



DISTRICT SITES SAFETY COMMITTEE
MEETING MINUTES
September 05, 2014

Committee Members Present:

Whitney Fields – EH&S

Noemi Elizalde – FS/Accounting

Steven Sutorus – FS/Business Svcs.

Laura Whitehead – District Police/Emergency Prep.

Colleen Leon – District/TESS

I. New Business

- **Approval of Meeting Minutes**
 - District-sites Safety Committee approved the meeting minutes approved by consensus from the May 16th, 2014 meeting after below revision.
 - Request for revision on bullet #5, revised to hands on informal.
- **Spring 2014 – Emergency Evacuation Drill Select April Date, District-sites**
 - Summarized that the drill went well at the District-sites with the exception of Redlands who opted to evacuate on a separate day to recent move.
 - One building captain and safety committee member had a concern about a staff manager who was not present at the drill; it was clarified that during the real evacuation the missing staff member would have been documented. It was established if an employee is missing that the building captain ask the employee's respective supervisor of their whereabouts
 - Discussion on the integration of the Shake Out in the academic calendar moving forward, which will take place in the Fall on 10/16/14 at 10:16AM. The new Emergency Preparedness Manager shall be working progressively on promotion of the Great California Shake Out leading up to the date of the event.
- **Keenan Loss Control/Safety Contract Update #2**
 - EH&S summarizes that Citadel Environmental Services Inc. has been selected as the new vendor and the services shall include a new safety training database, a new interactive ergonomics software and new material safety datasheets database (MSDSonline).
- **Drafting of a District Sites Safety Committee Charter – Summer 2014 Project**
 - EH&S provided a template of a single page safety committee charter from SB, Valley College to be reviewed for drafting by the committee in the Fall.
- **Campus Safety Training – May 2014 – M&O/Custodial/Grounds – Emergency**
 - EH&S provides information on the training for May, Heat Illness Prevention training for SBVC/CHC, M&O, Custodial Day/Night & Grounds staff.
- **Community Emergency Response Training (CERT) Light Search & Rescue – Reminder (SBVC & CHC)**
 - EH&S summarized that a schedule has been completed by the EP Manager for the training sessions with modules at both the SBVC & CHC campuses, respectively. If anyone is interested in registration, they are to contact the EP Manager.
 - EP Manager discussed refreshments and attire for the CERT training sessions at the campuses.



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▪ **Request for August/September 2014 – Safety Committee Agenda Items & Confirmation Dates**

- The consensus from the committee is to meet in September and every other month moving forward. EH&S shall send out calendar invites for the 2014 Fall/2015 Spring meetings.

▪ **New District Site, Safety Committee Reps. 2014-2015**

- EH&S summarizes that a new member selected by the CSEA from purchasing shall join the committee. It was summarized that a new Director of Planning and Construction will be coming on board on May 28th and may join the committee.

▪ **District Sites Safety Routine Inspections – April 2014 – Turn In Inspection Summaries**

- Committee members who completed them turned them in and other members will submit their inspection summary reports prior to the next meeting at-will.

▪ **Workers' Comp./Claim Report/First Aid Summary – Review April 2014 Report**

- EH&S summarizes the trends inclusive of frequency and severity of trends. Samples of PPE were provided to the campus communities for prevention of an accident where frequency was observed.
- EH&S summarizes live and online training statistics in particular the Global Harmonization System training required by OSHA.
- EH&S summarizes accident investigations and first aid reports with the committee inclusive of proactive follow-up from EH&S working collaboratively with the employee's supervisor.

▪ **II. Round Table (Safety Committee Comments/Feedback)**

▪ **Annex**

Conference over phone, reports that the safety department meeting will take place to put together evacuation map and schedule first evacuation drill following.

▪ **ATTC/PDC**

Not present, nothing to report.

▪ **Human Resources**

Not present, nothing to report.

▪ **Facilities**

- Committee member summarized the arrival of the new Director of Facilities and Construction for the district and the history of a similar position. This position was previously filled by the Business Manager. Facilities Director will also supervise the custodians, maintenance repairs and the bond/construction program. Dewey Pest Control came by and sprayed to initiate pest control. It was summarized that the district-sites emergency supplies were expired were properly discarded.

▪ **Environmental Health & Safety**

Routine safety inspections are due.



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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: **September 2014 – Date/Location TBD**

05/16/2014 Meeting Adjourned 3:52PM