



Facilities Advisory Committee (FAC)
Meeting Minutes – May 11, 2022 9:00 a.m.
Via Zoom

I. Welcome & Confirmation of Quorum

Farrah called the meeting to order at 9:05 am. A quorum was not established. We continued with current topics. Farrah asked those in attendance to review the minutes and to let Erika Menge know if there are any comments, since our next meeting will be September.

Guests in attendance: Krystal Trussell

II. Approval of Minutes

Minutes could not be approved, due to lack of quorum.

III. Current Topics

A. Student Injury Report

Melissa Nano introduced the Student Injury Form and shared the vision for having this be a districtwide progress. Dave Stevenson spoke on this since he has been involved in developing this form for years. Currently, if a student with injuries or obtaining care from Health Services are not tracked. Illness and injuries are only currently tracked for employees. Therefore, it is difficult to know the exact number of student injuries and what prevention measures can be put in place. Having this district-wide form will allow the site safety committees to view the injury and determine if there is a safety issue that requires attention. This would allow full accountability for students and staff. The form can be found here: <https://www.craftonhills.edu/faculty-and-staff/student-injury-form.php>.

The completed form will be sent to the District Environmental Health & Safety Administrator and the Campus Safety Committees. Brandi suggested that for Faculty we cut down on the information we ask for upfront, to encourage the form to be completed. Dave encouraged the Valley Safety committee to adopt this form. Melissa shared that she agreed that this should be discussed at the Valley Safety committee.

The intent would be to review the forms and take preventative action. Prior to this form, there was a gap of non-employee injuries being reported. Yash mentioned the need for training for faculty and staff in addition for the form. Currently, the form is only in place at CHC. Staff training will take place before Fall Semester. Dave shared with Tenille that he would be happy to come to the Valley Safety Committee and share about the current form.

Farrah, mentioned that she would check and see if contractors need to complete this form as well.

B. Health and Safety Update

- District Training Plan

Melissa provided a high-level summary of the safety trainings and their completion rates. These trainings prevent accidents, injury and illnesses, and are required by OSHA. We have approximately 62% completion rate districtwide. Melissa asked for feedback on how we could encourage these trainings to be completed and what barriers can we identify that prevent individuals from completing the training?

One suggestion was to build time to complete the trainings in the in-service days. There are three in-service days at the beginning of Fall, two at the beginning of Spring and one midway through Spring and April.

Dave wanted to know what groups have not been completing training, so solutions can be targeted. For example, a large group of Classified employees do not have access to a computer.

Souts suggested Classified Professionals week as a great opportunity to push completion. This is a once a year event at the end of Spring.

Melissa also stated that she could provide specific lists to Mike Strong and Tenille Norris so that they can directly address deficits.

Melissa noted, that the adjunct faculty are not slotted for any job specific safety trainings. How do we make sure that everyone is receiving the mandatory training?

HR is the one that assigns the trainings to employees.

Brandi shared that not every employee is expected to monitor email and she asked what other methods of communication can be used to communicate training? Melissa shared that right now; all communication is done through email. Dave shared that the M&O, Custodial and CDC staff do not regularly check email, but trainings are regularly discussed in meetings, his concern is that there is not enough time for them to complete them in regular day. This training is supposed to be completed during regular work days. It will need to be scheduled by managers to ensure that it is completed.

Sarah asked if there is a training that she thinks should be provided to another group, can she submit that to Melissa. Melissa encouraged Sarah to send her suggestions.

- Job Hazard Assessments

A Job Hazard Assessment (JHA) is an assessment that provides a system for easily assessing hazards within a job. The assessment helps to identify existing hazards, potential hazards, prioritize corrective actions, prevent, reduce, control or eliminate hazards. Benefits of completing JHA, include: improved safety performance, increased productivity, improved morale, and assists in Cal/OSHA compliance.

Melissa shared a table that shows which positions have had a recent JHA completed. She asked, if there are any additional positions that should be included.

Dave would like all of the Science positions to have a JHA completed.

One of goals in completing the JHA is to create a personal protective equipment and training matrix for all positions.

Dave shared that he will be available all summer, and he has a lot of information that he can contribute. He shared that many of the faculty in many of the areas, would want to contribute to this. Dave is available to provide any help and support.

Jennifer would like regular earthquake safety training.

IV. Future Topics

Suggested Topics for committee discussion next year:

- Dave would like to continue to the safety discussion in September. Dave shared that may need to have a longer meeting in September to cover everything and how things have changed with employees returning to the workplace.
- Jennifer would like to hear about the bond measure, sustainability and earthquakes.

