



District–Wide Safety Committee

Meeting Minutes

March 14, 2014 at 1:30pm

Professional Development Center #104

ATTENDEES

Rose Hansen/CSEA/Co-Chair
Vacant/Co-Chair
Ruth Greyraven/CHC Faculty
Steve Sutorus/District
Suzanne Trowbridge/Keenan
Michael Strong/CHC

Whitney Fields/District/EH&S
Karol Pasillas/SBVC
Colleen Leon/Annex
Tim Oliver/District/Fiscal Services

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1. Sign-In
 2. Introductions
 3. Review & Approval December 13th, 2013 Minutes

DISCUSSION ITEMS

1. Committee Safety - Reviews Safety Meeting

- Meeting minutes were approved with requested changes.

2. EH&S Administrator - Updates

- W. Fields summarizes the April evacuation drill to be scheduled at the district sites. Evacuation will be scheduled by the District-Site safety committee, EH&S will set up the InformaCast broadcast and Blackboard Connect, emergency notifications messages (SMS, email and text).
- L. Whitehead summarizes the April evacuation drill for the campuses. April 22nd at 715PM for Crafton and April 22nd at 1015AM for Valley College. L. Whitehead summarizes that W. Fields will be coordinating the lead on these drills and she will take over planning in her new role as Emergency Preparedness Manager during the next scheduled evacuation drills. W. Fields summarizes that L. Whitehead shall also be conducting Bldg. Evacuation training for the night custodial at Crafton in addition the same training will take place for the Bldg. Captains at Valley College.
- W. Fields covered the new safety resource/diagram (Common Safety Violations in a College Classroom) and provides the committee with information on the resources purpose and use. W. Fields summarizes that there is also one diagram for classroom spaces. The new classroom diagram shall be posted T/O the campus/district site locations.
- W. Fields covered the new Workers' Compensation lifecycle diagram/decision flow-tree and summarizes that this is a resource for managers/supervisors to utilize to follow the lifecycle of a W/C injury claim summarizing the steps involved. S. Trowbridge explains the claims examination does notify the HR, Generalist, which triggers the communication to contact Cal-OSHA to report a serious injury on a timely basis within the 8-hour mandated timeframe.
- W. Fields provides information on the EH&S program review award for promotional resources and how we can utilize this resource to promote safety at the campuses and sites.
- W. Fields summarizes the status on the safety plan consolidation project, the 1st plan of the series of plans to be revised the Injury & Illness Prevention Program (IIPP) draft is underway and a plan to integrate a safety hazard ranking into the IIPP is underway. Hazardous Communications and the Blood borne Pathogens are the next plans that will be consolidation.

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- W. Fields reported for C. Leon that the 8th Street Annex will be relocating to the new property in Redlands on April 7th. TI renovation work and move will be completed by April 7th. W. Fields summarizes that the emergency evacuation map will be in-progress for completion for the new property.
- W. Fields summarizes that protocol on how to get a TB Vaccination was submitted by HR to the campus/district communities on March 5th. A handout was provided to each committee member on the protocol.
- W. Fields summarizes the status for the Loss Control/Safety RFP.

