



District-Wide Safety Committee

Meeting Minutes

April 13, 2012, 1:30 pm, PDC 104

Members Present – Ben Gamboa, Charlie Ng, Jim Hansen, Mike Strong, Chris Tamayo (for Pierre Glavez), Rosemarie Hansen, Ruth Greraven, Tatiana Vasquez, Whitney Fields

Members Absent – Amalia Perez, Colleen Leon, Steve Sutorus

Guests Present – Suzanne Trowbridge

Introduction and Approval of Minutes of March 9, 2012

Rosemarie opened the meeting. Ben motioned and Ruth seconded to approve the minutes; the minutes were approved.

Updates

- Job Hazard – Charlie and Whitney will try to meet with Amalia and have an update for May.
- Safety Training – Whitney provided a demonstration of the on-line training. The system involves logging into the computer, taking the training and submitting a sign-in sheet to Whitney.
- Chemical Hygiene Training – This training has been completed
- Other:
 - Whitney presented the monthly workers compensation report.
 - Whitney advised that, as part of the ongoing war against stress claims, Keenan will be presenting a Stress Management workshop as part of the Classified Staff Appreciation Day on May 30. Whitney is also trying to schedule a similar session during a management meeting and as part of an in-service day.
 - Employees will be asked to update their Emergency Contact Notice in the Web Advisor.
- SBVC Safety Committee – No update.
- CHC Safety Committee – The Heat Illness Prevention Plan has been revised and is now available online. They are in the process of approving the Chemical Hygiene Plan. Over the summer the committee will work on plans and coordinate best practices between campuses.
- District Offices/Annex Safety Committee – No update.
- Human Resources – No update.
- Whitney mentioned his goal of posting a flyer online regarding safety procedures in the classroom. Mike and Whitney discussed incorporating this item and the safety flip chart into an in-service day.

Progress Reports

- Emergency Plan – This plan is online now, as are the campus flip charts. Whitney is working to get district flip chart posted.

- Clery Act – Rosemarie asked that an overview of the Clery Act be prepared by district police and presented to the Safety Committee. Chris said that he would prepare this presentation for May. Rosemarie advised that the students were not receiving the Police Beat. At Charlie's suggestion, Whitney will ask Glen to test the delivery system for this report. Chris advised that hard copies of the Annual Security Report are being sent to faculty.
- Hazardous Mitigation – All changes have been made. Charlie is reviewing the plan at this time and hoping to have it completed by the next meeting.

Subcommittee Reports

- Evaluating Safety Program Effectiveness – Tatiana is reviewing the Chemical Hygiene Plan. She will be meeting with Susan Bangasser to go over some suggestions. This subcommittee will be working to develop criteria for plan review. Charlie referenced the criteria developed by Sarah Miller (see excerpt from October 14, 2011 meeting minutes).

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?*

Tatiana felt that people in the lab are doing things based on judgment and Charlie cautioned that people should not be "guessing" when they are doing lab work. This message needs to be communicated to everyone. Whitney advised he would include this in his next Safety Focus newsletter.

The committee discussed a recommendation that sample language about chemical and lab safety be presented to all faculty to include in their syllabus, perhaps through the Academic Senate. Mike and Jim will discuss this suggestion with their campuses. Charlie asked Whitney to coordinate on such language with Rosemarie and Ruth. Ben suggested that a practicum be issued as a criteria to participate in a lab science.

- Developing & Communicating Safety Policy & Procedures – This subcommittee has developed a policy draft for review, which they hope to submit to the committee at the May meeting. The draft is quite a departure from the current policy. Jim mentioned that there should be a management safety session over the summer and Charlie encouraged him to work with Larry Buckley on this.
- Safety Promotion – Rosemarie advised that the Zombie Apocalypse will be held April 18 at CHC. In addition, there will be safety promotions during the classified appreciation week events. Chris mentioned that September is national campus safety month and there will be several events organized by the Police. There are also plans to include information about campus police during student orientation.

Analyze

- Accidents, OSHA Log, & Other Accident Records – Suzanne presented the Workers Compensation injury summary reports.
- Review Safety Hazard Reports & Safety Suggestions – Ruth suggested possibly surveying injured people to solicit their opinion on improving conditions to prevent future activities. This could be added to a management retreat. In addition, Whitney is sending a safety survey out to everyone.

Rosemarie adjourned the meeting. The next meeting is scheduled for Friday, May 11 at 1:30 p.m.

Kelly Goodrich, Recorder (2012-04-17)