V. Adjournment

Farrah adjourned the meeting at 9:59 am.

Reminder, the committee will be dark for the months of June, July and August. Our next meeting will be September 14th at 9:00.



Facilities Advisory Committee (FAC)
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 Via Zoom

QUORUM: Definition of Quorum is established by Chancellor’s Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

no 1) 50% + one of appointed voting members (not 50% of members plus vacancies).

yes 2) Two persons from each site (CHC, SBVC, DSO)

yes 3) Three of four constituent groups represented (faculty, classified, student, management)

	Representation	Member Name or Vacant	Site	Rep	Present or Absent?
1	Director Facilities Planning, Emergency Management & Construction, Chair	Farrah Farzaneh	DSO	MAN	<i>Present</i>
2	Associate Director of Energy, Sustainability & Safety Administration, Co-Chair	Yash Patel	DSO	MAN	<i>Present</i>
3	VP, Admin Services, CHC	Mike Strong	CHC	MAN	<i>Absent</i>
4	VP, Admin Services, SBVC	Tenille Norris	SBVC	MAN	<i>Present</i>
5	Facilities Director, CHC	Larry Cook	CHC	MAN	<i>Absent</i>
6	Facilities Director, SBVC	Bob Jenkins	SBVC	MAN	<i>Absent</i>
7	Measure CC Campus Project Manager	Leilani Nunez	DSO	MAN	<i>Absent</i>
8	Measure CC Campus Project Manager	Vacant	DSO	MAN	<i>n/a</i>
9	Environmental Health & Safety Administrator	Melissa Naro	DSO	MAN	<i>Present</i>
10	Facilities Project Manager	Hassan Mirza	DSO	MAN	<i>Absent</i>
11	Emergency Manager	Paul Walker	DSO	MAN	<i>Absent</i>
12	Police Department Representative	Kenneth Owens	DSO	MAN	<i>Absent</i>
13	Faculty Representative, CHC	Brandi Bailes	CHC	FAC	<i>Absent</i>
14	Faculty Representative, SBVC	Jennifer Bjerke	SBVC	FAC	<i>Present</i>
15	CSEA Representative	Dave Stevenson	CHC	CLA	<i>Present</i>
16	Classified Representative, SBVC	Sarah Yearyearn	SBVC	CLA	<i>Present</i>
17	Associated Student Government President or Designee, CHC	Amr Bahjri	CHC	STU	<i>Absent</i>
18	KVCR Representative	Cheryl Alexander	DSO	MAN	<i>Present</i>
19	Print Shop Representative	Deborah Castro	DSO	CLA	<i>Present</i>
20	EDCT Representative	Tim Vasquez	DSO	MAN	<i>Absent</i>
21	Asian Pacific Islander Association Representative	Souts Xayaphanthong	CHC	FAC	<i>Present</i>
22	Black Faculty & Staff Representative	Mary Bradley	SBVC	CLA	<i>Absent</i>
23	Latino Faculty & Staff Representative	Ernest Guillen	SBVC	FAC	<i>Absent</i>
24	TESS Representative	Vacant			<i>n/a</i>
25	CTA Representative	Vacant			<i>n/a</i>
26	Classified Representative, CHC	Vacant			<i>n/a</i>
27	Classified Representative, DSO	Vacant			<i>n/a</i>
28	Associated Student Government President or Designee, SBVC	Vacant			<i>n/a</i>

Facilities Advisory Committee (FAC) Meeting

Via Zoom: <https://cccconfer.zoom.us/j/94289042512>

Or Dial-In: 669-900-6833 Meeting ID: 942 8904 2512

May 11, 2022

Call to Order....

- **QUORUM:** Definition of Quorum is established by Chancellor's Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.
 - ❑ 50% + one of appointed* voting members
 - ❑ Two persons from each site (CHC, SBVC, DSO)
 - ❑ **At least one faculty member from CHC**
 - ❑ **At least one faculty member from SBVC**
 - ❑ Three of four constituent groups represented (faculty, classified, student, management)

**50% +1 will be calculated using 50% of total appointed members (not 50% of appointed members plus vacancies).*

Vote to Approve Minutes for April 13th Meeting



Meeting
Minutes



Student Injury Reporting



Student Injury Reporting

- Creating a District-wide process for tracking of student injuries in the classrooms/lab.
- Crafton Hills College – Student Injury Form:
<https://www.craftonhills.edu/faculty-and-staff/student-injury-form.php>

