

## District-Wide Safety Committee

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### Meeting Minutes

September 2, 2011, 2:00 pm, Board Room

#### **Members Present**

Whitney Fields, Ben Gamboa, Ruth Greyraven, James Hansen, Rosemarie Hansen, Sarah Miller, Charlie Ng, Amalia Perez, Tatiana Vasquez

#### **Members Absent**

Guy Hinrichs, Colleen Leon, Mike Strong

#### **Guests Present**

Suzanne Trowbridge, Keenan & Associates

#### **Review & Approval of July 28, 2011 Meeting Minutes**

Sarah Miller opened the meeting by asking for a motion to approve the minutes of July 28, 2011. Rosemarie Hansen moved to approve the minutes with the addition of Chris Tamayo to the sentence *Krysten Newbury left the meeting* - under **Updates on Plan/Compliance Status – Hazard Mitigation Plan** Ruth Greyraven seconded the motion, and the minutes were adopted.

#### **New Year Welcome and Orientation to the Safety Committee**

Sarah Miller advised the committee that the CHC Director of Student Life, Ericka Paddock, contacted her about the possibility of including a student representative in the District-Wide Safety Committee. There was discussion and the committee concurred with the idea to have student representatives at the meeting. Sarah will contact SBVC Student Life to have an appointed student representative attend.

Sarah stated that new members to the District-Wide Safety Committee should be provided an orientation. Sarah and Charlie Ng will provide the orientation to new members.

#### **Determine Safety Committee Meeting Schedule for 2011-12**

There was discussion on the attendance of committee members. Ruth Greyraven stated that the committee needs voices for a true representation. Sarah Miller added that this committee is where people can bring their safety concerns. Rosemarie Hansen shared that at CHC only four members attended the last meeting. Suzanne Trowbridge asked if they think the attendance will improve now that school has started. Sarah stated that SBVC has similar attendance issues. James Hansen commented that more members will attend if refreshments are available. Rosemarie further added that it has been frustrating. Sarah commented now that Whitney exists – it is good for people to read about safety in the newsletters and increase awareness.

Charlie Ng asked the committee to determine the schedule for 2011-12. It was agreed that the District-Wide Safety Committee meetings will be held every 2<sup>nd</sup> Friday of each month through May 2012 at 1:30pm.

### **Brainstorm 2011-12 Agenda**

#### **1. Determine projects and activities**

Charlie Ng asked the committee members to review a list of safety committee activities that he obtained from the handout on *Effective Safety Committees*. Each member was asked to choose five top safety activities and rank the selected activities. After a few minutes, the members submitted their top five safety activities. Charlie established a ranking system for the activities.

The top activities selected by the committee are:

1. Evaluating Safety Program Effectiveness
2. Developing & Communicating Safety Policy & Procedures
3. Reviewing Safety Hazard Reports & Safety Suggestions
4. Communicating Safety Information to Employees
5. Analyzing Accidents, OSHA Logs & Other Accident Records
6. Conducting Safety Promotions
7. Generating Safety Improvements, Suggestions & Ideas

After a brief discussion, the committee determined which activity was a project or a standing agenda item.

The following activities are identified as standing agenda items.

1. Reviewing Safety Hazard Reports & Safety Suggestions
2. Analyzing Accidents, OSHA Logs & Other Accident Records
3. Generating Safety Improvements, Suggestions & Ideas

The projects and sub-committee members are:

1. Evaluating Safety Program Effectiveness – Sarah Miller, Tatiana Vasquez and Ruth Greyraven
2. Developing & Communicating Safety Policy & Procedures – Charlie Ng, Ben Gamboa and Mike Strong
3. Conducting Safety Promotions – Rosemarie Hansen, Jim Hansen and Amalia Perez

Charlie Ng stated that based on the results, the committee has a framework and direction for the year.

#### **2. Determine standing agenda items for 2011-12**

1. Updates (EH&S Administrator, District-wide Safety Committee, SBVC and CHC Safety Committees, and District Offices/Annex Safety Committee)
2. Analyze accidents, OSHA Log and other safety report information
3. Progress updates on District-level plans (Emergency Preparedness Plan, Clery Act, Hazard Mitigation, etc.)

### **Discussion/Brainstorm**

*Can we identify and address safety issues arising from construction/demolition activities in a proactive way?*

There was a lengthy discussion on the safety issues arising from construction/demolition activities at the campus. The following concerns were discussed:

1. Dust from all the construction/demolition
2. Locks in the new buildings at SBVC
3. Dark rooms and restrooms at SBVC
4. Contracts
5. Contractor behavior and attitude

Charlie Ng stated that all these issues can be addressed at the user group meetings and at the initial stages of the design and development. There is a perception that the District is the “mother-ship”. The District Offices serve the colleges. However, the colleges must do their due diligence and they are in control of their own destiny. The Vice Presidents are the project managers for all construction/demolition activities at the campus.

Jim Hansen suggested that a Project Management Construction Taskforce be developed which will be comprised of the Vice Presidents from each college, the EH&S Administrator, and the Facilities Project Manager from the District.

### **Next Meeting**

The next meeting of the Safety Committee will be at 1:30 pm on Friday, October 14, 2011 in PDC 104.

### **Adjourned**

The meeting adjourned at 4:20 p.m.

Recorded by Amalia Perez