

# District Wide Safety Committee

**Meeting Minutes**

**May 13, 2016**

130PM, PDC#104

**Members (Present \*):**

Rosemarie Hansen, Chair (CSEA)\*  
 Ruth Greyraven (CTA)\*  
 Whitney Fields (S&RM)\*  
 Mike Strong (VP Administrative Services (CHC))\*  
 Colleen Leon (Annex Safety Committee)  
 Scott Stark (VP Administrative Services (SBVC))\*  
 Colleen Leon (Annex Safety Committee)

Amalia Perez (Human Resources)  
 Chris Tamayo (SBCCD Police)  
 Steven Sutorus (District Safety Committee, Business Manager)  
 Sarah Miller (CSEA)  
 Diane Dusick (KVCR)  
 Guest: Natasha Stratton (Citadel Env. Services, Inc.)  
 Guest: Suzanne Trowbridge (Keenan & Associates)\*

**Also Present:**

Chris Hylton (SBVC)

TOPIC	DISCUSSIO	FURTHER ACTION
Approval of minutes from 2/11/16	<p><i>Approved with amendments.</i></p> <ul style="list-style-type: none"> <li>- See further action for amendments.</li> </ul>	<ul style="list-style-type: none"> <li>- Add to meeting minutes, SBVC, Science Lab. Techs. are to document and report safety concerns to their supervisor. See Something, Say Something. IIPP obligates employees to proceed with reporting protocol within the program.</li> <li>- Rephrase drone program to licensing, program &amp; implementation (internal process) vs certification.</li> </ul>

<p>Keenan Summarizes – Stress Management Resources</p>	<ul style="list-style-type: none"> <li>• <i>Keenan Safe College – Conflict Resolution training is available.</i></li> <li>• <i>Employee Assistance Programs are available through Human Resources</i></li> <li>• <i>Keenan to supply a list of courses available online for stress management/conflict resolution/Human resources modules (hiring/termination/etc.).</i></li> <li>• <i>Summarizes the new Company Nurse/Triage Program.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Keenan to find out stipulations with off work and get clarification back to the committee. Send someone home, how is it verified.</li> <li>• Keenan to provide for stress management.</li> <li>• Requested for Keenan to provide a list of open claims, date started, etc.</li> <li>• All managers/supervisors to be trained on the Nurse Triage protocol.</li> </ul>
<p>San Bernardino Valley College (SBVC) Report</p>	<p><i>April 2016, emergency evacuation exercise summarized:</i></p> <ul style="list-style-type: none"> <li>• <i>Communications issues summarized - Inform Cast</i></li> <li>• <i>“All Clear” efforts need to be improved.</i></li> <li>• <i>Ergonomic evaluations were recommended for cumulative injury losses incurred.</i></li> <li>• <i>Committee member summarized gas leak incident at CHC, caused by contractor error, the fume hood alarm was set off.</i></li> </ul>	<ul style="list-style-type: none"> <li>• It was recommended that gas shut off training be initiated, following the CHC, gas alarm incident (hood beeping).</li> </ul>
<p>Crafton Hill College (CHC) - Report</p>	<ul style="list-style-type: none"> <li>• <i>Safety committee to commence back in the fall – September 2016</i></li> <li>• <i>Projects listed, flow meter, visual inspections and connections to campus-wide, energy management system with alarms.</i></li> <li>• <i>Discussed how new online, safety data sheet system will be updated to reflect CHC building reorg. and addition.</i></li> </ul>	

	<ul style="list-style-type: none"> <li>• Due to software update, the lights were out one night on campus.</li> <li>• North corridor lighting at CHC bldg. discussed and how reporting protocol should be improved with on call, manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Committee discussed how campus occupants should alert facilities if they encounter incident on campus where lighting is out.</li> </ul>
District-Sites (District) - Report	<ul style="list-style-type: none"> <li>• The Site Evacuation Coordinator program was adopted by the District-sites, safety committee. In summary the new jobs have been revised to match the skill sets provided with their training.</li> <li>• 8<sup>th</sup> Street/Annex is being repurposed, it is a possibility that a portion of it may be a District-Emergency Operations Center. This is pending and not finalized.</li> <li>• ATPC in Camarillo has been integrated into the District, safety/emergency-disaster preparedness programs.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Human Resources - Report	<p>Committee was updated on the new staff added to the Safety &amp; Risk Mgmt. team.</p> <ul style="list-style-type: none"> <li>• Safety &amp; Risk Mgmt. Coordinator</li> <li>• Emergency Preparedness Coordinator</li> </ul>	
Safety & Risk Mgmt. - Report	<ul style="list-style-type: none"> <li>• Chemical Inventory update – Corrective action has been assigned to the applicable parties.</li> <li>• The new MSDSonline database will be fully updated by the Fall.</li> <li>• SWACC inspection findings were summarized and corrective action assignments have been initiated.</li> <li>• Food services inspection summarized at SBVC/CHC. Corrective action assignments were initiated.</li> <li>• Committee was updated on the SBVC/Cafeteria corrective actions/progress with the walk in refrigerator and the ladders. Committee discussed how a non-skid surface has already been applied to both refrigerators.</li> </ul>	<ul style="list-style-type: none"> <li>• S&amp;RM to send SWACC inspection to the committee members.</li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Compliance schedule was summarized with in-house inspections, Keenan, Citadel inspections.</i></li> <li>• <i>Formaldehyde exposure assessments will be planned for the end of the year and in the fall.</i></li> <li>• <i>SBVC/Voc. Tech. ACM O&amp;M clean-up action was summarized as well as the 6 month, Asbestos re-inspections at SBVC/CHC.</i></li> <li>• <i>Online training progress provided with UL Pure Safety implementation.</i></li> <li>• <i>Goal is to get all 11-15, safety programs consolidated by the fall.</i></li> <li>• <i>Job Hazard Assessments (JHAs) to be completed after the CHC campus locations are all settled in their respective new locations.</i></li> </ul>	
<p>Emergency Preparedness Summary – District-Wide, Safety Committee</p>	<ul style="list-style-type: none"> <li>• <i>ReGroup introduced as the new emergency notification to be up and running by the fall.</i></li> <li>• <i>Summarized the acquisition of a new Emergency Preparedness Coordinator.</i></li> <li>• <i>Matrix has been creates/shared with the committee for emergency preparedness requirements, the committee was updated that the training in the matrix will be offered live/online.</i></li> <li>• <i>In progress – Hazardous Mitigation Plan update.</i></li> <li>• <i>Emergency preparedness training underway with M&amp;O/Grounds/Custodial (SBVC&amp;CHC) inclusive of evac. chair &amp; other emergency prep. related trainings.</i></li> <li>• <i>SBVC set aside funding for emergency supplies, however the purchasing window was missed.</i></li> <li>• <i>Reorg. structure was discussed with separate, Emergency Operation Plans (SBVC/CHC/District)</i></li> </ul>	