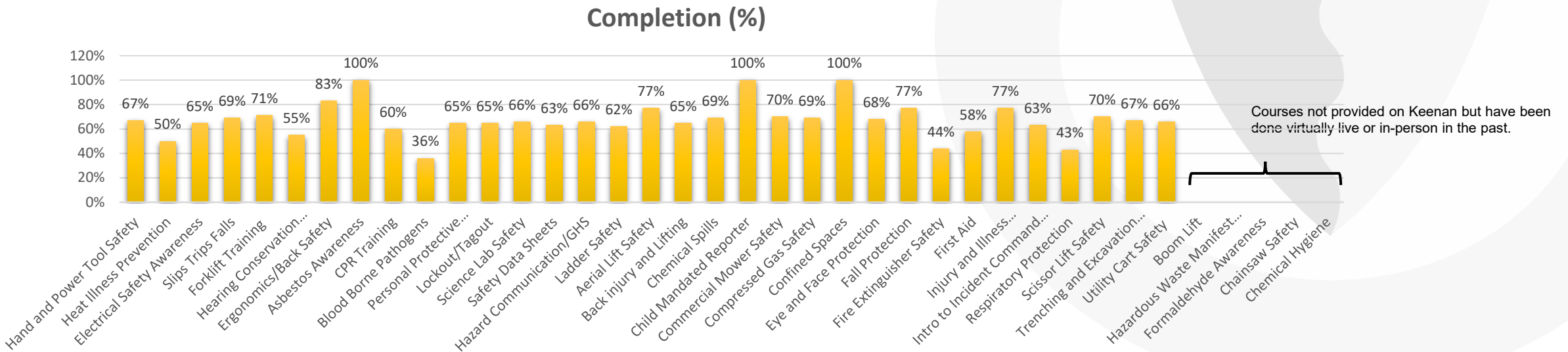


District Safety Training Plan



District-Wide Completion Summary

(Keenan Courses)



➤ **How can we improve participation to ensure everyone has the right education to do their job safely?**

➤ **What are the barriers/challenges?**

Mandatory Safety Training Groups Summary

Aerial Lift Safety

Maintenance
Maintenance; Short Term

Back Injury and Lifting(Full Course)

Child Development
Info Tech
Warehouse

Bloodborne Pathogen Exposure Prevention

Athletics
Custodial
Safety

Cardiopulmonary Resuscitation (CPR)

Child Development
Safety

Chemical Spills Overview

Custodial
Grounds
Maintenance

Child Care Mandated Reporter: AB 1207

Child Development

Commercial Mower Safety

Grounds

Compressed Gas Safety

Maintenance
Food Services

Confined Spaces

Maintenance

Electrical Safety

Custodial
Grounds
Info Tech
Maintenance

Eye and Face Protection

Custodial
Grounds
Lab Techs, Sciences

Maintenance

Fall Protection

Maintenance

Fire Extinguisher Safety

Child Development
Clerical
Custodial

Grounds

Info Tech

Lab Techs, Non-Science

Lab Techs, Sciences

Maintenance

Management

Professional Expert

Short Term

Student Worker

Warehouse

First Aid

Child Development

Foodborne Illness/Food Service Equipment

Food Services

Forklift Safety

Grounds

Maintenance

Warehouse

Hand and Power Tool Safety Overview

Custodial

Grounds

Lab Techs, Non-Science

Lab Techs, Sciences

Maintenance

Hazard Communication: Right to Understand

(GHS)

Custodial

Grounds

Lab Techs, Non-Science

Lab Techs, Sciences

Maintenance

Warehouse

Hearing Loss Prevention

Grounds

Maintenance

Heat Illness Prevention

Custodial

Grounds

Maintenance

Indoor Heat Illness Prevention

Custodial

Injury and Illness Prevention Program (IIPP)

Athletics

Child Development

Clerical

Custodial

Faculty

Food Services

Grounds

Info Tech

Lab Techs, Non-Science

Lab Techs, Sciences

Management

Maintenance

Professional Expert

Short Term

Student Worker

Substitute

Warehouse

Introduction to the Incident Command

System/NIMS

Child Development

Clerical

Ladder Safety

Custodial

Grounds

Info Tech

Maintenance

Warehouse

Lockout/Tagout: Energy Release

Custodial

Grounds

Maintenance

Office Ergonomics

Child Development

Clerical

Info Tech

Lab Techs, Non-Science

Lab Techs, Sciences

Management

Student Worker

Warehouse

Personal Protective Equipment (PPE)

