

**Crafton Hills College
Safety Committee
Agenda**

Date: September 14, 2020

Location: CCR 247

<p><u>Members (Absent*):</u> Dave 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 & S)*</p>
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TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes 5/11/20	Approved	
Review Charge and Membership	<p>Dave expressed concerns regarding reporting of hazards/injuries to the committee.</p> <p>Since the committee is not conducting inspections, change the charge to review inspections. Actual change will read (assists with and reviews workplace inspections)</p>	<p>Dave and Michael Nguyen to discuss with HR as to what is appropriate to report. Dave Aten will be meeting with Michael Nguyen to discuss reporting.</p>
Review Self-Evaluation Results from Spring 2020	<p>5 respondents from the committee.</p> <p>Issue: Improvement in quality of information flow from constituency groups to the committee.</p> <p>Issue: There is a training module offered by Keenan.</p>	<p>Mike Strong and Dave Aten will be look into the training that Keenan is offering.</p>
<p>Committee Goals 2020-21 Goals from 2019-20</p> <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. 	<p>We would like more CERT training for the campus, either for new members or updates for current CERT members. CERT training that was led by Yucaipa brought to light people’s experiences in emergencies or lack thereof. We should catalog those skillsets we need and the staff that have those skillsets. Paul Walker and Dave Aten will discuss future training.</p> <p>Revisions were done on the Emergency Operations Plan (EOP) and some revisions are needed as a goal for 2021.</p>	<p>Dave Aten suggested that we conduct training for staff on where students are on campus during Covid in the event of an emergency and a contingency to</p>

<ul style="list-style-type: none"> • 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>Shake out participation: Discuss how to move forward during the pandemic. How we will participate in the Shake out?</p> <p>Keep Safety Plans updated and current while we are dealing with the pandemic. We need to finalize the plans.</p> <p>We've done good work on mass notification improvements.</p>	<p>mitigate any such emergency on campus with limited staff. Where and when classes are actually meeting and other services that are open.</p> <p>We will continue building captain trainings during the shut down.</p> <p>We will continue OSHA trainings Review Injury reporting: Continue our efforts to improve mass notifications (ie., open spaces outside) We may be able to utilize Measure CC projects. And we will continue to establish standards.</p>
<p>Safety Concerns:</p> <ul style="list-style-type: none"> • Open Discussion 	<p>Nothing reported</p>	
<p>CoronaVirus (COVID 19)</p> <ul style="list-style-type: none"> • Campus Safety Plan (Review and Comment) 	<p>Improve Plan to identify the rolls of staff, our roles as employees and students and their roles. Look over and comment on Covid Plan.</p> <p>Instruction suggested that the plan outline expectations of students and separate from staff or management expectations to read better.</p> <p>We need to maintain statewide mandates in the current plan.</p>	<p>Committee members will seek feedback from constituency groups. Due by this Friday!</p>
<p>Reports:</p> <ul style="list-style-type: none"> • HWC – Student Injury Report (Hannah) • M&O Safety Projects (Larry): • District Police Report (Police): 	<p>Hannah: H&W We are looking at what H&W need to reopen and operate. Flu season is upon us. How do we address the roles of H&E staff during the flu season and the pandemic?</p>	

<ul style="list-style-type: none"> EH&S (Michael): <ul style="list-style-type: none"> Review of injuries from WC summary report Recommendations to management 	<p>Larry: We have hand sanitizer, face shields, masks. We have a system to notify M&O as to needed Covid supplies. Elevator inspection is this month, not sure if or when that will happen.</p> <p>Chief: PD is here 24/7, 365 days. Burglaries to cars have subsided. Lots of transient problems at the property that is in Highland that has been empty for 10 years, which is using resources that could go to the campuses.</p> <p>Emergency notices: PD needs to be put in the loop if the campus is closed locally by the presidents.</p> <p>Bus services: Buses are still running even without services. Omni trans is reluctant to change routes, CHC is the end of line and they take breaks at the shelter on campus.</p> <p>Safety issues: We need specificity as to where the injury has taken place in a separate column on the injury report. We need some detail on the injuries. What they were doing as an example. We need to be able to sort specific detail from managers reports.</p>	<p>Mike and the chief will meet with Omnitrans.</p> <p>Larry: The report needs area (building numbers) and site, asset, and room number. Adjunct need to be trained on accident reporting.</p>
<p>Emergency Prep:</p> <ul style="list-style-type: none"> Great California Shakeout October 15, 2020 		
<p>Safety Plans & Training:</p> <ul style="list-style-type: none"> Safety Plan Review – Status Report (Michael Nguyen) 		
<p>Old Business:</p> <p>(Future Discussion) Recommendation to HR – Safety Items for Onboarding/Exit Interviews</p>		
<p>Non-Discussion:</p>		
<p>Adjournment</p>	<p>Next Meeting scheduled October 12, 2020, 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 campus</p>	<p>Vision Statement</p> <p>Crafton Hills College will be the college of choice for students who seek deep learning,</p>	<p>Institutional Values</p> <p>Crafton Hills College values academic excellence,</p>

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