



District-Wide Safety Committee

Meeting Minutes

November 18, 2011, 1:30 pm, PDC 104

MEMBERS PRESENT

Ben Gamboa, Colleen Leon, Rosemarie Hansen, Sarah Miller, Steve Sutorus, Tatiana Vasquez, Whitney Fields, Jim Hansen, Ruth Greyraven

MEMBERS ABSENT

Mike Strong, Amalia Perez, Guy Hinrichs

GUESTS PRESENT

Lisa Coffman, Keenan & Associates

REVIEW & APPROVAL OF OCTOBER 14, 2011 MEETING MINUTES

The minutes were approved.

UPDATES

◆ EH&S Administrator

Lisa Coffman from Keenan provided Workers Compensation 101 training and a summary of the workers compensation claims for the District over a 6-month period in comparison with the previous months over the last three years.

Whitney provided a summary on the Job Hazard Assessment progress and Sarah added that she would provide some information to the committee in the near future relative to a Cal-OSHA, Job Hazard Assessment and how OSHA formats their assessments.

Whitney provided a progress update on streaming online training for formaldehyde, active-shooter and fire prevention, which was taped from previous live training sessions. Ruth expressed how she would like to see more web based training in the future and how the online trainings are difficult to sit through for an extended period of time.

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

◆ SBVC Safety Committee – Jim provided information relative to SBVC, lockdown initiatives, inclusive of a door renovation project and meetings, which were held to gather consensus on safe room locations on campus. Jim also commented on the great success of the Great California Shakeout drill on the Valley campus and thanked the EH&S Administrator for assisting in facilitating the process with setting up the exercise.

◆ CHC Safety Committee

Rosemarie provided a summary on the current program reviews during the Crafton Safety Committee meetings. In addition, Rosemarie commented on the great success of the Great California Shake-out on the Crafton campus and the amount of training resources distributed.

- ◆ District Offices/Annex Safety Committee

Whitney and Ben provided feedback following the District's participation in the Great California Shakeout and the great participation from staff. It was also noted that InformaCast was a great notification tool to utilize during an emergency.

ANALYZE

- ◆ Accidents – Amalia was not present to report.
- ◆ OSHA Log – Amalia was not present to report.
- ◆ Other Safety Reports/Information

PROGRESS REPORTS ON DISTRICT PLANS

- ◆ Emergency Preparedness

Whitney provided an update on the status of the Emergency Plan completion and that it will be presented as a Board Agenda information item in November.

- ◆ Clery Act

- ◆ Hazard Mitigation

Whitney provided an update on the Hazardous Mitigation plan that final revisions were underway at this time.

SUBCOMMITTEE REPORTS

- ◆ Evaluating Safety Program Effectiveness

It was discussed collectively that the communication needs to be better in order for our plans to be effective.

- ◆ Developing & Communicating Safety Policy & Procedures

This subcommittee summarized that managers/supervisors have an obligation to know and understand safety programs.

- ◆ Conducting Safety Promotions

Rose reported that the time committed to the promotions systemic to the Great California Shakeout paid off with the success of the drills and educational materials distributed across the board on the District and Campus level,

ADJOURNMENT

Sarah adjourned the meeting.

Recorded by Whitney Fields