by consensus	
Co-Chair Report (Chair) <ul style="list-style-type: none"> Charge, purpose, and Attendees 	The committee reviewed and revised the charge and membership of the safety committee for the CHC Handbook. The changes will be brought to Crafton Council for adoption into the handbook.	Mike to send to the Crafton Council for adoption.
M&O Safety Projects Report (Facilities):	Ongoing training is on schedule	
District Police Report (Police): <ul style="list-style-type: none"> Stickers for flipcharts Heightened security during upcoming construction 	<ul style="list-style-type: none"> The 911 stickers are on the flipcharts. It was suggested that evacuation maps be included in the new buildings and the buildings when they are renovated. Mike stated this is part of the scope of the projects. It was suggested that the evacuation areas be included as part of the online orientation. 	
Smoking Policy (Police) <ul style="list-style-type: none"> CHS smoking area to remain in place. M&O to report if smoking areas have improved littering 	<ul style="list-style-type: none"> M&O to report if there are improvements to the littering problem in the next meeting. The smoking areas will be revisited during and after the new construction. 	
Workplace Injuries Report & follow up:	<ul style="list-style-type: none"> The report was reviewed. Continued downward trend in 	

<ul style="list-style-type: none"> • Workman’s Comp Injury Report(Human Resources/EH&S) • Minor injury report (non-workman’s comp) (EH&S) • Sharp containers for restrooms – signage (MS) 	<p>injuries acknowledged.</p> <ul style="list-style-type: none"> • Mike is ordering stickers for the trashcans in the restrooms. 	
<p>Student Injury Report (HWC)</p>	<p>Judy stated there have been 6 reported minor student injuries. No action necessary.</p>	
<p>Safety Training and Events:</p> <ul style="list-style-type: none"> • April Emergency Prep Month: Evacuation and Zombie apocalypse 4/17/13, 10:10am and 7:10pm <ul style="list-style-type: none"> • Fire Alarms activated • Evening staffing levels adequate (Mike) • Zombies scheduled? (Rose) • EMS Students available? (Robin) • Cal Fire participating (Whitney & Mike) • Building captain training/bags (Mike) • LRC mass notification (MS) • Lockdown training scheduled 4/11/13, 9-11:30am and 4/26/13, 2-4:30pm (LRC 226) <ul style="list-style-type: none"> • Notification email and on web? (Mike)—through Professional Development • ICS Org Chart and required training. 	<ul style="list-style-type: none"> • It was suggested that training be done for associated building staff on the evacuation chairs. • Mike and Larry reported that we are all set for the fire alarms to go off in the LADM (2nd Floor), MSA, CDC, CL Building, and Cafeteria during the evacuation drill on 4/17/13. • The need to renew ICS training on the campus was discussed so that leaders are trained and FEMA funding can be claimed (if necessary). Mike to determine who needs what ICS training. 	<ul style="list-style-type: none"> • Train building staff on use of the evacuation chairs. Mike to schedule with Whitney and coordinate. • Mike to identify who needs what ICS training.
<p>Safety Plan Review and Approvals/Self Inspection Report:</p> <ul style="list-style-type: none"> • Review Safety Plan Schedule • Status of self-inspections • EMS Facilitators – proper training? 	<ul style="list-style-type: none"> • Mike stated he is behind on the update of the plans. He and Whitney will continue to work towards the update and completion of the plans as a summer project. • EMS is to obtain the training reports for necessary training of the facilitators. Follow up by the CTE department. 	<ul style="list-style-type: none"> • CTE department to follow up on proper training of the EMS Facilitators. Mike to review with them.

<p>Old Business:</p> <ul style="list-style-type: none"> • OE1 EMS – SOP’s status • OE1 Pharmaceutical Donations – safe storage and delivery • Review Safety Committee Ops Plan requirements per DIR IIPP 	<ul style="list-style-type: none"> • Mike stated that EMS has been directed to stop donations and is working towards developing the SOP’s and using fake drugs called Demo Dose. • Mike reported that EMS is moving away from using “real drugs” and using “demo dose.” This will eliminate the pharmaceutical waste disposal. • The CHC Safety Committee Ops plan was reviewed against the DIR IIPP. Rose presented some proposed changes to the Ops Plan based upon the DIR IIPP. Mike to add into Ops plan and present. 	<ul style="list-style-type: none"> • Continue follow up with EMS to draft and implement SOPs • Mike to revise the Safety Committee Ops plan to integrate changes based upon the DIR IIPP’s stated roles of the committee.
<p>New Business:</p>	<ul style="list-style-type: none"> • It was suggested that safety be openly discussed (per the Dept. of Industrial Regulations) during inservice days for both full-time and adjunct inservice. 	<ul style="list-style-type: none"> • Mike to work with the President’s Cab to have safety openly discussed (remind of IIPP and stress they are the “eyes”) on inservice days.
<p>Adjournment</p>	<p>Next Meeting scheduled May 13, 2013 at 1:00pm</p>	
<p>Mission Statement The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.</p>	<p>Vision Statement 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>Institutional Values Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>