

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

Date: December 9, 2013

Minutes

<p><u>Members (Absent*):</u> 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)</p>	<p>*Karla Trajillo (Human Resources) *June Yamamoto (Management) Pierre Galvez (District Police) Lito Reyes (Keenan and Associates) Whitney Fields (District EH&S Admin) Lisa Shimeld (Faculty) Tina Gimple (Classified) Steve Ramirez (Faculty)</p>
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TOPIC	DISCUSSION	FURTHER ACTION
<p>Approval of minutes from 9/9/13 and from 10/14/13</p>	<p>Minutes from 9/9 approved with the revision to include Steve Ramirez (faculty) as attendee on the membership and “bond threat” should read “bomb threat.” Minutes from 10/14 were approved noting those identified with an asterisk as absent were actually present and those listed as present who were absent. It was also noted that there was no Nov. meeting due to Veterans Day.</p>	
<p>Co-Chair Report (Chair)</p>	<p>Rose reported that efforts on the Zombie Apocalypse for April are being coordinated with the Theatre Arts Department. Mike reported that the results of the committee self-evaluation will be reported in January.</p>	<p>Results of the self-evaluation will be presented and reviewed in January with the committee.</p>
<p>M&O Safety Projects Report (Facilities):</p> <ul style="list-style-type: none"> • 	<p>Nothing to report.</p>	
<p>District Police Report (Police):</p> <ul style="list-style-type: none"> • Construction impacts • Speed bump citations • Emergency Prep Coordinator update 	<p>Concerns were raised that the speed bumps recently installed on Campus Drive are too aggressive. Police have issued 21 citations for crossing the double yellow line. Larry stated the speed bumps have been inspected and approved by the City of Yucaipa. The speed bumps will be in place for the duration of the OE2 construction then they will be removed. It was suggested that delineators be installed. Larry</p>	<p>Larry Cook to install delineators at the speed bumps.</p>

	<p>stated he will set up a row of delineators to deter drivers from crossing the double yellow line. Police (Pierre) reported that an emergency preparedness coordinator has been selected and will be submitted for a background check. Assuming all goes well; the individual will be submitted to the Board for approval in January.</p>	
<p>Workplace Injuries Report & follow up:</p> <ul style="list-style-type: none"> • Workman’s Comp Injury Report(Human Resources/EH&S) • Minor injury report (non-workman’s comp) (EH&S) 	<p>Whitney reported increase in claims this quarter as compared to last quarter.</p> <p>TB tests for employees needs to be updated. Employees are informed when they need to take the TB test on their paycheck stub.</p> <p>Robin stated that some faculty are required to have TB tests each year per CHC’s agreements with hospitals and they are not being done. In addition, students are required to be tested. She stated that administration was made aware several months ago and nothing has been done.</p>	<p>Mike and Whitney to follow up with the tracking of what employees need TB tests and other required immunizations and which ones are expired.</p>
<p>Student Injury Report (HWC)</p>	<p>Judy reported 7 injuries, slight ankle injuries and abrasions—most related to walking in the hills and tripping on the stairs.</p>	
<p>Safety Training and Events:</p> <ul style="list-style-type: none"> • GHS Training Update (EH&S) • Shakeout Debrief • Zombie apocalypse in April 2014 • ICS Org Chart and required training. • CERT Training? • CPR Certification? 	<p>Whitney reported the district is about 50% complete on the GHS required training. Management at the Campus is required to follow up.</p> <p>Mike reported the shakeout gets smoother each year. Building captains received renewal of their training and their backpacks were updated. Following the evacuation drill, a debriefing was held with the building captains in the Quad. It was suggested to add two evac areas, one behind LRC and one at the MSA. Whitney and Mike will change evac maps and emergency flip charts and add PRC codes. The map includes future construction zones for science bldg., the new OE2 and the Crafton Center. Flip charts will be</p>	<p>Mike to communicate graduation dates to Rose for April so that we don’t schedule the Zombies the same night as a graduation.</p> <p>Mike and Whitney to review Keenan Safe colleges on who has what ICS training.</p>

	<p>provided to pocket size for staff. The evacuation drill in April is scheduled to practice the evening staff along with the Zombie Apocalypse. Rose requested dates for grad events in April.</p> <p>Mike suggested next Shakeout we practice reporting and making plans to respond by staging injury scenarios in the buildings during the shakeout that the building captains would be required to report.</p> <p>Whitney reported that CERT training will be planned and scheduled.</p> <p>The emergency prep coordinator will update the ICS chart and identify those who need training. Robin mentioned she is conducting ICS 300 training the 27th and 28th of January.</p> <p>The classified senate desires to hold CPR training during classified professional's development week in June. Robin stated if American Heart Association CPR training is to be done, it will need to go through her as she is the authorized administrator to issue the cards.</p>	
<p>Safety Plan Review and Approvals/Self Inspection Report:</p> <ul style="list-style-type: none"> • Review Safety Plan Schedule • Status of self-inspections 	<p>2 plans close to completion and in final review: Asbestos Management Plan and Hazardous Waste Management Plan. These will hopefully be approved by end of January. The District has contracted with Citadel to consolidate CHC's and SBVC's similar safety plans. The goal is to complete this by summer 2014.</p> <p>Ideas for a safety incentive program were discussed. Rose suggested a safety scavenger hunt.</p>	<p>Possible scavenger hunt with a reward.</p>

<p>Old Business:</p> <ul style="list-style-type: none"> • OE1 EMS – SOP’s status • OE1 Pharmaceutical Donations – safe storage and delivery • EMS Facilitators – properly trained? 	<p>Controlled substances: disposal and control of such substances, whether it’s illegal or not? Citadel is coming the 17th to do assessment of sop, processes, and storage areas. We expect a report in January.</p> <p>Robin stated there are cardio toxic drugs and the door is not secured by key controls. Citadel will submit their report that will be the basis for the direction we need to go. Lisa shared Title 21, Part 1307 of the California Code of Regulations – Disposal of Controlled Substances.</p>	<p>Robin: id issues, write a mitigation map and time frame for correction. Issue tracking log. Draft a log, bring to next safety mtg. add workmen’s comp reports to minutes</p>
<p>New Business:</p> <ul style="list-style-type: none"> • 	<p>Robin stated that a faculty member has called OSHA (Gil Martinez) and made him aware of the ongoing campus safety issues. She stated that she is usually the one who goes through the pharmaceutical donations and that she has delivered a binder of documentation to an agency regarding safety issues.</p> <p>Robin stated that safety issues are raised and not dealt with. Mike suggested a Safety Issue Tracking Log be created and included with the agenda.</p> <p>Keenan online MSDS (SDS) database: give Mike or Whitney the opportunity to correct any issues associated with sheets missing or incorrect. Dynamic and needs to be updated regularly.</p> <p>Hard copies of the SDS’s must be in the chemical use area.</p>	<p>Admin Services will update the MSDS (SDS) database once we receive the recent hazardous materials inventory from Keenan.</p>
<p>Adjournment</p>	<p>Next Meeting scheduled January, 13, 2014 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>