



DISTRICT SITES SAFETY COMMITTEE
MEETING MINUTES

March 4, 2016

Committee Members Present:

Whitney Fields – HR/S&RM

Stacy Garcia - ATTC

Maria Ramirez – HR/S&RM

Noemi Elizalde – FS/Accounting

Roanne Holliman – PDC

Colleen Leon – TESS-Redlands/Annex

Roanne Holliman - PDC

I. New Business

- **Introduction of District-Site, Safety Committee Members – 2015/2016**
 - New and previous safety committee members introduce themselves.
 - New Risk Management Coordinator, Professional Expert is introduced to the committee.
- **Approval of Meeting Minutes**
 - Meeting minutes approved for January 14th, 2016 by consensus, with two grammatical/spelling changes.
 - Redlands/Annex, safety committee rep. phones in to the meeting.
- **Update on Emergency Preparedness Coordinator – Professional Expert recruitment – Starts, March 2016**
 - The committee was updated on the recruitment of the new, Emergency Preparedness Coordinator on March 14th. It was summarized what the duties of this position will consist of and the future plans, systemic to emergency/disaster preparedness & communications.
- **Discuss Planning – April 16th, Emergency Evacuation Drill**
 - The committee by consensus discussed that the District-sites, Spring drill will take place at 1030AM and will consist of a mass evacuation at the district-site locations, testing of Informacast the phone alert notification system and Blackboard Connect, the emergency notification system.
 - The committee also was briefed on Incident Command position, training and how the changes will be made to update the duties, within the Emergency Operations Plan. The training will include role responsibilities.
- **Discuss Bldg. Captain/Incident Command System position training – District-Sites**
 - The committee was briefed that Building Captain training shall commence, prior to the April 16th, 2016, Emergency Evacuation drill.
- **UL Pure Safety Launch Update – January 25th, 2016**
 - The committee the progress with individual training with the new online, safety training database. Questions were presented on some of the program acknowledgment links, associated with each training, S&RM answered the questions. The committee discussed what the current and future, online safety requirements will be in the new online, safety training database, UL Pure Safety.
- **Sewage Spill Incident/Remediation Project 1/4/16 – ATTC Bldg.**
 - District-sites Safety Committee was provided with information on the ATTC, sewer back-up incident. S&RM provided an update on the progress of the project with the remediation, air/swab clearances and the removal and installation of wall tiles/fixed restroom fixtures.
- **Keenan SWACC/Property & Liability Results - Summary**
 - The committee was briefed on the results of the SWACC, safety inspection. The



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- committee was provided on some details on what the inspector from Keenan will be looking for. The Camarillo, Alternative Text Production Center (ATPC), were added to the list of properties to be inspected as part of the SWACC inspection.
- **First Aid Training Dates – Confirmed – District Sites/SBVC/CHC – April 2016**
 - The committee was briefed that the CPR/AED training is available and what the progress was with registration at the district-sites for April 1st, 2016.
 - **Campus Safety Training – March, 2016 – M&O/Custodial/Grounds – Blood borne Pathogens (SBVC) Injury & Illness Prevention/Slips, Trips & Falls (CHC) - Live**
 - The committee was briefed on the live, safety training which will be provided for maintenance, grounds & custodial at the campuses, which will include IIPP, Slips, Trips & Falls, this month.
 - **Active Shooter Training Update – District Police**
 - The committee was briefed on the progress with Active Shooter/Lockdown, live training with the SBCCD, Police. The committee was asked if they wanted another training session, due to the conflict with the last training date. It was proposed to have another training session, during Spring break or another alternative date can be selected, per the committee's request.
 - **Active Shooter/Lock-down/Bomb Threat Training – Planning/Dates – Spring Break?**
 - The committee discussed training dates for active shooter/lock-down and bomb treat training. The committee was asked to provide dates for these trainings. Spring break was discussed as an option for training dates.
 - **Zinka Virus – Overview/Trn. for DSSC & Task Force Update**
 - The committee was briefed on the hazards associated with the Zinka Virus and the educational initiatives, which will be implemented by the Safety & Risk Mgmt./HR, office. A task force may be put together to figure out what to promote to educate the campus/district-site, communities.
 - **Facilities Request Update**
 - The committee was briefed on the new lead on facilities, subsequent to the vacancy in the District, facilities lead area.
 - **Request for May 6th, 2016, Safety Committee Agenda Items**
 - It was discussed to add the updated with the Zinka task force, the April evacuation exercise and anything new in the disaster/emergency preparedness area, with the new coordinator, in place.
 - **Safety Online Training – Summary Report – UL Pure Safety**
 - S&RM summarized that due to technical issues, the online, safety summary/training report will be shared following the 3/4/16 meeting.
 - **Accident/Injury Report**
 - S&RM summarized the quarterly, accident/injury report with the safety committee, which reflects a downward trend with accident/injury, frequency/severity. The training summary report was shared for Keenan Safe Colleges.
 - S&RM also summarizes workers' comp./accident reporting procedures and now how S&RM division will be more proactive with follow-up, accident investigations now that S&RM staffing, has increased.



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

▪ **Annex** – Summarized that roof/window leaks repairs, are still in process, it was now identified to be specific to the walls, in the print shop area.

▪ **ATTC/PDC – ATTC** – A question was presented on the January, sewer back-up in the ATTC and the water fountain that was impacted. S&RM summarized that all environmental testing was within normal ranges, with sewer impacted locations following a clean-up by a certified vendor inclusive of the drinking water fountain, swab testing and impacted facilities were in the process of being remediated to address moisture intrusion issued, identified.

The PDC provided an update on the renovations underway in the classroom spaces and the restrooms. Renovations should be completed by the end of March.

ATTC, the logistics on the upcoming remediation phase will be coordinated with the site administrator over the ATTC.

▪ **Human Resources** – The committee was updated on the addition of new staff in Safety & Risk Management, which will include the Safety & Risk Management Coordinator and the Emergency Preparedness Coordinator.

▪ **Fiscal Services** – It was summarized that the Vice Chancellor and Director of Fiscal Services positions are filled permanently pending board approval for the Director of Fiscal.

▪ **Facilities** – Coordinate all facilities requests with the VCFS or his Admin. Assistant.

▪ **Safety & Risk Management** – Nothing added.

III. Upcoming Training

▪ First Aid – District-Sites employees

IV. Injury/ Incident Review - Ongoing

▪ Safety & Risk Management summarized near misses/first aids & injury claims.

V. Action Items

➤ Planning meeting for the April 2016/Spring emergency evacuations exercise.

➤ Facilities related items – ongoing.

VI. Next Meeting Date: **May 6, 2016, 2PM – Conference Room#2**

03/04/2016 Meeting Adjourned 3:07PM