

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

**Date: February 10, 2014**

<p><u>Members:</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) Laura Whitehead (Emergency Prep)</p>	<p>Karla Trajillo, Cory (Human Resources) June Yamamoto (Management) *Pierre Galvez (District Police) Lito Reyes (Keenan and Associates) Whitney Fields (District EH&amp;S Admin) Lisa Shimeld (Faculty) *Tina Gimple (Classified) Steve Ramirez (Faculty) Robin Bishop (CTA Rep.)</p>
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TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes from 1/13/14	Minutes approved by consensus with June abstaining.	Add Ginger and Laura to members.
Co-Chair Report (Chair) <ul style="list-style-type: none"> <li>SASH Training Report (RH)</li> </ul>	<p>Rose reported about SASH meeting, While plans are combined, it was emphasized that people’s names should be used along with positions. Also, the plans must be site specific—the appendices of the revised plans will include the site specific information.</p> <p>Rose stated a concern regarding incentives for safety: safety incentives should not encourage non-reporting.</p>	
M&O Safety Projects Report (Facilities): <ul style="list-style-type: none"> <li></li> </ul>	Larry reported that he is going through the SWACC findings and making corrections one of which is installing a flammable materials storage cabinet in facilities.	Larry and Mike to review custodial assignments for building captains in preparation for April 22
District Police Report (Police): <ul style="list-style-type: none"> <li>Speed bump citations</li> <li>Involvement in future drills</li> </ul>	Rose reported that since January only one double yellow ticket issued. It appears the delineators installed are discouraging the crossing of the double yellow.	
Safety Issue Log <ul style="list-style-type: none"> <li>Review Log</li> </ul>	Mike will send list out with meeting minutes for discussion at next month’s meeting	Mike will send list out with meeting minutes for discussion at next month’s meeting

<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>Whitney reported a student worker tripped over a pallet in the cafeteria.</p>	<p>Injury report will be attached to the minutes from meeting, WC Matrix will also be sent to committee members.</p>
<p>Student Injury Report (HWC)</p>	<p>No report</p>	
<p>Safety Training and Events:</p> <ul style="list-style-type: none"> <li>• GHS Training Update (EH&amp;S)</li> <li>• Zombie apocalypse in April 22, 2014 (4:30-7:30)</li> <li>• ICS Org Chart and required training.</li> </ul>	<p>April 22<sup>nd</sup> was coordinated as the date for the Zombies and evening emergency prep drill. Mike will be working with Laura and Larry to coordinate building captain training with the custodians.</p>	<p>Schedule building captain training with the custodians.</p>
<p>Safety Inspection Report</p> <ul style="list-style-type: none"> <li>• Status of self-inspections</li> <li>• HMI Report</li> <li>• SWACC</li> </ul>	<ul style="list-style-type: none"> <li>• Hearing tests are being scheduled for M&amp;O.</li> <li>• Any staff that needs an assessment of their workstation can be sent an online evaluation to complete.</li> <li>• By July should have our loss control vendor selected</li> </ul>	
<p>Safety Plan Review and Approvals:</p> <ul style="list-style-type: none"> <li>• Safety Plan Schedule/Consolidation of Plans</li> </ul>	<p>Formaldehyde Exposure plan in process.</p>	
<p>Old Business:</p> <ul style="list-style-type: none"> <li>• OE1 EMS – Review findings from Citadel pharm donation investigation</li> <li>• EMS Facilitators – properly trained?</li> <li>• Status of Keenan SDS Database Update</li> </ul>	<ul style="list-style-type: none"> <li>• Reg. applicable to CHC findings are in section 4 of the Citadel Report. Mike reviewed the findings with the committee. The recommendations of the report were also reviewed in detail—reference attached report. Mike will be meeting with the department to review findings and recommendations. Lisa stated that the timeline for compliance has not been kept and this has been allowed to continue for many years. A policy must be established and followed. Recommendation #5 was discussed and clarification is needed on what is meant by</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain clarification on what is meant by “waiver forms” in Recommendation #5</li> <li>• Admin Services is seeking to obtain samples from Pocket Nurse/Demo Dose.</li> </ul>

	<p>“waiver forms.”</p> <ul style="list-style-type: none"> <li>The next step is for management to meet with the department and discuss the feasibility of the recommendations. Committee will be brought up to date regarding meeting outcome. Admin Services Seeking to get samples from Pocket Nurse.</li> </ul>	
<p>New Business:</p> <ul style="list-style-type: none"> <li>TB Test Update</li> </ul>	<p>Will use external resources Fox or Health Point for TB test, will need voucher from HR to get vaccination or x-ray from vendor. HR will be sending letter to employees that are due or overdue for test. Will be on campus in March to provide test for employees that need test.</p>	
<p>Adjournment</p>	<p>Next Meeting scheduled March, 10, 2014 at 1:00pm</p>	
<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>

Whitney has a new resource for administrator that does safety inspection. He will send the link for resource. Send link to Steve Ramirez for classroom.

Meeting adjourned at 220 pm