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**DISTRICT SITES SAFETY COMMITTEE**  
**MEETING MINUTES**

April 23, 2013

**Committee Members Present:**

Barbara Nichols – PDC  
Whitney Fields – EH&S

Colleen Leon – Annex  
Steven Sutorus – Fiscal Serv.

Noemi Elizalde – FS/Account.  
Benjamin Gamboa – FS/Purch.

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**I. New Business**

- **Approval of Meeting Minutes**
  - Committee approved the meeting minutes from the April 23rd, 2013 meeting.
- **Feedback from Emergency Evacuation Drill April Exercise – District Sites**
  - All members summarized that the April evacuation drill was a success. A reminder was rendered that all occupants should be evacuating through the nearest safe exit. In addition, the Building Captains should be reminded to check restrooms during an evacuation. Blackboard Connect and Informa Cast seemed to work well for the exercise.
- **Summer Training – CERT Training CHC – Promotion/Sign-Up**
  - EH&S summarized that Community Emergency Response Training will be available at the District in the summer and volunteers for the training were requested. In addition, EH&S summarized that promotion of the training will be initiated when the final training dates are confirmed.
- **Safety Committee Meeting Quarterly – Starting August 2013**
  - The committee had a majority vote to initiate quarterly District Site, safety committee meetings in August 2013.
- **Heat Illness Prevention Campaign begins May-September 2013**
  - EH&S summarized the summer campaign to train and promote heat illness prevention on the campuses. Live training will be provided to the campus, M&O/Grounds and Custodial in May and June-August the staff will receive tail-gate heat illness training from their respective supervisors with information provided by EH&S (1-page hand out). Live training with EH&S will reconvene in the fall, September 2013.
- **Feedback from Active Shooter/Lockdown Training – District Sites**
  - The committee provided positive feedback on the Active Shooter/Lockdown training provided at the District offices in March. Comments were made that the new training format provided has vastly improved from the previous Active Shooter/Lockdown training. EH&S also provided information that this training can be viewed online at the EH&S website at the employees convenience.
- **Keenan Safe College database revisions – Queries**
  - EH&S provides an overview on the revisions made to the online safety training database, Keenan Safe Colleges. The overview provided information on how the database is now more user friendly so managers/administrators can assist in keeping track of their assigned employee's online safety training.



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- **Discuss Measurable Safety Goals 2013/2014**
  - The committee discussed the following goals for 2013/2014
    1. A more hands on/practical exercise Active Shooter/Lockdown training in the fall
    2. A different scenario for the April National Earthquake preparedness month in Spring 2014. As opposed to an earthquake scenario, perhaps a bomb threat.
    3. For all District employees to be 100% compliant with the online safety training requirements.The committee also decided to bring some additional goals to the May meeting to discuss.
- **Request for May 2013, Safety Committee Agenda Items**
  - The committee had no agenda items for the May meeting.
- **Workers' Comp./Claim Report – April 2013**
  - EH&S reports no first aids for the month of April and provides an overview of the continued trends with all of the District sites, the individual campuses and the District offices.

II. Round Table (Safety Committee Comments/Feedback)

- **Annex**

Provided an update on the Annex lease status.
- **ATTC/PDC**
  - N/A
- **Human Resources**

Provided information on TB information disclosed in the payroll check stubs for employee information on when a test is required.
- **Fiscal Services**

Provided information on how employees continue to stack items on top of their cubicles, which is a fall hazard, especially in the event of an earthquake? This item shall be deferred to the employees respective supervisors to mitigate. A item was also shared in regards to the cold temperature and employees taking action to make it more comfortable in their respective work areas.
- **Facilities**

Summarizes light project in the District office parking lot to conserve energy and how energy efficient bulbs are currently being tested in the parking lots and may be installed in the Annex parking lot as well, if they are approved by the Vice Chancellor of Fiscal Services.
- **Environmental Health & Safety**
  - N/A

III. Upcoming Training

- CERT Training – Summer 2013
- Supervisor Workers' Comp. webinars (3 Sections) – Pending
- Annual required online training push/deadline

IV. Injury/ Incident Review - Ongoing



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- Summarized at each meeting

V. Action Items

N/A

VI. Next Meeting Date: **May 17<sup>th</sup> 2013 2PM – District Offices, HR Conference Room #2**