



DISTRICT SITES SAFETY COMMITTEE

MEETING MINUTES

February 6, 2019

Committee Members Present:

Michael Nguyen – EH&S/FP&C
Paul Walker – PD/Emergency Mgmt.
Roanne Holliman – EDCT-PDC
Byron Isaac – HR

Martha Camacho-Kelly - Purchasing
Wendy Lester – EDCT-PDC
Stacy Sysawang – EDCT-ATTC
Gina Guerrero – KVCR

Noemi Elizalde – Fiscal Svcs
Roxane Joyce – EDCT-PDC
Krystal Mesa – EDCT-ATTC

- I. Approval of Minutes – November 14, 2018
- II. Reports

Emergency Management

- **Emergency Operations Center update**
 - There are some food provisions currently in the Board Room storage closet. Provisions are meant for the emergency response team, not necessarily for other employees still on scene.
 - Suggest augmenting personal emergency kits with more palatable food items, such as “meals ready to eat” or instant hot-serve meals.
 - Some kits come with magnesium. Added to water, will provide sufficient heat to cook meal.
- **Crime incidents at Valley College**
 - Brief overview of recent incidents:
 - Takeaway: Always be aware of your surroundings
 - Request an officer or CSO escort you – x4491
- **Opioid epidemic**
 - Narcan or Naloxone can be used to counteract an overdose
 - Per State Health Department – any first responder must go through training and only first-response entities can handle these substances
- **Emergency Operations Plan update**
 - 99% done, just needs a few tweaks
 - 100 page document
- **April Fire Drills**
 - SBVC, CHC, and District sites are preparing
- **District Police updates**
 - Hiring on-call, “sub” police officers
 - New officer: Angelica, working with Ofcr. JohnPaul Carlos
 - Additional resources dependent on bond funds
 - Ford Explorer – next FY
 - New gear
- **Building/Location updates**
 - District Police may relocate to current District Office location after DO relocates to Hospitality Lane



DISTRICT SITES SAFETY COMMITTEE
MEETING MINUTES
February 6, 2019

Environmental Health & Safety

- **Ergonomics seminar with Dr. Clyde Blackwelder**
 - Dr. Clyde Blackwelder with UCR HR/Ergonomics will return to SBVC and come to CHC for the first time, both on Flex Day, April 9, 2019.
- **Safety Flash: Hypodermic needles in trash cans**
 - Due to recent incidents at Annex and SBVC, EH&S will issue a “Safety Flash” reminding employees that needles and other sharps cannot be thrown away in the regular trash.
 - Any needles encountered should be immediately reported to District Police for follow-up.
- **Online Safety Trainings**
 - After research in fall 2018, EH&S has determined the best learning management system for the District’s safety training needs is Keenan SafeColleges (which SBCCD already has access to). Details will be sent to each employee regarding the specific training modules they must take.
- **Keenan Injury/Worker’s Comp reports**
 - Due to the recent inclement weather, there is an uptick in slip and fall incidents; pay attention to your surroundings and take extra care when walking and driving

III. Roundtable

- **PDC – Window screen on door**
 - The main door to PDC is missing a window screen that is present on all other external doors. Concern as it pertains to active shooter.
 - Michael will contact Angel Rodriguez to find out who was responsible for placing the screens earlier.
- **PDC – Water fountain**
 - Water fountain in PDC overshoots and water gets on the floor.
 - Michael will ask Ernie Loera to address this.
- **DO – Kitchen Housekeeping**
 - Concern of a slip hazard resulting from water drips from food cover (microwave area) and lack of cleanup from water/ice dispenser.
 - Michael will look into signage reminders, communications to staff (e.g. email) or a combination of both.

IV. Next Meeting – May 8, 2019