

**Crafton Hills College  
Safety Committee  
Agenda**

**Date: February 10, 2019**

Location: CCR 247

<p><u>Members (Absent*):</u>          David Stevenson (CSEA - Co-chair)          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 &amp; S)</p>
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TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes from 12/9/19	Discussed adding future item recommendation to HR for onboarding/exit interviews regarding safety.	Approved Add item recommendation to HR for onboarding/exit interviews regarding safety.
<p>Safety Concerns:</p> <ul style="list-style-type: none"> <li>Follow up on AED's (update on locations)</li> <li>Availability of First Aid Kits (update on locations)</li> <li>Identification of campus visitors</li> </ul>	<p>Installed-3 new AED's. We will need to find a way to monitor batteries.</p> <p>List was attached to staff via in-service docs. On the Website with other in-service documents.</p> <p>Lanyards for visitors from M&amp;O</p>	<p>Will be created by M&amp;O</p>
<p>Emergency Prep:</p> <ul style="list-style-type: none"> <li>Update AP3505 Emergency Response Plan</li> </ul>	<p>Walker: plan todiscuss emergency response plan. What to do in the event of chem or haz mat spill? Response should be guided by the plan. How are we reporting incidents, from injury to hazards? Students and staff reporting differ.</p> <p>Hannah: take care of students, advise and treat. Form exists for tracking incidents. H&amp;W forms are filled out for insurance and incidents.</p> <p>Nguyen: There is a new and improved website coming.</p>	<p>Reporting incidents and procedures for reporting from staff. Include: Hannah's incidents need to be looked at as well. Where to go to report on the website? There is a link, we need to make it easier to find injury reports. Bridge the divide for faculty to deal with Chem spills by following the procedures in the chem hygiene plan. Should speak to everyone,</p>

<ul style="list-style-type: none"> <li>• Inservice Day Feedback (review themes)</li> <li>• Evening Evac Drill Tuesday, April 14<sup>th</sup>?</li> </ul>	<p>Inservice Day feedback: Summary coming from research department.</p>	<p>instructor, students etc.</p> <p>results of in-service feedback will be provided by Research Dept..</p> <p>Evening drill will be the same as previous.</p>
<p>Safety Plans &amp; Training:</p> <ul style="list-style-type: none"> <li>• Review Status Report</li> <li>•</li> <li>• HazComm – Information &amp; Signage <ul style="list-style-type: none"> <li>○ GHS Overview (Dave S.)</li> <li>○ Posters in labs</li> <li>○ Signage</li> </ul> </li> <li>• Safety Plan Review – Status Report (Michael Nguyen)</li> <li>• Employee Training – Training Gaps &amp; Action Plan</li> </ul>	<p>Safety Plan Status Summary: Combine Mike S and Michael’s plan.</p> <p>HAZComm: Dave 2016 implementation with new GHS Handout: With have to use both NFPA and GHS.</p> <p>Dave: Utilize the SDS Space specific posters or signage to expose students to labels and hazards. Signage for identification for the rooms that contain associated hazards. With Room numbers and contact number 4491 (dispatch).</p> <p>Nguyen: Employee Training update People are updating trainings. Updating training matrix. The new hires are at 100% and it’s done at orientation. 10 or 12 trainings.</p>	<p>Work with SBVC to create a form for hazard communication for specific rooms and spaces. Utilize technology to create fillable form for each space.</p> <p>X means it’s required O means optional but recommended and S is some in the group are required to take this. Updated matrix will include faculty. Once it’s updated it will be linked to “what safety training do I need”</p>
<p>Reports:</p> <ul style="list-style-type: none"> <li>• HWC – Student Injury Report (Hannah) <ul style="list-style-type: none"> <li>○ How are injuries reported?</li> </ul> </li> <li>• M&amp;O Safety Projects (Larry) <ul style="list-style-type: none"> <li>○ Lockdown Capability Update</li> </ul> </li> </ul>	<p>See above</p> <p>January: Fire Extinguishers were serviced. LRC elevator is partially fixed. Fire alarm inspections next month. Curb painting will be done during Spring Break.</p>	

<ul style="list-style-type: none"> <li>• District Police Report (Police):</li> <li>•</li> <li>•</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> </ul>	<p>Walker: Police, SBCCD safe app. Incorporate to use on phones for dialing campus police. Geo fencing: location driven. In development, looking at three possibilities.</p> <p>EH&amp;S: Claims. Committee reviewed. Injury numbers are done from previous years.</p>	<p>Walker is reviewing setup costs and contracts. District will do a cost benefit analysis. Then choose an app to start using by July 2020</p>
<p>New Business:</p>	<p>Marty-Welcome! represents DSP&amp;S</p> <p>We received the SWACC inspection, building by building walk-thru. Risk assessments.</p>	<p>Mike will share report at next meeting.</p>
<p>Non-Discussion: Committee Goals 2019-20</p>		
<p>Adjournment</p>	<p>Next Meeting scheduled March 9, 2020, at 1:00pm; CCR 247</p>	
<p style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><b>Institutional Values</b></p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>