



District–Wide Safety Committee

Meeting Minutes

May 14, 2010 at 2:00pm

PDC 104

ATTENDEES

Renee Brunelle/District/HR	Dio Shipp/District/HR
Steve Sutorus/District/Fiscal Services	Pierre Galvez/District/Police
Charlie Ng/CHC/Admin Services	Rosemarie Hansen-Barnes/CSEA-CHC
Colleen Leon/District/Distributed Ed/Tec Services	Suzanne Trowbridge/Keenan & Associates
Sarah Miller/CSEA-SBVC	Rosalind Lee/District/Police
Benjamin Gamboa/CSEA-District	Marco Gaurdi/Keenan & Associates
Tatiana Vasquez/SBVC/Biology	Pat McCurry/District/Police

DISCUSSION ITEMS

1. Sign In
2. Review of Section 5 of the OSH Act of 1970 and California Government Code (handout) – Sarah Miller
3. Brainstorming worksheet (handout) & Charge – Charlie Ng

Purpose: Provide a safe and helpful workplace for all employees and to build a strong safety culture (stated by Charlie and re-statement by Sarah) to Provide assistance to SBCCD in providing a safe and healthful workplace for all employees and to build a strong safety culture.

Goal: To assist SBCCD in significantly reducing work place injuries, promote safety awareness and participate in emergency response programs.
4. Review of projects verses a routine event – Charlie Ng

List of issues:

 1. Safety training, relevant to employees safety policies are updated & revised
 2. Evacuation drills (fire, earthquake, etc...)
 3. Assist in identifying gaps (plans, aerosol transmissible diseases – “road kill”)
 4. New laws & policies
 5. Assisting and identify external and internal resources to address safety issues

Projects: (vote totals are noted) votes

1. Identify what safety training is needed (include language for purpose of training)		
2. Email notification to employees		
3. Update board policy 3500, 6800, etc... Admin Reg procedures (safety, harassment, work place violence)	5/2-Keenan	7
4. Emergency preparedness drills		1
5. Safety awareness campaign (students, faculty and staff)		3
6. Safety committee training and material (reference material)		1
7. Clery Act Impact (Sarah will work on this during the summer to present in the Fall)		0
8. Handbook		0

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Routine activities:

1. Review injury reports
 2. Review OSHA citations/reports
 3. Review new legislation
 4. Review Keenan contract quarterly
 5. Review claims & cost
 6. Review budget resource allocation
 7. Partner with students (student rep on site committees or this committee)
 8. Campus field trip (to view the campus for safety)
5. Emergency Preparedness Update – Pat McCurry
Flip chart is pending final review. Display of sample mobile EOC unit. Introduction of Cal-Ema Handbook. Emergency Operations Plan pending completion. EOC protocol must be determined. Request was made for the flip chart to be made available before entering into the classroom.
- 6 Routine Safety Matrix – Renee Brunelle
Per the Board direction the Routine Safety Matrix should be posted in prominent areas (bulletin boards), the Website and also provide a pocket version. Sarah noted a discrepancy with the mechanical ventilation system lab fume hoods, timing should be annually not monthly.
- 7 Sarah will send out the meeting maker invitation and Rosalind will send the minutes to Sarah, Charlie, Renee and Lorraine.
8. Next Meeting: Thursday, June 17, 2010 @ 2:00 – 3:30pm (meetings will be held once a month)

Meeting Adjourned: 3:10pm

Prepared by: R. Lee