

**Crafton Hills College
Safety Committee
Minutes**

Date: Oct. 8, 2018

Location: CCR 247

<p><u>Members (Absent*):</u> Rosemarie Hansen (Co-chair) Mike Strong (Co-chair) Mike Alder (Faculty) Dr. Hanna Sandy (HWC Coordinator) Bill Miller (DSPS/Management) (Student) Paul Walker (Emergency Management)</p>	<p>Vacant (Human Resources) Al Jackson (District Police) Farhad Mansourian (Faculty) Ruth Greyraven (Faculty) David Aten (Classified Rep) Larry Cook (Facilities Management) Michael Nguyen (District EH & S)</p>
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TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes from 5/14/18		
Review Charge and Membership		No Changes
Accreditation Standards applicable to the Safety Committee	<p>Reviewed the Accreditation Standard III: Resources and how the standard aligns with the charge and goals of the committee. The following goals for 2018-19 align with Standard III.B.1:</p> <ul style="list-style-type: none"> • Revise emerg ops plan and provide options. (EOP) • Table top exercise—Wildfire or Active Shooter. Two evac drills ongoing. • Training for building captains 2 a year. • Align OSHA training requirements with “What Safety Training do I need?” • Messaging for regroup, update and maintain. • Refresh and expand emergency supplies. • Update Safety trainings. • CPR class for Flex • Active Shooter trainings • CERT training 	<p>Self-study is coming next year. List goals for review Show how our goals align with the accreditation standards.</p>
<p>Reports:</p> <ul style="list-style-type: none"> • M&O Safety Projects (Larry) • District Police Report (Police): • EH&S (Michael): <ul style="list-style-type: none"> • Review of injuries from WC summary report • Recommendations to management 	<p>M&O</p> <ul style="list-style-type: none"> • Elevators inspected last week. • HVAC filter service done, and again in January. • Fume hoods after finals. • Fire alarm March • Boilers serviced this month. • Calling for doors that are locked: How are locked doors being handled? Weekends the primary responders are the police. 	<p>Communicate the policies and procedures for opening buildings and rooms to the campus when doors are locked.</p> <p>EH&S:</p>

<ul style="list-style-type: none"> • HWC – Student Injury Report (Hannah) 	<p>EH&S: No accident trends noted. The majority are fall/strain/cumulative (more than one body part)?? Michael will get clarification. The “other” category to be fleshed out for the purposes of this committee. Minimize high payouts for strain or struck. Michael is the point for all things ergonomic. Monthly safety trainings are ongoing. Lock out/ heat illness. Continuing the in-person trainings at the M&O’s. Tina to verify minutes/agendas are posted.</p> <p>Hannah: No student injuries reported.</p>	
<p>Safety Inspections:</p> <ul style="list-style-type: none"> • 	<p>Medical Waste inspection. Needed to send in a copy of the Medical Waste Plan after the fact.</p>	
<p>Safety Plans & Training:</p> <ul style="list-style-type: none"> • 		<p>Focusing on updating H&S Plans. Citadel etc.</p>
<p>Emergency Prep:</p> <ul style="list-style-type: none"> • Building Captain Training • Fall Shake Out – 10/18/18 @ 10:18am <ul style="list-style-type: none"> • Table top • Drop, Cover, Hold On • Regroup Message • Emergency Ops Plan • Review Evacuation sites • Review Building Captains 	<p>Fall ShakeOut plan: Drop, cover, and hold on. Provide resources to faculty to Drop, Cover, Hold on in their classes.</p> <p>The committee reviewed the talking points given in Captain trainings. No revisions at this time.</p> <p>Regroup mass notification results will be reviewed in after-action. Fire alarms will signal evac and release. Building captains (when alarms stop) will release people and report to the quad for debrief.</p> <p>Emergency Ops Plan: On the front burner at district. Lock down is foremost a concern for Paul.</p>	
<p>Safety Concerns:</p>	<p>None noted</p>	
<p>New Business:</p> <p>➤</p>	<p>None</p>	
<p>Non-Discussion Items</p>	<p>Goals 2018-19:</p> <ul style="list-style-type: none"> • Revise the Emergency Operations Plan and familiarize the committee; then identify specific action items. 	

	<ul style="list-style-type: none"> • Tabletop scenario with wildfire or earthquake with committee and building captains in April. • Hold 2 evacuation drills—Shakeout in October and an evening drill in April • Organize and schedule training for the building captains in October. • Obtain and review quarterly reports by District HR on status of CHC mandatory OSHA trainings. • Improve mass notification – Timeliness of text messaging and identify clear responsibilities. 	
Adjournment	Next Meeting scheduled December 10 th at 1:00pm; CCR 247 (no Nov. meeting-Vet’s Day)	
<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, a 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>