



# District-Wide Safety Committee

## Meeting Minutes

May 11, 2012, 1:30 pm, PDC 104

MEMBERS PRESENT – Mike Strong, Pierre Galvez, Rosemarie Hansen, Ruth Greyraven, Steve Sutorus, Tatiana Vasquez

MEMBERS ABSENT – Amalia Perez, Ben Gamboa, Charlie Ng, Colleen Leon, Jim Hansen, Whitney Fields

GUESTS PRESENT – Suzanne Trowbridge

### INTRODUCTION AND APPROVAL OF MINUTES OF APRIL 13, 2012

The minutes were approved by consensus.

### UPDATES

- **Job Hazard** – No update.
- **Safety Training** – No update.
- **Chemical Hygiene Training** – No update.
- **Districtwide Safety Committee** – No update.
- **SBVC Safety Committee** – No update.
- **CHC Safety Committee** – Rose reported that the Zombie Apocalypse was well received. Ten zombies handed out pamphlets from the Center for Disease Control. Emergency preparedness is the same for many emergencies, so this activity was “learning with fun” and she anticipates repeating the event next April.
- **District Offices/Annex Safety Committee** – It was reported that the Annex conducted a fire drill and employees were able to evacuate in four minutes. Also since the last DWSC meeting, the Annex roof was repaired and none of the safety issues previously discussed arose during the construction.
- **Human Resources** – No update. Ruth indicated interest in the status of the bullying policy, however, in Amalia’s absence, no one could report on this.

PROGRESS REPORTS

- **Emergency Plan** – No Update.
- **Clery Act** – Due to the limited attendance at this meeting, it was decided that Pierre would wait until the next meeting to do his presentation on the Clery Act.
- **Hazardous Mitigation** – It is anticipated that this plan will go to Board for its approval on June 14.
- **General Safety Improvements, Suggestions & Ideas** – Mike Strong reported that he and Rick Hogrefe will be incorporating generic Chemical Hygiene Plan training into an in-service day for full-time faculty, and will also be looking for ways to incorporate part-time faculty into that training.

SUBCOMMITTEE REPORTS

- **Evaluating Safety Program Effectiveness** – No update.
- **Developing & Communicating Safety Policy & Procedures** – No update.
- **Safety Promotion** – The Great Shake Out is scheduled for October 18 at 10 a.m. Ruth suggested that Whitney email faculty prior to the earthquake drill so that faculty might consider incorporating it into their lesson plan.

ANALYZE

- **Accidents, OSHA Log, & Other Accident Records** – Suzanne presented the Workers Compensation injury summary reports. Tatiana asked Suzanne to present an analysis of the numbers in an effort to determine if there is a correlation between the number of trainings and the number of accidents. Suzanne advised that she would review the Safe College training records and present the information to Rosemarie in time for the committee's next meeting.
- **Review Safety Hazard Reports & Safety Suggestions** – Suzanne talked about the possible implementation of a software to track an employee's review of revised safety plans. She will work with Whitney to determine the feasibility of this.

Members completed a committee self-evaluation form for the 2011-12 year and the meeting was adjourned. The next meeting is scheduled for Friday, September 14, 2012 at 1:30 p.m. in PDC 104.

Kelly Goodrich, Recorder