



District-Wide Safety Committee

Meeting Minutes

March 9, 2012, 1:30 pm, PDC 104

Members Present

Charlie Ng, Colleen Leon, Whitney Fields, Pierre Galvez, Rosemarie Hansen, Steve Sutorus, Ben Gamboa, Ruth Greyraven

Members Absent

Jim Hansen, Guy Hinrichs, Mike Strong, Tatiana Vasquez, Amalia Perez

Guests Present

Suzanne Trowbridge, Keenan

Review & Approval of February 10, 2012 Meeting Minutes

No introductions were necessary. The minutes of the February 10, 2012 meeting were approved.

EH&S Administrator Update

Job Hazard Assessments – These assessments are designed to specify required training and/or required safety equipment and supplies. They have now been completed and should be delivered to Whitney by next week. Whitney advised that the assessments are a tool for supervisors to evaluate the risks of their employees. Ruth suggested that they be institutionalized to promote awareness and facilitate revisions as necessary. After some discussion, it was decided that Whitney will schedule a meeting with Charlie and Amalia to brainstorm on the proper dissemination of the completed assessments and report back to the committee.

Online Streaming of Safety Training – This is ongoing. Whitney will work to develop a target deadline and report back to the committee in April.

Chemical Hygiene Training – Training has been scheduled at SBVC as noted at the last meeting, and is now scheduled for April 3, 2012 at CHC. CSUSB is hosting an 8-hour training on Lab Safety Chemical Hygiene on March 26, 2012. Whitney and two people from each campus will attend. Charlie asked Whitney to note any parts of the training which are site-specific to CSUSB, so that we can do the same here at SBCCD.

Districtwide Safety Committee Update

Ben nominated Rose Hansen for chairperson; Colleen seconded the motion and it was carried unanimously. Rose accepted the nomination. Charlie promised to continue to provide clerical support to Rose in this role.

SBVC Safety Committee Update

Jim Hansen was not present, but Whitney reported that SBVC had a safety committee meeting on March 5, 2012. He went on to say that, in observance of National Earthquake Preparedness month, informational material would be distributed throughout April.

CHC Safety Committee Update

Rose suggested that the CHC Safety Committee might want to consult with the SBVC Safety Committee regarding each other's plans so that each campus' plan is more complete. The Districtwide Safety Committee decided to make a formal recommendation to the site safety committees that they review their own plans alongside the plans of the other campus and adopt any best practices that may be applicable to the individual site.

The tentative date for the Zombie Apocalypse is April 18, 2012 from 4:30-7 pm.

District Site/Annex Safety Committee Update

Colleen reported that the Annex roof and duct repair will occur on March 14-21. Charlie voiced a concern that the building would not be properly ventilated during this process. Steve advised he will work with Annex and custodial staff to ensure appropriate air flow during the repair. If it is decided that the doors needed to be left open, Pierre said that he would provide a security guard.

Ben mentioned that the District has obtained hats and vests for the safety leaders at each site. These will be distributed in the near future.

Human Resources Update

Notification of Workers Comp (WC) Claims for Managers – Amalia was not present. However, Charlie reported that Keenan's WC Injury Summary Report was presented to all District Managers at the Management Meeting on February 24. Whitney will continue to forward this report to all managers on a monthly basis, thereby accomplishing this objective. Suzanne mentioned that Keenan had not yet incorporated the Safety Committees' suggestions from last month (i.e. who is "other classified"), but that they planned to do so in time for the next distribution.

The committee asked that the District produce an additional "incidents" report that includes data about incidents where the claimant denies treatment.

Bullying – No change from last meeting.

Analyze

The committee reviewed the information on Keenan's report. Charlie asked that totals be removed unless there is more than one injury in a classification. There is no summary by cause by location. Suzanne said that in the future, Keenan would provide a summary by cause, including claims and dollar figures. She advised that she would revise the report and email it to Whitney. Charlie did a quick tally and reported the following breakdown of claims: 3 slip and falls, 4 strains, 5 strucks, 3 burns, 4 cuts, 3 mentals, and 1 motor vehicle accident.

The committee discussed follow up of mitigation of recurring accidents, but in the interest of time, decided to adjourn.

Adjournment

Rose adjourned the meeting at 3:30 p.m. The next meeting of the Districtwide Safety Committee is scheduled for April 13, 2012 at 1:30 p.m. in PDC 104.

Recorded by Kelly Goodrich