

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

Date: September 14, 2015

Members (Absent*): Rosemarie Hansen (Co-chair) Mike Strong (Co-chair) Mike Alder (Public Safety Faculty) Dr. Hanna Sandy (HWC Coordinator) Vacant (DSPS) Vacant (Fine Arts Faculty or Staff) Jose Lopez (Student) Larry Cook (Facilities Management) Soutsakhone Xayaphanthong (Faculty)*	Karla Trujillo (Human Resources)* June Yamamoto (Management)* Pierre Galvez (District Police) Natasha Stratton (Citadel) Whitney Fields (District EH&S Admin) Lisa Shimeld (Faculty) Farhad Mansourian (Faculty) Ruth Greyraven (Faculty)* Janine Ledoux (Faculty)* Classified Senate Rep*
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TOPIC	DISCUSSION	FURTHER ACTION
Introductions	Jose Lopez, student senate	
Approval of minutes from 5/11/15	Approved	
Review Charge and Membership	One change was made to the charge by consensus: "The charge of the Safety Committee is to help...eliminate <i>reduce</i> workplace injuries and illnesses..." The committee also agreed by consensus for the membership to remain as is and for Rose and Mike to continue as co-chairs. Mike will continue to conduct the committee this year.	Mike will remain Chair lead. Mike will email Classified Senate and CTA for a rep.
Reports: <ul style="list-style-type: none"> M&O Safety (Training & Projects) District Police Report (Police): EH&S: Summary of WC report HR HWC – Student Injury Report 	M&O Report: Larry reported on safety projects completed over the summer. These included sidewalk repairs, PAC lighting, Citadel list was completed, changed HVAC filters, elevator inspections and repairs, additional lighting in café quad, and refurbished PAC 309. Sidewalks in front of science building and the new walkway from Lot I into campus is scheduled to open around mid-October. Pierre: Temp (gravel lot) parking to continue indefinitely. The committee recommends the speed bumps remain but make them less aggressive and extend them across the road to keep people from driving around them. This will require the speed bumps on one side to be removed when the bumps on the other side are extended. EH&S Report: Whitney Fields reported that EH&S is now Safety and Risk Management. He now has the responsibility of emergency prep as well. Larry requested training be for	Citadel and EH&S are creating a safety compliance calendar. HWC is planning a drug awareness event and will coordinate with police. Date at next mtg.

	<p>M&O staff occur outside of first two weeks of classes. Safety training database, still working on it. Getting everyone into the hierarchy org structure, revised training matrix. Scheduling orientation workshops. Reports will go out to managers to get staff trained and updated. Food safety inspections by Natasha to be scheduled. Compliance calendar being drafted for safety plan revision dates and scheduling environmental inspections and permits. Inspection reports will be on the website.</p> <p>HR: Whitney, two coordinators have been hired. Total of four generalists and three other staff additions.</p> <p>HWC Report: Hannah stated a concern for potential issue of second hand smoke around café. Planning a drug awareness event to coordinate with police. Date at next mtg.</p>	
<p>Safety Training and Events:</p> <ul style="list-style-type: none"> • Great California Shake Out 10/15/15 at 10:15am <ul style="list-style-type: none"> • CERT Exercise and evacuation? Active shooter exercise? 	<p>Evacuation drills are required twice per year per the District's emergency plan. The Great Shakeout will include an evacuation, training of the building captains, and some instructional materials distributed to the faculty with a request to share it with the students in the classroom. Mike will disseminate the information.</p> <p>Active shooter training during flex in Spring (April 12, 2016). Tina will follow up with the Professional Development Committee.</p>	<p>Active shooter training with Professional Development. During college hour with students. April 12th is flex. Tina to follow up with PD committee. Jose will discuss a training date with the Student Senate.</p>
Safety Inspection Report (Citadel)	Citadel is developing a list of inspections and will provide.	
<p>Safety Plan Review and Approvals:</p> <ul style="list-style-type: none"> • Safety Plan Schedule/Consolidation of Plans 	Citadel has completed the drafts. EH&S and CHC to review and finalize.	
Smoking areas – establish ad-hoc committee?	Revised smoking areas will be reviewed by an ad hoc committee once the construction fences are down—around December. Police will start citing immediately. Larry will bring some cutsheets of butt cans to review at the next meeting.	Add hoc committee to look at signage and locations in Dec. Larry to review butt cans and propose.
New Business:		

Adjournment	Next Meeting scheduled October 12, 2015 at 1:00pm	
<p style="text-align: center;">Mission Statement</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 style="text-align: center;">Vision Statement</p> <p>Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, all supportive community, and a beautiful collegiate setting.</p>	<p style="text-align: center;">Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>