3. CHC Safety Committee

- M. Strong summarizes the CHC updates starting with the delineators that were put up adjacent to the speed bumps to stop traffic from circumventing the speed bumps and driving into on-coming traffic.
- M. Strong provides an update on the pharmaceutical donations in the CHC, Emergency Medical Services department, which now includes a 3rd party assessment was conducted, which provided findings and recommendations. The status is pending the department action on the recommendations summarized in the 3rd party assessment until the recommendations are adhered to pharmaceutical donations are to cease. R. Hansen mentioned that we should look into the Board Policy on donations as well and see if it has any specifics relative to this type of donations. S. Sutorus adds that there should be a trekking mechanism in place for this similar to all other donations received. W. Fields a quality control check to ensure accuracy of donation receipt following R. Hansen's inquiry on quality control. T. Oliver suggests that these issues be integrated into the Board Policy/AP revisions underway currently. A legal review can be initiated. T. Oliver suggests that site specific or customizes policies be integrated into the AP/BP's with cross checks and process for periodic reviews and updates. R. Hansen summarizes that the lab. Tech. position needs to be filled to assist the department with the standard operating procedure action and provides insight on how to move forward with the job description.
- W. Fields summarizes the SWACC, safety inspections and follow-up that will be conducted on the action items identified and various questions that came up following the findings. M. Strong mentioned that work orders have been initiated to address the facilities related action items.
- W. Fields summarizes that the SWACC findings for Valley College were similar aside from a storage item found at KVCR, which will have to be resolved by the management and allocation of funds.
- R. Hansen mentioned that the elevator permits are expired at both campuses and W. Fields and M. Strong summarize that the inspection from Cal-OSHA (DOSH) are underway and the permits will be renewed when they get to us. W. Fields discussed that the frequency of the inspections and how the schedule may be revised due to the SWACC safety inspection so the frequency of the inspections can be reviewed that complies the Cal-OSHA regulations for inspection frequency.
- R. Hansen posed a question on how employees will be trained on any new safety policies/plans following our safety plan consolidation project and W. Fields replies by mentioning that the policy review feature shall be utilized through the safety training database, Keenan Safe Colleges in which employees will be assigned a safety plan review module to meet this training requirement on any new plans.

4. Subcommittee Reported:

- **Evaluating Safety Program Effectiveness:** Survey shall be issued at the end of the academic year to gauge effectiveness.
- **Developing & Communicating Safety Policies & Procedures:** R. Hansen summarizes that when the 11 safety plans are completed then training may follow is ongoing.
- **Conducting Safety Promotions:** R. Hansen mentioned the promotional funding provided and that a scavenger hunt would still be a good idea for safety promotions.
- R. Hansen discusses putting the evacuation exercises on the master schedules and the fall drill on the academic annual calendar so faculty can plan accordingly.

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- S. Trowbridge requested information on who registers for the Shake Out and W. Fields summarizes that the responsibility is shared between EH&S and the VPAS's.
 - The committee discusses the hand-outs provided during the evacuation exercises and how most of the informational resources can be utilized on multiple occasions.
- 5. Accident/Injury Report – Keenan & Associates**
- S. Trowbridge with Keenan reported injuries claim overview on frequency/severity and how statistics indicated increases in some area and decreases in others specified by injury. Committee was provided with a detailed report with statistics to review with Keenan. Recommendations that followed included targeted training and W. Fields mentioned that injury specific training is provided during monthly live training with M&O and custodial for target increases indicated. S. Trowbridge also summarizes the live/online safety training report for the committee. R. Hansen requested separate seasonal information on trends for when injuries occur specifically with trips and falls from Keenan. S. Trowbridge commits to getting some information back to the committee by the next meeting.
- 6. First Aid Report – Environmental Health & Safety**
- R. Hansen requested information on a specific first aid report and the wording. W. Fields summarizes that the information was taken directly from the accident summary and not revised. R. Hansen mentioned that better details should be provided in the accident forms to reflect a better picture of what really happened, it should be more transparent.
 - W. Fields provided information on a CDC incident, which occurred with a first aid.
 - S. Trowbridge requested information and clarity on the injury report with a slip and fall details and emphasis that more detail should be included to assess and provide recommendations on a corrective action.
 - R. Hansen recommended training for supervisors/managers on how to fill out the report, which will provide more details on how the injury occurred and what the corrective action was. W. Fields clarified as much as possible what the supervisor/manager may have been trying to say based off what was read on the injury report or questions posed during the EH&S accident investigation follow-up.
- 7. Safety Hazards Reported**
- W. Fields summarizes that one hazard online report came from Crafton on a paper towel dispenser that was damaged, which was replaced by campus Custodial and M&O shortly thereafter.
- 8. Closing Out**
- R. Hansen announces that the next meeting is scheduled for May 9th on Friday.
 - R. Hansen requested a survey on the evacuation status at the campus and district sites.
 - R. Hansen requested to review the new safety plans as they are revised with the committee. W. Fields summarizes that as they come in, the committee shall have an opportunity to view them.
 - R. Hansen summarizes that we will plan our 2014/2015 meetings in May.

Next Meeting: May 9th, 2014 – PDC#104

Meeting Adjourned: 2:43 PM

Meeting minutes prepared by: Whitney Fields