

District-Wide Safety Committee

Meeting Minutes

October 14, 2011, 1:30 pm, PDC 104

MEMBERS PRESENT

Ben Gamboa, Charlie Ng, Colleen Leon, Mike Strong, Rosemarie Hansen, Sarah Miller, Steve Sutorus, Tatiana Vasquez, Whitney Fields, Fernando Martinez

MEMBERS ABSENT

Ruth Greyraven, Jim Hansen, Amalia Perez, Guy Hinrichs

GUESTS PRESENT

Suzanne Trowbridge, Keenan & Associates

REVIEW & APPROVAL OF SEPTEMBER 2, 2011 MEETING MINUTES

The minutes were approved with the addition of the Crafton Safety Committee to item 2.1. on the second page.

UPDATES

◆ EH&S Administrator

Whitney advised the committee that the big push this month was the Great Shakeout at 10:20 on 10/20. Mike advised that CHC would notify their campus via the telephone system, asking flyers to be passed out and requesting that a discussion take place regarding what to do in the case of an earthquake. CHC M&O staff plan to take the opportunity to walk the campus and rehearse shutoff procedures. Pamphlets and brochures will be distributed, as well. At SBVC, there will be information disseminated to students for about 10 minutes, followed by a campus-wide evacuation. At the District there will be an evacuation with an information component occurring at the evacuation area.

◆ Districtwide Safety Committee – Charlie advised that there was nothing to report.

◆ SBVC Safety Committee – Fernando advised that SBVC was working on the Great Shake Out.

◆ CHC Safety Committee

Rosemarie advised that CHC, too, was working on the Great Shake Out. In addition, they were continuing with their to plan reviews.

- ◆ District Offices/Annex Safety Committee

Colleen advised that they had reported some issues to Whitney regarding gasses in the restroom, and extension cords. She also mentioned that there has been added police presence at the Annex. Ben advised that the District Committee had reviewed a safety checklist to be used for identifying concerns.

Charlie mentioned that this should be included as an agenda item at the next management meeting.

ANALYZE

- ◆ Accidents – Amalia was not present to report.

- ◆ OSHA Log – Amalia was not present to report.

Suzanne mentioned that all employees should have knowledge of what the IIPP is in case OSHA does an inspection. Charlie underscored that **it is absolutely unacceptable for any employee not to know that there is an Injury & Illness Prevention Plan (IIPP), that they were trained on it, and where they can get it. Whitney will put this information in the next newsletter.** Suzanne said that he should include a statement referring any individual that does not know about the IIPP to contact his or her supervisor, the site safety officer, or the EH&S Manager.

- ◆ Other Safety Reports/Information

Suzanne presented a workers compensation injury summary report. The committee asked if Suzanne could also provide annual numbers for two years ago, annual for last year, as well as year to date.

The committee also discussed the course completions figures provided and Sarah remarked that the numbers looked small. The committee discussed the fact that the numbers shown represent the completion of trainings assigned by Human Resources. It was felt that the supervisors would be more in tune with whether or not employees needed new training or retraining.

- ◆ Rose mentioned that employees should be retrained each time a safety plan was updated. In order to facilitate the assignment of training when plans are updated, the committee clarified the following procedure:

- 1) Proposed changes are submitted by the safety committees to the VPs of Administrative Services (campus) or to the Business Manager (District).
- 2) If changes are accepted, the revised plan is signed by the EH&S Manager and the VP of Administrative Services (campus) or the Business Manager (District) and forwarded to the President (campus) or VC of Fiscal Services (District) for final approval.
- 3) Once the plan receives the President/VC approval, the VP of Administrative Services or the Business Manager will notify the EH&S Manager to post the revised plan on the web.
- 4) The VP of Administrative Services or the Business Manager will also **forward the revised plan to Human Resources with a statement that the revised plan either does or does not require retraining.**

- ◆ A motioned was passed that the Districtwide Safety Committee formally recommends that the site safety committees conduct a survey on the effectiveness of the safety training people are receiving.

PROGRESS REPORTS ON DISTRICT PLANS

- ◆ Emergency Preparedness

Charlie mentioned that the EOP went out for comment campuswide at SBVC and CHC. The comment period ends 10/28/11. The comments will be reviewed and possibly incorporated into the plan by November. It is hoped that the plan will be approved at the December meeting and that training will take place in January and February.

- ◆ Cleary Act

An ASR went out on 9/29/11. Some of the items required by the Cleary Act, including training and the EOP, will be occurring as the EOP is completed. Whitney advised that several lockdown training sessions have been scheduled for the campuses and District sites.

Sarah asked about the progress of the ability to actually lockdown. Charlie replied that Chancellor's Cabinet has discussed what would be a "Door Project". At this point they are going to commission a scoping project to determine how many doors are involved. Based on the scope and cost, funding and implementation will be investigated. One suggestion made by the Fire Department regarding doors with panic bars was to suspend a key by a chain near the door.

- ◆ Hazard Mitigation

The plan was published in the newspaper and public comments closed on 10/10/11. These comments are being incorporated into the plan.

SUBCOMMITTEE REPORTS

- ◆ Evaluating Safety Program Effectiveness

Sarah spoke about the subcommittee composed of herself, Ruth and Tatiana. They developed the following criteria for safety plans, which Charlie mentioned should become the template for reviewing all the plans. The first plan the subcommittee will be taking a look at is the Chemical Hygiene Plan at SBVC.

- 1) Is the plan specific to the operation it is aimed toward or is it a generic template?
- 2) Does the plan reflect the actual titles and hierarchy that exist in the area in which it is intended to be applied?
- 3) Have all parties to which the plan pertains received a copy of the plan? Has their feedback been considered for incorporation into the plan?
- 4) Does the plan actually apply to the processes and substances used?
- 5) Have all parties to which the plan pertains received training for any procedures or processes mentioned in the plan?
- 6) Have all supplies mentioned in the plan been purchased and distributed? Have people been trained in their use and, if appropriate, their ultimate disposition?

- ◆ Developing & Communicating Safety Policy & Procedures

This subcommittee is composed of Charlie, Ben and Mike. They are reviewing research materials on policies and procedures. A meeting has been scheduled for the first or second week of November. They will have an update at the next committee meeting.

- ◆ Conducting Safety Promotions

Rose reported that they spent the bulk of the month on the Shakeout. Whitney added that Mike, Jim and Steve were featured in the safety newsletter to increase awareness of the safety officers.

ADJOURNMENT

Sarah adjourned the meeting.

Recorded by Kelly Goodrich