

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

**Date: October 14, 2013**

Members (\*Absent):

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

- \*Karla Trujillo (Human Resources)
- June Yamamoto (Management)
- \*Pierre Galvez (District Police)
- \*Lito Reyes (Keenan and Associates)
- Whitney Fields (District EH&S Admin)
- Lisa Shimeld (Faculty)
- Appointee? (Classified)
- \*Robin Bishop (CTA Appointee)

TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes from 09/09/13	<ul style="list-style-type: none"> <li>• Not approved by consensus</li> </ul>	Committee member request additional information on the medical waste donation inclusive of statement that receipt of the donations by the EMS department is, “wrong, illegal & must stop”.
Co-Chair Report (Chair) <ul style="list-style-type: none"> <li>• Safety Committee Self Eval. 2012 – Review Results</li> </ul>	<ul style="list-style-type: none"> <li>• Shall be reviewed when a larger quorum is present at committee.</li> </ul>	<ul style="list-style-type: none"> <li>• It is requested that the review be initiated when a larger committee quorum is present.</li> </ul>
M&O Safety Projects Report (Facilities): <ul style="list-style-type: none"> <li>- Exterior Walkways – several areas of exterior walkways that were raised with roots have been repaired.</li> </ul>	<ul style="list-style-type: none"> <li>• Sidewalk root repair has been completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Sidewalk root repair has been completed.</li> </ul>

<p>District Police Report (Police):</p> <ul style="list-style-type: none"> <li>• <b>Heightened</b> security during upcoming construction.</li> <li>• Emergency Prep. Coordinator update</li> </ul>	<ul style="list-style-type: none"> <li>• Police discussion on the towing policy and enforcement.</li> </ul>	<ul style="list-style-type: none"> <li>• Police to discuss in more detail during the next meeting.</li> <li>• EH&amp;S/Police to provide more detail on the recruitment of the Emergency Preparedness Manager during the next meeting.</li> </ul>
<p>Workplace Injuries Report &amp; follow up:</p> <ul style="list-style-type: none"> <li>• Workman’s Comp Injury Report(Human Resources/EH&amp;S)</li> <li>• Minor injury report (non-workman’s comp) (EH&amp;S)</li> </ul>	<p>The committee reviewed the Work place injury report. It was reported that CHC is showing a downward trend with frequency and severity benchmarked with the last two years.</p>	
<p>Safety Training and Events: Shake Out – 10/17 at 10:13 am</p>	<p>R. Hansen and W. Fields summarize the plan for the CHC participation of the Great California Shake Out, which shall be inclusive of a mass evacuation drill, testing the emergency notification system and informacast. Handouts shall also be provided to the Building Captains to discuss and distribute to the occupants in the emergency evacuation areas.</p>	<ul style="list-style-type: none"> <li>• A summary of the exercise shall be provided during the next meeting, which shall include what went well and what needs improvement during the next evacuation exercise on campus.</li> </ul>
<p>Student Injury Report (HWC)</p>	<p>Shall be provided by the HWC during the next safety committee meeting.</p>	
<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>• EH&amp;S to provide a summary of the overhaul, revision and consolidation of 11 safety programs for Crafton during the next safety committee meeting.</li> <li>• EH&amp;S to provide a summary on the new action plan to initiate self-inspections on campus inclusive of campus administrators for shop/office area locations.</li> </ul>	

<p>Old Business:</p> <ul style="list-style-type: none"> <li>• OE1 EMS – SOP’s Status</li> <li>• OE1 Pharmaceutical Donations – safe storage and delivery</li> <li>• EMS Facilitators – properly trained?</li> </ul>	<ul style="list-style-type: none"> <li>• EH&amp;S summarizes that the VP of Admin., EH&amp;S and the Dean of the EMS department are working collaboratively towards an action plan to address the EMS medical donation concerns within the campus communities.</li> <li>• L. Shimeld wants to go on record and let the committee know that the continued receipt of the medical donations to EMS is, “wrong, illegal and must stop”. L. Shimeld summarized that she expected immediate action under the leadership of campus administration.</li> <li>• R. Hansen concurs that an immediate action plan must be implemented to cease the receipt of the medical donations.</li> </ul>	<p>EH&amp;S summarized that campus administration is working with the EMS department to implement an action plan. The action plan shall include the overview and assessment by a third party of the medical donation receipt to draw a conclusive analysis and make recommendations on how to proceed with the program legally.</p>
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New Business: Professional Development Survey?		
Adjournment	Next Meeting scheduled November 11 <sup>th</sup> , 2013 at 1:00pm	?? Change Date to 11/18?
<p><b>Mission Statement</b></p> <p>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></p> <p>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></p> <p>Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>