

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

**Date: October 13, 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)

\*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)  
Dan Word (Guest)

TOPIC	DISCUSSION	FURTHER ACTION
Introductions	Natasha was introduced to Tina and Pierre.	
Approval of minutes from 9/8/14	Minutes were approved by consensus.	
Safety Issue Log <ul style="list-style-type: none"> <li>EMS Pharm Donations</li> </ul>	<p>The committee requested the EMS department incorporate the list of acceptable drugs for donation into the Donation/Delivery Form. It is recommended that this list also function for inventory tracking. Rose stated she would send electronic list of the drugs inventoried by Citadel during their inspection. Dan will utilize to develop the list of acceptable drugs to attach to the Donation/Delivery Form. It will be the department's responsibility to inventory, track use, and manage the donations.</p> <p>Citadel report addresses the fact that donations to an educational facility is absent in the law. The development of the SOP's and continued maintenance of them will support the safety in the classroom—they must be followed. Mike stated a point made by the committee that the procedures for sorting donations are not necessary when the requirements of the MOU and SOP's are followed; therefore sorting procedure has been removed from the SOP's.</p> <p>Dan was asked if he had any concerns with the committee's recommendations in the SOP and MOU; he responded that he has no objections, some areas are overkill, but acceptable.</p> <p>A motion was made to accept the MOU and SOP's: accepted as written. Larry moved and Pierre</p>	EMS Dept. to insert acceptable drugs for donation on the Donation/Delivery form.

	seconded. All present concurred.	
Operations Plan & Committee Charge and Membership Review	No changes were made.	
Elections 2014-15	Mike and Rose to continue to serve as co-chairs of the committee. Mike will continue to conduct and keep minutes and distribute the agendas. The committee agreed by consensus.	
Review Committee Self Evaluation Results from Spring 2014	The committee identified 3 areas where improvements could be made going forward. 57.1% of respondents stated the committee is only "sometimes" efficient. This was agreeably the area where the most improvement could be made. Some ideas for improvement included condensing the report on the monthly injury/workman's comp reports and to stay within our allotted time.	
Goals and Tasks for 2015	<ol style="list-style-type: none"> <li>1. Summarize work place injuries/accidents and do quarterly reports for the committee.</li> <li>2. Keep meeting moving via the agenda.</li> <li>3. Effective, relevancy and evidence.</li> <li>4. District safety now meets quarterly.</li> <li>5. CHC Safety Plans. Update all plans needed.</li> <li>6. Self-inspections as required by plans.</li> </ol>	
<p>Reports:</p> <ul style="list-style-type: none"> <li>• M&amp;O Safety (Training &amp; Projects)</li> <li>• District Police Report (Police): Emergency Prep: Table Top EOC Exercise</li> <li>• EH&amp;S: Workplace Injuries Report &amp; follow up—What do we want to know?</li> <li>• HR</li> <li>• HWC – Student Injury Report</li> </ul>	<p><u>M&amp;O Report:</u></p> <ul style="list-style-type: none"> <li>• CUPA inspection identified corrective action necessary for labeling for hazardous and misc. waste. Larry reported that this is corrected and completed.</li> <li>• Health Dept. inspection occurred at the CDC and identified cleaning corrections needed. This occurrence identified a reprioritization by the Custodial Dept. A plan has been identified and communicated with the staff that the CDC is of highest priority. We have responded to the Health Dept. and our plan has been accepted.</li> <li>• M&amp;O received a complaint from CDC that there is a dead rodent in air conditioner; unfounded. It turned out to be a filter issue and it was corrected.</li> <li>• Construction hazards have been corrected as they have arisen. There is a pinch point at the south west edge of the steel construction at the new Crafton Center where sparks from the welding were landing out of the fence line on the sidewalk. Construction immediately</li> </ul>	

	<p>stopped operations. A possible solution that is being pursued is to construct a covered walkway along the south side of the Crafton Center construction to mitigate any possible hazards to pedestrians.</p> <ul style="list-style-type: none"> <li>• A security assessment is occurring today by Keenan.</li> <li>• Fume hood inspections are coming soon.</li> <li>• The doors to the dumbwaiter in LADM have been screwed shut.</li> </ul> <p><u>Police Report:</u></p> <ul style="list-style-type: none"> <li>• EOC Exercise was held at the District. Many managers were in attendance.</li> <li>• The District is considering how to replace the emergency preparedness manager.</li> <li>• Theft, uniformed thieves are coming on campus, at SBVC they infiltrated M&amp;O and stole property. They were caught; please use caution and do not approach.</li> </ul> <p><u>EH&amp;S Report:</u></p> <ul style="list-style-type: none"> <li>• Playground inspection, need correct chain link fence, make it 6' to make safer.</li> <li>• Workers comp report, CHC claims reduced from 4 to 0 comparing 2013 to 2014.</li> <li>• Training is still ongoing; over 800 modules conducted.</li> <li>• Emergency preparedness training conducted. Building captain training concluded. CPR/AED training this Friday, class is full.</li> </ul> <p><u>H&amp;WC Report:</u></p> <ul style="list-style-type: none"> <li>• Two students with fall injuries. Water on the sidewalk at the Ginko lawn in the SSA courtyard is causing a slip and fall hazard. M&amp;O to investigate.</li> </ul>	
<p>Safety Training and Events:</p> <ul style="list-style-type: none"> <li>• Great Shakeout October 16, 2014 at 10:16am</li> </ul>	<p>Mike reported that we are all set with the Shakeout scheduled this Thursday. All the fire alarms in the buildings are scheduled to activate with the exception of the LRC. Building captains will be meeting in the Quad following the drill.</p>	
<p>Safety Inspection Report</p> <ul style="list-style-type: none"> <li>• Status of self-inspections</li> </ul>	<p>As safety plans are reviewed, a master calendar for safety plan reviews and self-inspections will be created and distributed.</p>	
<p>Safety Plan Review and Approvals:</p> <ul style="list-style-type: none"> <li>• Safety Plan Schedule/Consolidation of Plans</li> </ul>	<p>Hazardous Waste Management Plan, Asbestos Operations and Maintenance Program, and the CHC Chemical Hygiene plan are in review.</p>	

New Business:	Rose requested we add the review of the EMS Lab Tech job description to the agenda.	
Adjournment	Next Meeting scheduled November 10, 2014 at 1:00pm	
<p><b>Mission Statement</b></p> <p>The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p>	<p><b>Vision Statement</b></p> <p>Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.</p>	<p><b>Institutional Values</b></p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>