

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

Date: Sept. 8, 2014

Members (Absent*):

Rosemarie Hansen
Mike Strong
Dan Sullivan (Public Safety Faculty)
Dr. Hanna Sandy (HWC Coordinator)
*(DSPS)
*(Fine Arts Faculty or Staff)
*Jonathan Grau (Student)
*Larry Cook (Facilities Management)
*Tina Gimple (Classified)

*Karla Trujillo (Human Resources)
*June Yamamoto (Management)
*Pierre Galvez (District Police)
Natasha Stratton (Citadel)
Whitney Fields (District EH&S Admin)
Lisa Shimeld (Faculty)
Ginger Sutphin (Classified)
Steven Ramirez (Faculty)
Guests Present: Dan Word (EMS), Kristen Newbury (Police), Laura Whitehead (Emergency Prep)

TOPIC	DISCUSSION	FURTHER ACTION
Introductions		
Approval of minutes from 5/12/14	Moved by Whitney. 2 nd by Lisa, all in favor, none opposed.	
Operations Plan & Committee Charge and Membership Review	Due to time constraints discussion on this will be carried until next time.	Review at next meeting.
Elections 2014-15	Due to absences, elections will be carried forward to next meeting.	Review at next meeting.
Citadel: Introduction & Role	Natasha introduced herself, senior industrial hygienist, Citadel is revising health and safety programs, will be performing safety audit, will be attending safety committee meetings (either Natasha or Josh Porton), will be performing onsite safety training, providing advisory role to HR, chemical inventory, will be developing a safety training database with UL Pure Safety, here to help identify safety issues and help resolve them.	
Accreditation Visit • What to expect	Mike stated the Accreditation team may wish to meet with the committee. Standard IIIB addresses physical resources of which safety is a part. Once administration receives the request for additional information from the team, we will know if they want to meet with the committee or not when they are here Sept. 29 th -Oct. 2 nd .	
Review Committee Self Evaluation Results from Spring 2014	Review carried to future meeting.	Review at future meeting.
Goals and Tasks for 2015	No discussion.	Review at future meeting.

<p>Reports:</p> <ul style="list-style-type: none"> • M&O Safety (Training & Projects) • District Police Report (Police): Emergency Prep: Table Top EOC Exercise; Section Training • EH&S: Workplace Injuries Report & follow up—What do we want to know? • HR • HWC – Student Injury Report 	<p>K. Newbury: nothing to report for Police. L. Whitehead: charged to do CERT and EOC training upon her employment at SBCCD; CERT has been done district-wide with about 30 participants; EOC section specific training is being done this month. Table-top exercise will be done with the EOC on 9/25. Campus operations center is being considered. EOP was updated and re-posted online.</p>	
<p>Safety Issue Log</p> <ul style="list-style-type: none"> • EMS Pharm Donations 	<p>Mike stated the history of the pharmaceutical donation issue which was previously discussed in the committee beginning over a year ago. Citadel did a third party review and submitted their findings and recommendations in a report dated February 2014. The department was asked to 1) Fully comply with the recommendations to continue use of the donated expired meds, or 2) Begin using dummy drugs. The department desires to continue use of the donated expired medications and fully comply with the recommendations. Until they do so, the EMS Dept. has stopped all donations of expired medications; thus, temporarily eliminating the risk in receiving and sorting the drugs. Dan stated the department has created a draft MOU and approval/revisions are in process. The issue primarily surrounds the delivery, sorting, and tracking of the donated medications not with their use in the classroom. Dan stated he is not clear on what the risks are and has not yet received an answer. The committee responded that the issues are identified in the Citadel report and surround the conditions in which the donations are received.</p> <p>In response to questions of why can't the department be successful by training with dummy drugs, Dan responded by saying that you cannot offset the reality of the training by using dummy drugs. The students need to learn how to work with the real drugs safely especially since they will be required to do so in difficult stressful situations.</p>	<p>The EMS department will provide the committee with a draft MOU and a copy of the revised SOP's by the end of the week (9/12/14). The committee will then review the MOU and SOP's side-by-side with the Citadel report. The committee will discuss their individual findings at the Oct. 13th committee meeting.</p>

	<p>The committee asked how willing are the donating agencies to follow the conditions imposed by an MOU? In addition, Rose mentioned the need for the department to follow the Board policy on donations, which requires a list of the donations and approval of the list by the Board before the donations can be accepted.</p> <p>Dan stated the department is in compliance with all of the Citadel recommendations except contracts. Mike stated the SOP's were drafted before the Citadel report was completed and that revised SOP's and training records have not been provided. It was proposed that the department provide the committee with a draft MOU and a copy of the revised SOP's by the end of the week (9/12/14). The committee will then review the MOU and SOP's side-by-side with the Citadel report. The committee will discuss their individual findings at the Oct. 13th committee meeting.</p> <p>The committee agreed to pursue this direction despite the recommendation to have all agreements in place with the donating agencies on 7/1/14.</p> <p>Dan agreed to provide the MOU and SOP's to the committee by the end of the week.</p>	
<p>Safety Training and Events:</p> <ul style="list-style-type: none"> Great Shakeout October 16, 2014 at 10:16am – What would the committee like to do this year? 	<p>Mike stated the campus will be participating with another evacuation drill as part of the Great California Shakeout. It was suggested by Steve that clear notification be provided of the “all clear.” Ginger reminded us of the issue with sign language class and deaf instructor. Mike will review lessons learned.</p> <p>Building captain training is scheduled Sept 18th and 23rd. Mike and Laura to update building captain list. It was proposed that the faculty in class at the time of the drill discuss what to do in the event of an earthquake— drop, cover, and hold on. A list of talking points will be provided to the faculty. Mike to</p>	<p>Mike and Laura to update building captain list.</p> <p>Mike to discuss Shakeout with Crafton Council for support in the direction for the drill.</p>

	review with Crafton Council to confirm/approve direction.	
Safety Inspection Report <ul style="list-style-type: none"> Status of self-inspections 	No discussion	
Safety Plan Review and Approvals: <ul style="list-style-type: none"> Safety Plan Schedule/Consolidation of Plans 	No Discussion	
New Business:	No discussion	
Adjournment	Next Meeting scheduled October 13, 2014 at 1:00pm	
<p>Mission Statement</p> <p>The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.</p>	<p>Vision Statement</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>Institutional Values</p> <p>Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>