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

May 17, 2013

**Committee Members Present:**

Barbara Nichols – PDC  
Whitney Fields – EH&S

Noemi Elizalde – FS/Account.  
Steven Sutorus – Fiscal Serv.

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.
- **Update on District Sites Renovation Projects**
  - An update was provided to the committee by a facilities rep. on the kitchen sink renovation/replacement on 05/14/13.
- **Summer Training – CERT Training CHC – Promotion Sign-Up - Update**
  - EH&S summarized that the training may be postponed until the Fall due to most of the CERT instructors being faculty they could not commit to summer CERT training. We will revisit the CERT training dates in the Fall.
- **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 that 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.
- **Bomb Threat – FEMA Online Training/Workshop Planning In Progress**
  - EH&S provided an online training resource for Bomb Threat/Suspicious packages to the committee offered by FEMA and summarized that EH&S is working with District Police to build a live Bomb Threat/Suspicious package training workshop.
- **Omni Trans – Cooperative Agreement**
  - EH&S summarized the pending cooperative agreement with Omni Trans, which will provide mass transportation for both campuses of anyone left stranded on site to safe evacuation facilities. The agreement shall also summarize that OT will stop dropping students off at the campuses to prevent an influx of additional stranded individuals on campus. This cooperative agreement is pending.
- **Discuss Measurable Safety Goals 2013/2014**
  - The committee discussed the following goals for 2013/2014
    1. Bomb Threat training at least two sessions offered to the District Sites staff.
    2. More training on how to respond on site if an employee is seriously injured and add an employee choking scenario.



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- **Request for August or September 2013, Safety Committee Agenda Items**
  - Election of new District-Sites, safety committee officers
  - Add a committee member replacement for the PDC
  - Add a committee member replacement for the purchasing section in Fiscal/Business services
- **Workers' Comp./Claim Report – May 2013**
  - EH&S reports no first aids for the month of May 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**  
No comments from the Annex.
- **ATTC**  
Requested training on how to safety set up lap-tops and the routing of the cords associated with the laptops in the PDC area.
- **Human Resources**  
No comments from HR.
- **Fiscal Services**  
No comments from Fiscal Services.
- **Facilities**  
No comments from Facilities
- **Environmental Health & Safety**  
Summarized an overview of the agenda and asked if the safety committee had any questions, and thanked the chair of the committee for their service during the 2012/2013, fiscal year and thanked the two departing safety committee members moving to other departments in the organization for their service and participation with the committee.

III. Upcoming Training

- CERT Training – Fall 2013
- Bomb Treat/Suspicious Package – Pending
- Annual required online training push/deadline  
Globally Harmonized System (GHS) training deadline

IV. Injury/ Incident Review - Ongoing

- Summarized at each meeting

V. Action Items

N/A

VI. Next Meeting Date: **August/September 2PM – Date Pending?**