



# District-Wide Safety Committee

## Meeting Minutes

February 10, 2012, 1:30 pm, PDC 104

### **Members Present**

Amalia Perez, Ben Gamboa, Charlie Ng, Colleen Leon, Pierre Galvez, Rosemarie Hansen, Ruth Greyraven, Sarah Miller, Steve Sutorus, Tatiana Vasquez, Whitney Fields

### **Members Absent**

Guy Hinrichs, Jim Hansen, Mike Strong

### **Guests Present**

Suzanne Trowbridge, Keenan & Associates

### **Review & Approval of November 18, 2011 Meeting Minutes**

Sarah corrected the spelling of "Cleary Act" to "Clery Act" and the minutes were approved as corrected.

### **Updates**

- EH&S Administrator (Fields)
  - ✓ Job Hazard Assessments (JSA) – A second round of assessments was conducted and some revisions have been made to the Laboratory Technician for Chemistry.
  - ✓ Safety Training – Online Streaming Working with DETS (Formaldehyde, Active Shooter & Fire Prevention) – Whitney is still working with Asaph Green to get recorded safety trainings online. It is planned for this to be accomplished in the next month or so.
  - ✓ Live Chemical Hygiene Training – SBVC, Lab Technicians – Scheduled for lab technicians and faculty on Tuesday, 3/27 at 9 a.m. and Friday, 3/30 at 1 p.m. Crafton dates are still to be determined.
- Districtwide Safety Committee (Miller, Ng) – Sarah advised the committee that she was resigning. Charlie had nothing to report.
- SBVC Safety Committee (J. Hansen) – Jim was not present at the meeting.
- CHC Safety Committee (R. Hansen, Strong) – The CHC Safety Committee has continued its review of safety plans. Rosemarie commented that the review of the Chemical Hygiene Plan is taking an extraordinarily long time. There will be a health inspection of the lab this coming Monday and in April they will be hosting a [Zombie Apocalypse](#) to raise awareness for National Emergency Preparedness month.
- District Offices/Annex Safety Committee (Leon) – Colleen reported that a recent air quality study of the Print Shop revealed normal air quality. Steps are underway to have the Annex roof repaired.
- Human Resources (Perez)
  - ✓ Notification of Workers Comp Claims for Managers – Keenan, Whitney and Amalia are working to schedule a "Workers Comp 101" refresher course for all managers at each campus. The workers comp reports will be discussed along with a proactive approach to avoiding claims. In addition, the worker's comp reports will be distributed to the managers monthly via email. The committee recommended that Human Resources add a category for claims in which treatment was denied.

- ✓ Amalia mentioned that employees can now be seen at Fox Occupational Medical Clinic for workers comp injuries in addition to Central Occupational Medicine Providers. It was mentioned that the IPPs need to be updated to reflect the addition of this clinic.
- ✓ Whitney introduced the topic of ergonomics, and Charlie advised the committee that, in the future, it is planned that Human Resources will budget for, and cover the cost of, any ergonomic needs that arise from a specific study.
- ✓ The committee discussed the need for safety training of adjuncts that pre-date the current method of orientation training. Charlie and Whitney mentioned that this item should be reviewed at the upcoming management meeting.
- ✓ Bullying Program – Amalia proposed the development of a district civility and respect policy with accompanying procedures that could be tied into the current district harassment policy. She will be forwarding a draft to Charlie and Jack Miyamoto, with circulation to committee members. Ben mentioned that the district is required by Seth's law to establish a "bullying czar".

### **Analyze**

- Accidents, OSHA Log, & Other Accident Records (Perez) – Committee members recommended the following changes to the Keenan reports:
  - ✓ Break occupation down to specific job titles rather than "classified others" or "aides".
  - ✓ Add dollar amounts to claims on bar graph.
- Other Safety Reports/Information (DSC Committee)
  - ✓ Ruth shared her comments on the inadequacy of the presenter for the recent Willdan Lockdown training. She mentioned that the training was good, but needed to be more site-specific.

### **Progress Reports on District Plans**

- Emergency Preparedness (Fields) – The plan is complete; hard copies will be distributed and a copy available online, hopefully by next month. Table top exercises will begin in March.
- Clery Act (DSC Committee) – No report.
- Hazard Mitigation (Fields) – Comments have been incorporated and a final edit for grammar is being done. Once complete, the plan will go back to the Board and then to FEMA.
- Review Safety Hazard Reports & Safety Suggestions (J. Hansen, Strong, Ng) – Nothing to report.
- Generate Safety Improvements, Suggestions & Ideas (DSC Committee) – Nothing further.

### **Subcommittee Reports**

- Evaluating Safety Program Effectiveness (Miller) – Nothing to report.
- Developing & Communicating Safety Policy & Procedures (Ng) – This subcommittee has met and is drafting a new safety policy to be presented at the next committee meeting.
- Conducting Safety Promotions (R. Hansen)
  - ✓ Whitney advised that he is working to distribute safety newsletters to the employees that do not normally have access to their email.
  - ✓ Ruth mentioned that the new safety flipchart has not been adequately promoted and Whitney advised that he would work on getting the word out.

### **Adjournment**

Sarah adjourned the meeting.

Recorded by Kelly Goodrich