



## District–Wide Safety Committee Meeting Minutes

November 15, 2013 at 1:30pm  
Professional Development Center #104

### ATTENDEES

Rose Hansen/CSEA/Co-Chair  
Vacant/Co-Chair  
Ruth Greyraven/CHC Faculty  
Suzanne Trowbridge/Keenan  
Amalia Perez/District/Human Resources

Whitney Fields/District/EH&S

- 
1. Sign-In
  2. Introductions
  3. Approved October 11<sup>th</sup>, 2013 Minutes

### DISCUSSION ITEMS

#### **1. EH&S Administrator**

- W. Fields summarized the District-Site, October 2013, California Shake Out events. Details were provided, which included some of the InforaCast messages not working at certain phones when an informal poll was taken by W. Fields. Additionally information was provided on the success of the mass evacuation and Blackboard Connect seemed to work properly or no indications of issues were brought forward.
- W. Fields summarized the board approval of the District, Emergency Operations Plan. Once the plan is approved by the board, the next step in the process will be ensuring our exercises as stipulated in the plan and training shall be provided for employees who have emergency operational tasks assigned to them within the contents of the emergency operations plan.
- W. Fields provides a summary of a new posting, which will be an office common safety hazards for offices spaces T/O the district. Currently, the district has one for classroom spaces and this posting will provide safety hazards that are typically identified in an office environment. W. Fields reported that photos must be taken of office spaces at our sites for completion of the posting.
- W. Fields summarizes the Self Inspection process, which shall occur in 2014. On January 6<sup>th</sup>, faculty office spaces shall be inspected on campus through administration. The committee members offered some suggestions on how to properly notify the faculty as to cause the least amount of disruptions during the inspections or protests.
- W. Fields provides an update on the recruitment of the district, Emergency Preparedness Manager and summarizes that a group of applicants will be interviewed this year and the goal is to have the position filled by the winter of 2014.

#### **2. District wide Safety Committee**

- R. Hansen provided an update on the Crafton Hills College, October 2013, California Shake Out drill and summarized that the building captains performed well and students were orderly during the evacuation exercise.
- R. Greyraven recommended that the building captains be provided with an instrument like a sandwich board to put barricades with signage on and their evacuation gear on perhaps. The barricades with signage would be to route traffic to certain areas to provide guidance in a sense to evacuees on campus.

## **District-Wide Safety Committee Meeting Minutes**

### **11/15/13**

- The committee expressed the needs to somehow better communicate future drills to the students and that can be relayed perhaps through Student Services on campus.
- R. Hansen and R. Greyraven both had concerns relative to the speed bumps on the Crafton Hills campus and how we should go about addressing if they meet code since they seem to be high and it seems to be a challenge for vehicles passing over the speed bumps.
- R. Hansen and R. Greyraven summarized the need to delineators around the speed bumps and in key areas on campus to prevent drivers from driving into oncoming traffic to avoid the speed bumps.
- P. Galvez expressed that we should find a way to ensure that the students take evacuation drills more serious and get more vested in the process.
- S. Trowbridge addressed specific concerns relative to space heaters and the liability associated with having them after W. Fields summarized that a space heater policy was underway pending the return of the Energy Administrator to move forward with approval and implementation. Additionally, committee members were concerned about candles and plug-ins as well. W. Fields summarized that the district will start with the space heater policy and build policy of scented plug-ins and candles into the new campus, fire safety program, which should be completed by summer 2014.
- The committee also expressed concerns about small appliances in offices spaces such as microwaves and miniature refrigerators. W. Fields summarized that this would be something that EH&S in conjunction with the campus administration can look into in the future.
- R. Greyraven expressed some concerns about exposure to markers in the classroom and if low toxicity level markers were actually the ones utilized in the classroom due to sensitivity and allergic reactions that staff and faculty may have. W. Fields summarized that the best way to find out is to work with purchasing and see what has been ordered relative to the markers on campus and the district-sites.
- S. Trowbridge expressed that an endorsement for saline as opposed to live pharmaceutical donations would be recommended from a risk and liability perspective. W. Fields summarized that a 3<sup>rd</sup> party has been attained to assess the EMS pharmaceutical donations and provide recommendations following their assessment.
- Committee members had concerns that the faculty still expressed the need to receive the donations in the department. R. Hansen expressed that the receipt of the donations is illegal and would like to see proactive measures following the assessment by the 3<sup>rd</sup> party.
- R. Hansen expressed the need to clarify what is defines as a, “medical aid” and if clarification can be provided somehow from Human Resources perhaps on what it is from their perspective.
- R. Hansen summarized that the student injury reports coming from the CHC, Student Health Center were good and she would like to continue to see that type of information provided to the committee for both campuses.
- R. Greyraven expressed the need for training evaluation forms perhaps for new-hires to identify what training they have had in the past and for current employees so we can see what resources we have internally for support and expertise that may be utilized by the district in an emergency or otherwise. It was also summarized that perhaps this information can be trekked in the district, Keenan Safe Colleges, safety training database.
- S. Trowbridge provided a report on Workers’ Compensation/Accidents for the district and indicated that we were trending upward in frequency; however with severity in cost it was lower when compared to the previous two years during the same quarter.
- R. Hansen expressed that we may need to somehow incorporate our Workers’ Comp. reports and attach them to the meeting minutes since they don’t have any information that may be confidential or breach HIPPA.

### **3. SBVC Safety Committee**

- W. Fields presented on behalf of S. Stark and summarized that allocation of funds for safety facilities items was primary on the agenda in addition to discussing the details for the campus after the 2013, Great California Shake Out and a summary of the workers’ compensation, accident and injury claims by EH&S for the campus and district as a whole. W. Fields summarized that a few new evacuation

## **District-Wide Safety Committee Meeting Minutes**

### **11/15/13**

sites at least one may be added to the SBVC site to relieve congestion from another yet to be identified evacuation site on campus.

#### **4. CHC Safety Committee**

- R. Hansen summarized that should address the traffic issues on the Crafton Hills campus and the issues with the speed bumps.
- R. Hansen and R. Greyraven expressed safety concerns for the now broken autoclave, “Big Bertha”. The science staff must now carry laboratory glassware or autoclaved items up the hill to the MSA building and this is a safety hazard that should be addressed due to the stress on walking up the hill with these materials. They summarized that they were told by administration that a new autoclave was going to be installed in the new science center. W. Fields mentioned that follow-up will be initiated with campus administration to address the safety concern.

#### **5. District Offices/Annex Safety Committee**

- Representation was not present for the 8<sup>th</sup> Street/Annex, however W. Fields had summarized the 2013, California Great Shake Out exercise events on behalf of the district sites.

#### **6. Human Resources**

- Not present.

Next Meeting: Friday, December 12<sup>th</sup>, 2013 at 130-3PM – PDC#104

Meeting Adjourned: 3:50 PM

Meeting minutes prepared by: Whitney Fields