

**Crafton Hills College
Safety Committee
Agenda**

Date: September 9, 2019

Location: CCR 247

<p><u>Members (Absent*):</u> David Stevenson (CSEA) Mike Strong (Co-chair) Mike Alder (Faculty) Dr. Hanna Sandy (HWC Coordinator) Marty Milligan (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 5/13/19	Approved with correction	
Review Charge and Membership	Read current charge	Change to meet a minimum of six times annually. Ask for an officer to attend meetings. Update charge on website. Just update web and reference back to that page. Take to Crafton Counsel to approve.
Elect a co-chair	Dave Stevenson	
Considerations for Committee Goals 2019-20	<ul style="list-style-type: none"> • Revise the Emergency Operations Plan and familiarize the committee; then identify specific action items. • Hold a CERT Class Fall 2019 • Tabletop scenario with wildfire or earthquake with committee and building captains. • 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. • Update Campus Safety Plans as necessary to maintain compliance • Improve mass notification – Timeliness of text messaging and identify clear responsibilities. 	<p>Walk thru for safety reaction for active shooter.</p> <p>CERT is scheduled with City of Yucaipa. Wed-Fri 2.5 days of training with lunch same week as the shake-out.</p> <p>Set-up table top in April with Paul Walker. To include other key people as needed. (ie., admin) Implement necessary</p> <p>Add to Next agenda: OSHA training that is</p>

		required per Job Descriptions. Mass notification: Ongoing and some improvements needed.
Campus-Wide Security Project	Infrastructure projects will be looking at campus security. Create a campus standard for security. What/who we need to protect. We want to sustain/monitor throughout the life of the asset. Cameras, proximity readers Etc. Meeting to outline the standards.	Bring to safety and discuss with committee.
<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 • HWC – Student Injury Report (Hannah) 	<p>HVAC filters the 27th</p> <p>Fire alarm finished at building 14 Print will be completely operational by next week. Sept-Dec elevator inspections. Fume hoods the week before Christmas.</p> <p>Nguyen:</p> <ul style="list-style-type: none"> • Safety Consultants: Three new safety vendors were selected by the RFP Committee and the vendors began service on 7-1-19: Safety Center (<i>safety trainings</i>), Alta Environmental (<i>industrial hygiene</i>) and Humanscale Consulting (<i>ergonomic assessments</i>). Citadel Environmental’s 5-year contract expired and was not renewed. Safety Center’s trainers have provided live training sessions to M&O and CHC Science Division. Trainees are reporting that trainers are lively, fun and engaging. • Chemical Inventory Update: Alta Environmental’s hygienists conducted chemical inventories in Canyon Hall in August 2019. These inventories were focused on what is reportable to SB County CUPA for the annual business plan – typically large quantities (55 gallons or more). M&O and all other applicable buildings will be inspected over campus winter recess. • CPR/First Aid/AED Training: EH&S currently has funding for a limited 	Moving on bio hazard for health and Wellness.

number of interested staff members and faculty to take this full-day training. Michael is working with Rick Hogrefe to schedule this. This session will be facilitated by Safety Center.

Safety Inspections:

- **Print Shop to CHC:** Michael would like to conduct a chemical exposure assessment on employees using the printing presses, to ensure that ventilation is adequate for the new workspace. FP&C staff confirmed last-minute HVAC modifications were/are being made to accommodate.
- **Formaldehyde:** A new round of formaldehyde surveys to be conducted in Biology/Anatomy pending arrival of cadavers. Michael is coordinating with Rosemarie Hansen and Van Muse.

Keenan Report:

- The number of injury claims at CHC is trending proportionate to last FY's total number. The running total dollar amount for FY 20 is unusually high for the number of claims.

Safety Trainings:

- **Online:** Michael has begun inputting training assignments into Keenan Safe Colleges by job description. There are a few "holes" that need to be addressed with Keenan. Goal is for employees to receive automated email notifications for new assignments (current employees do not automatically get prompts directed toward new hires).
- **In-Person/Live:** Recent trainings included Chemical Hygiene/Lab

	<p>Safety Overview for lab technicians (<i>Vance Kekoa</i>), Hand and Power Tool Safety for M&O (<i>Safety Center</i>), Hearing Conservation Program and GHS Chemical Labeling for M&O (<i>Michael Nguyen</i>).</p> <p>CUPA Plan due March.</p>	
<p>Safety Inspections:</p> <ul style="list-style-type: none"> • 		
<p>Safety Plans & Training:</p> <ul style="list-style-type: none"> • M&O Training Schedule • Safety Plan Review 	<p>Working on these. Making sure we are compliant in the plans.</p>	<p>Bring updated schedule to committee.</p> <p>Review: Admin has to update the plans, we bring changes to committee are they significant to require training or retraining for staff? Signed off by Michael Nguyen. Plans completed over summer will be coming to the committee</p>
<p>Emergency Prep:</p> <ul style="list-style-type: none"> • 10/17 Fall Shake Out – Drop, Cover, Hold On; Active shooter • Emergency Ops Plan (Paul) • CERT 		<p>10/17 do the shake out an hour earlier to see if the message goes out earlier or has no lag time. Continue drills as are.</p>
<p>Safety Concerns:</p>		<p>Fire academy due for 5-year reaccreditation. AED's are not in the correct place, ie., at the academy. Fire academies must have them. See about getting them for Fire.</p>
<p>New Business:</p>		
<p>Adjournment</p>	<p>Next Meeting scheduled Oct. 14th, at 1:00pm; CCR 247</p>	
<p>Mission Statement</p> <p>The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse</p>	<p>Vision Statement</p> <p>Crafton Hills College will be the college of choice for students who seek deep learning, personal</p>	<p>Institutional Values</p> <p>Crafton Hills College values academic excellence,</p>

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