

**Crafton Hills College  
Safety Committee  
Minutes**

**Date: May 13, 2019**

Location: CCR 247

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| <p><u>Members (Absent*):</u><br/>         Rosemarie Hansen (Co-chair)<br/>         Mike Strong (Co-chair)<br/>         Mike Alder (Faculty)*<br/>         Dr. Hanna Sandy (HWC Coordinator)*<br/>         Vacant (DSPS/Management)*<br/>         (Student)<br/>         Paul Walker (Emergency Management)*</p> | <p>Vacant (Human Resources)*<br/>         Al Jackson (District Police)*<br/>         Farhad Mansourian (Faculty)<br/>         Ruth Greyraven (Faculty)*<br/>         David Aten (Classified Rep)*<br/>         Larry Cook (Facilities Management)*<br/>         Michael Nguyen (District EH &amp; S)<br/>         Byron Issac (District HR)</p> |
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| TOPIC  | DISCUSSION  | FURTHER ACTION  |
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| Approval of minutes from 4/8/19  | Approved  |   |
| <p>Reports:</p> <ul style="list-style-type: none"> <li>M&amp;O Safety Projects (Larry)</li> <li>District Police Report (Police):</li> <li>EH&amp;S (Michael):               <ul style="list-style-type: none"> <li>Review of injuries from WC summary report</li> <li>Recommendations to management</li> </ul> </li> <li>HWC – Student Injury Report (Hannah)</li> </ul> | <p>Mike for Larry:<br/>         Measure CC projects will improve safety/access and security on campus (i.e. improve the walkway between Lot H and North Complex).<br/>         Renovation of buildings is ongoing as well. We have mitigated some of the issues in the PAC, with the backstage projects and improvements to the sewer ejection pit.</p> <p>Larry completed the site lighting inspection and found some issues across campus. However, the lights fail “on” so we maintain a certain level of safety at night.</p> <p>Conversations are ongoing with Stanley on access control and cameras on campus to ensure that we can capture and view images.</p> <p>Rose stated a concern about doors being left unlocked. She stated that M&amp;O has been made aware of these issues. Tina stated that has been happening in another area as well. Mike stated he would follow up with M&amp;O.</p> <p>Michael Nguyen: Active shooter training was conducted and will be coming again. Paul is working on doing Active Shooter training in departments.<br/>         Ergonomics workshop had no turn-out this time, but will be done again.<br/>         Paul and Mike met with Sherrie O’Connell, emergency Preparation Coordinator for the City of Yucaipa, They are willing to conduct</p> | <p>We intend to address potential safety concerns with the Measure CC bond.</p> <p>Michael N. will discuss at not coding injuries as “miscellaneous.”</p> |

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|   | <p>CERT training on campus during the week and also scheduling fire extinguisher training for Classified week. We are waiting for confirmation of the dates from the City.</p> <p>Nguyen: Workman’s comp. District-wide we are doing well thus far, with two months left. Crafton: He will be investigating any reoccurring themes to see if materials handling is an issue that needs to be addressed so targeted safety training can be completed. But, overall the number of injuries are declining across the district.</p>   |   |
| <p>Safety Inspections:</p> <ul style="list-style-type: none"> <li>•</li> </ul>  | <p>County health inspectors, Grizelda and Cheryl, conducted an inspection on Bio Hazardous Waste. County expects regular pick-ups. Red bags must be kept below 32 degrees Fahrenheit.</p> <p>The science dept has scheduled the routine calibration of the autoclave, however, payment to ARS has been slow so they have withheld the test results. The calibration on the Autoclave should happen annually by mandate.</p> <p>We were asked to make sure that the manifests are available for review; Michael is working on them with Jeremy Brown. Sharps containers were too full according to inspection.</p> | <p>Michael will work with Hannah to address issues about Sharps storage.</p> <p>Staff will not fill Sharps too full, per inspection.</p>  |
| <p>Safety Plans &amp; Training:</p> <ul style="list-style-type: none"> <li>• M&amp;O Training Schedule</li> <li>• Safety Plan Review <ul style="list-style-type: none"> <li>○ Chemical Hygiene Plan</li> <li>○ Formaldehyde/Phenol</li> </ul> </li> </ul> | <p>M&amp;O training is ongoing and scheduled to occur with all M&amp;O staff together for the summer.</p> <p>Safety Plans: Updating of the safety plans is ongoing.</p> <p>District safety plan will have the district’s logo, campuses will use their own on their campus plans.</p> <p>The Print shop is coming to CHC and may need to be added to the Chemical Hygiene Plan. Michael N. will be providing GHS labeling training during Classified Professional’s Week.</p>   | <p>Michael will give a Hearing Protector talk. Audiometry is being conducted this Fiscal Year. Four training topics will be covered during June and July. Heat stress was done last Friday</p> <p>Safety Plans: work with staff for site specific reviews to be done this summer. We will be updating on an ongoing basis through the year.</p> |

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| <p>Emergency Prep:</p> <ul style="list-style-type: none"> <li>• Spring 4/23 Evacuation Drill AAR</li> <li>• Fall Shake Out – Drop, Cover, Hold On; Active shooter</li> <li>• Emergency Ops Plan (Paul)</li> <li>• CERT</li> </ul> | <p>Mike thought this to be the smoothest drill we have had. All areas were covered by staff except the North complex. Phones worked for Informacast. It was clear and the alarms started after the message. There was better coordination. Michael Nguyen was here. One concern, was that no one from Security participated.</p> <p>We will conduct the same Shake Out exercise as last year and work with Paul Walker to add a table-top exercise on Active Shooter training.</p> <p>Cert training:<br/>City of Yucaipa is willing to do CERT in a three-day training. Open to campus, encourage staff to participate. We will open to other district folks and the community will be invited to the training. Training will be limited to around 40 people.</p> | <p>Draft a scenario and bring it to safety meeting in the fall.</p>                      |
| <p>Safety Concerns:</p>   | <p>Old Items:<br/>Pathway from Lot G to NRTH?<br/>Building lockup</p>   |  |
| <p>New Business:</p> <ul style="list-style-type: none"> <li>• Committee Evaluation</li> </ul>   | <p>Evaluation was completed by each attendee; the link will be sent out.</p>  |  |
| <p>Non-Discussion Items</p>   | <p>Goals 2018-19:</p> <ul style="list-style-type: none"> <li>• Revise the Emergency Operations Plan and familiarize the committee; then identify specific action items.</li> <li>• Tabletop scenario with wildfire or earthquake with committee and building captains in April.</li> <li>• Hold 2 evacuation drills—Shakeout in October and an evening drill in April</li> <li>• Organize and schedule training for the building captains in October.</li> <li>• Obtain and review quarterly reports by District HR on status of CHC mandatory OSHA trainings.</li> <li>• Improve mass notification – Timeliness of text messaging and identify clear responsibilities.</li> </ul>  |  |
| <p>Adjournment</p>  | <p>Next Meeting scheduled May 13<sup>th</sup>, at 1:00pm; CCR 247</p>   |  |
| <p><b>Mission Statement</b><br/>The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse</p>   | <p><b>Vision Statement</b><br/>Crafton Hills College will be the college of choice for students who seek deep learning, personal</p>  | <p><b>Institutional Values</b><br/>Crafton Hills College values academic excellence,</p> |

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| campus community through engagement and learning. | growth, a supportive community, and a beautiful collegiate setting. | inclusiveness, creativity, and the advancement of each individual. |
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