

# SBVC

## Facilities & Safety Updated Minutes



### Members Present:

James Hansen	X	Karen Deck	X	Fernando Martinez	X	Cory Schwartz	X
Vicente Alvarez	X	Mark Ikeda	X	Tommi Ng	X	Lisa Coffman	X
Elaine Akers	X	Janet Johnson	X	Chris Tamayo	X		
Susan Bangasser	X	Marianne Klingstrand	X	Ashley T.	X		

11-21-2011

3:00 – 4:02 pm

### Topic:

### Discussion:

#### Review Minutes

Accepted 3:06pm

#### Jim Hansen

Lockdown – Scheduled campus walk to determine safe rooms. Cory will send possible hidden rooms. List of hardware needs to install, panic hardware, hex keys on the back of Emergency Flip Chart in an envelope in a pocket by any doors that would need them to lockdown. Flip Chart to only have one hole punch in the middle. Fernando will get the sizes and number of hex keys needed.

IIPP updates need to be emailed to Jim/Janet as soon as possible. Jim mentioned that mid-level managers are not aware of their level of responsibilities.

#### Tommi Ng

Report – M&O incidents seem to come in groups.

#### Lisa Coffman Keenan

Workers Compensation 101 – Injury Summary Report, Loss Control; what we need to do to prevent injury. Severity-Total Cost went up; increase for benefits. Restrictions – accommodate by modified work; can adjust work, contact HR. Permanent disability benefits compensate wages. Supplemental job displacement – can't return to current classification. Never know what an injury will cost until after occurrence. Safety incentives could help prevent injuries. Possible verbiage – "Will we further injuries if we bring them back. Your doctor says you can do this with restrictions. Please tell us if you are not comfortable with this. You need to be responsible to follow your restrictions."

Working with Amalia at the district on a Return to Work Program which will include accountabilities and responsibilities. With Repeat offenders put them on the spot, incorporate disciplinary procedures. Best if you can get them back to work.

SBVC is doing great on completion rate of training.

SBVC is self-insured. The appropriate manager or supervisor is responsible for insuring the injured employee receives the DWC1 form in compliance of 24 hour rule. If you have knowledge of injury you need to give the form to them. If you don't get it back that is okay, but document that you gave it to them. Must have form to HR before treatment; hand deliver as soon as possible.

If employee is in hospital HR needs to notify CalOSHA within 8 hours of knowledge, please let Tommi know as soon as possible. This applies to student workers also.

#### New Business

Mark Ikeda said that College Way – New Lights look great!

#### Adjourned

4:07 pm

NEXT MEETING – Monday, December 5, 2011 – 3:00 PM – ADSS 207