



DISTRICT SITES SAFETY COMMITTEE
MEETING MINUTES
November 1, 2013

Committee Members Present:

Steven Sutorus – FS/Bus.
Whitney Fields – EH&S

Cristina Bradley – District/PDC
Noemi Elizalde – FS/Accounting

I. New Business

- **Approval of Meeting Minutes**
 - District-sites Safety Committee approved the meeting minutes from the October 18th, 2013 meeting.
- **First Aid Course – District Sites**
 - Committee discussed the advanced first class for the District-sites.
- **Selection of 2013/2014, District-Sites, Safety Committee Officers**
 - Committee discussed postponing the selection of a committee, chair and co-chair at this time due to attendance. Once again, the committee opted to select officers when larger pools of committee members were present. The committee discussed waiting positions to be filled so committee members can be appointed.
- **October Shake-Out - Feedback**
 - Committee discussed that the informa-cast message timing intervals may have been off. EH&S discussed following up with TESS to identify if there was a delay on the district message or if the informa-cast message was crossed with the SBVC/CHC campus informa-cast messages. Discussion was a delay in the message and inconsistency amongst the desks in the various work areas at the district-site administrative offices. Committee discussed trying the informa-cast again for the April exercise and assess the value if this is still something we want to utilize as a resource or just trying the bull horns assigned to the Bldg. Captains without informa-cast. Committee reported mixed reviews on receipt of text's and some got phone messages from blackboard connect.
- **Advanced First Aid/First Responder Training – 0830AM-1230PM – Weds. 11/13/13**
 - EH&S summarized the list has been finalized and the training shall commence with the selected district-sites staff representing the various district-site locations. Casual attire was approved for the training as a consensus.
- **District Sites – District Admin. Office – Women's Restrooms?**
 - Report on admin. side restrooms needed more supplies, middle sink with low water pressure and more attention to cleaning should be initiated. Specifics were asked for from facilities rep. to commence with addressing the concerns. Facilities rep. mentioned that a discussion on concerns are addressed and relayed to the custodial staff.
- **Drafting of a District Sites Safety Committee Charter – Review CHC Charter for Dec. 2013 Meeting**
 - The committee was provided with a copy of the CHC, Safety Committee charter to review and come up with comments or feedback by the next meeting on proceeding with a District-Sites charter. Committee member requested information on if it is necessary to have safety committee representation from each area at the district sites.



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EH&S summarizes that campus safety committee members are appointed and district site members are volunteers.

- **Campus Safety Training – September – M&O/Custodial/Grounds – Lock Out/Tag Out & Live GHS for Custodial**
 - EH&S discussed the two training topics LOTO and GHS. LOTO is summarized for the committee on what it means and what the training is about. Details are provided to the committee on how night custodial shall receive live GHS training due to the fact that it is difficult for them to log in to the online safety training database and they have many subs., which are not assigned log in access due to their work status.
- **Global Harmonized System training by December 1st, 2013 – OSHA mandated training - Online**
 - The committee was briefed on how this training is required and if they haven't logged in taken the training online, they should in addition to reminding their colleagues in the areas they represent at the district sites. Committee members discussed that log in information for the online safety training base needed to be updated on their current titles.
- **Annual Chemical Inventory – Keenan & Associates – Completed – Report Dec. 2013**
 - EH&S reports that the chemical inventory has been completed with a few deficiencies that will be addressed by the administration once the final report is released.
- **Request for December Safety Committee Agenda Items**
 - The committee overall complements that training is progressing well.
- **Workers' Compensation/Claim Report/First Aid Summary – Deferred to December 2013 Meeting**
 - EH&S summarizes the report to new committee members and the report for December has not been released yet but can be shared when the committee reconvenes in December.

II. Round Table (Safety Committee Comments/Feedback)

- **Annex**

Not present. Feedback was provided however that the lease move to Redlands is coming along well and on trek to be in the new Redlands facility possibly in the late winter. The tenant improvement project is underway for the new space for the Annex in Redlands.
- **ATTC/PDC**

No representation for the ATTC, however PDC member comments on women's restroom being back up and running after water intrusion repairs as positive.
- **Human Resources**

No representation.
- **Fiscal Services**

Information was requested following the quarterly inspections. EH&S mentioned following up on the safety inspection results from the previous inspection and defining a



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date during next inspection.

- **Facilities**

AED's all the monitoring/local is done online. Instead of doing it manually it is now trekked on-line. Facilities reports that on line log is maintained in-case someone asks. Facilities also mentions that the AED will make noises if maintenance is needed.

- **Environmental Health & Safety**

Reports that online training scheduling is still underway according to job classification. The assignments come from HR and EH&S assists with facilitating the training assignments depending on the employee classification.

III. Upcoming Training

- Annual required online training summary

IV. Injury/ Incident Review - Ongoing

- Summarized at each meeting

V. Action Items

N/A

VI. Next Meeting Date: **December 2013 – Date/Location Pending?**

11/01/2013 Meeting Adjourned 2:45PM