<p>Emergency Preparedness Summary – District-Wide, Safety Committee - Continued</p>	<ul style="list-style-type: none"> <li>• <i>CERT training will be offered once again in the fall.</i></li> <li>• <i>Safety &amp; Risk Mgmt. can now offer free in-house, CPR/AED/First Aid training as a professional development.</i></li> <li>• <i>The new cooperative agreement was summarized for radio operators with Omni-Trans.</i></li> <li>• <i>Live Active Shooter exercise was discussed take place at SBVC.</i></li> <li>• <i>Bomb Treat information was distributed T/O (SBVC/CHC/District).</i></li> <li>• <i>The new emergency flip charts have been completed and will be posted, T/O the District-sites and campus locations.</i></li> <li>• <i>S&amp;RM is looking into APPS and Social media as venues to distribute, disaster preparedness related information.</i></li> <li>• <i>Hot Wash was discussed inclusive of an After Action Report for feedback so strengths and weaknesses are identified to be corrected as part being better prepared.</i></li> <li>• <i>The committee discussed the fact that traffic is still coming into the campuses during an emergency and traffic should be redirected to prevent this from occurring.</i></li> </ul>	<ul style="list-style-type: none"> <li>○ The committee had dialog about possibly offering CERT training to communities outside the District. It was summarized that this is already in process with outreach.</li> </ul>
<p>Emergency Preparedness Summary – District-Wide, Safety Committee - Continued</p>	<ul style="list-style-type: none"> <li>• <i>The committee discussed how lessons learned should be shared with the campus communities/synopsis so we are better prepared for future emergencies, which may occur.</i></li> <li>• <i>Campus PA systems where discussed with the committee members in addition to audible alarms to assist with evacuations. Strobe lights seemed to be effective at the CHC campus as a warning tool, during an emergency in the buildings that had them installed.</i></li> <li>• <i>Committee discussed how faculty continue to say they are not notified about the emergency evacuation drills despite all of the communication efforts in this regard.</i></li> </ul>	<ul style="list-style-type: none"> <li>• CHC committed to discussing response action to after action reports and communicate response actions back out to the campus community so they would be better prepared during an emergency.</li> </ul>

	<ul style="list-style-type: none"> <li>• <i>The committee discussed hitting all of the various email groups to effectively reach the faculty and notify them of upcoming drills.</i></li> <li>• <i>ReGroup was discussed as an option with the enhanced communication abilities, which can also be utilized a tool to reach all the faculty members (full/part-time).</i></li> </ul>	<ul style="list-style-type: none"> <li>• Committee discussed putting color paper flyers in the faculty boxes to let them know about upcoming emergency evacuation drills.</li> <li>• Committee discussed putting the upcoming emergency exercises on the District calendar.</li> </ul>
UL Pure Safety/Online Safety Training Report – Safety & Risk Management	<ul style="list-style-type: none"> <li>• <i>Committee was provided with a report on the new online, safety training database inclusive of the completion/past due statistics for the entire district.</i></li> </ul>	
Chemical Inventory 2015/2016 – Safety & Risk Management	<ul style="list-style-type: none"> <li>• <i>New chemical inventory booklets for 2015/2016 to be distributed to key departments in the campus/district-site communities.</i></li> </ul>	
Analyze <ul style="list-style-type: none"> <li>• <i>Workers Comp (Keenan)</i></li> </ul>	<b>Comp</b> – Report provided by Keenan/TPA. See Report.	
Adjournment 3:25PM, 05/13/16	<i>Next Meeting scheduled – Fall 2016 at TBD</i>	
<p><b>Mission Statement Crafton Hills College</b></p> <p><i>The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.</i></p>	<p><b>Mission Statement San Bernardino Community College District</b></p> <p><i>The mission of the San Bernardino Community College District (SBCCD) is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world.</i></p>	<p><b>Mission Statement San Bernardino Community College</b></p> <p><i>San Bernardino Valley College provides quality education and services that support a diverse community of learners.</i></p>