Custodial

Grounds

Info Tech

Lab Techs, Non-Science

Lab Techs, Sciences

Maintenance

Respiratory Protection

Custodial

Grounds

Lab Techs, Sciences

Maintenance

Safety Data Sheets

Custodial

Grounds

Lab Techs, Non-Science

Lab Techs, Sciences

Maintenance

Warehouse

Science Lab Safety

Lab Techs, Sciences

Science Laboratory Chemical Spills

Lab Techs, Sciences

Scissor Lift Safety

Grounds

Maintenance

Slips, Trips, and Falls

Child Development

Clerical

Custodial

Grounds

Info Tech

Lab Techs, Non-Science

Lab Techs, Sciences

Maintenance

Management

Student Worker

Warehouse

Trenching and Excavation Safety

Grounds

Maintenance

Utility Cart Safety

Custodial

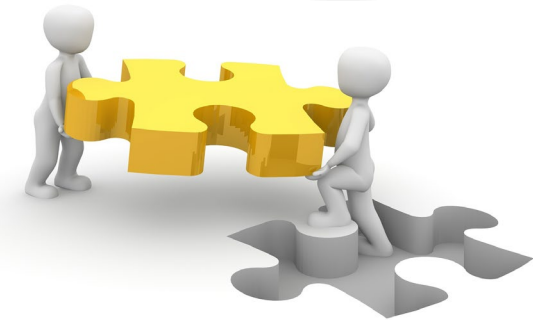
Grounds

Maintenance

Warehouse

Discussion:

- **How do we make sure everyone receives mandatory trainings?**
- **How can we improve participation to ensure everyone has the right education to do their job safely?**
- **What are the barriers/challenges?**
- **How do we improve the efficiency of the trainings?**





Job Hazard Assessments



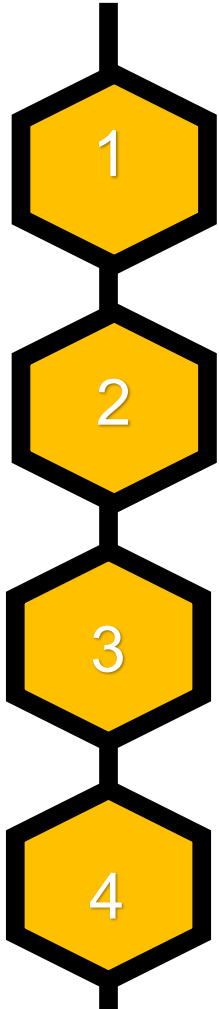
Job Hazard Assessment



An assessment that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the employee, the task, the tools, and the work environment.

Job Hazard Assessment Example

Position: Faculty - Machinist



1

Break down the job process:

- Observation of job tasks
- Employee interviews

2

Identify Hazards

3

Evaluate Hazards

4

Final report:

- Safe procedures
- PPE
- Training



Why Perform Job Hazard Assessments?



- 1 Identify Existing Hazards
- 2 Identify Potential Hazards
- 3 Prioritize Corrective Actions
- 4 Prevent, reduce, control or eliminate Hazards

Benefits of Job Hazard Assessments



- ✓ **Improves Safety Performance**
- ✓ **Increase Productivity**
- ✓ **Improves Morale**
- ✓ **Assists in Cal/OSHA Compliance**

Current Job Hazard Assessment Status

SBCCD has had JHAs performed in the past, but processes and new technology have changed over the years and changed the way we work. It is important to update JHAs to help eliminate and prevent hazards in the workplace.

The following positions were recently updated with a current JHA:

Administration	Groundskeeper	Lab – Multi-media Specialist	Maintenance - HVAC	Warehouse
Athletics – Pool Attendant/ Pool Maintenance	Lab – Aeronautics	Lab – Technology Support Specialist	Maintenance - Locksmith	Faculty – Machinist Technology
Clerical	Lab – Computer Info Technology	Lab – Theatre Arts	Maintenance - Technician	Faculty - Welding
Custodian	Lab – Art Tech	Maintenance - Carpentry	Medical Services	
Food Services	Lab – Culinary Arts	Maintenance - Electrical	Police/ Security	

- **Are there any additional positions that should be included?**
- **What positions should be prioritized based on job hazards?**

SBCCD's Job Hazard Assessment Plan



Perform job hazard assessments for all remaining district-wide positions. This involves observation of work duties and interviews with employees.



Collaborate with stakeholders to identify additional positions requiring a JHA. Obtain feedback on final JHA reports.



Evaluate hazards to determine safe practices and protections and promptly implement procedures.



Goal is to create a personal protective equipment and training matrix for all positions.



Future Topics:

Are there any additional topics that you would like us to consider to bring to the committee next year?



Thank You

- No Meetings in June, July & August
- Next Meeting is September 14, 2022

May 11, 2022