



# Districtwide Safety Committee

## Minutes

October 12, 2012

1:30 pm, PDC 104

**Members Present:** Rosemarie Hansen, Whitney Fields, Steve Sutorus, Colleen Leon, Ben Gamboa, Tanya Rogers (for Amalia Perez), Pierre Galvez, Scott Stark, Mike Strong, Ruth Greyraven

**Members Absent:** Tatiana Vasquez, Charlie Ng

**Guests Present:** Lisa Coffman (for Suzanne Trowbridge)

### Introductions & Approve Minutes of May 11, 2012

Rose opened the meeting at 1:35 p.m.; no introductions were necessary. Ben moved, Colleen seconded and the minutes from May were approved by consensus.

### Updates

- EH&S Administrator (Fields)
  - Job Hazard Assessments
    - Whitney reviewed several handouts to bring the committee up to date.
  - Safety Training
    - Formaldehyde, Active Shooter & Fire Prevention trainings can now be accessed online. This task is complete.
    - Mike Strong, Rick Hogrefe and Whitney Fields provided site specific live chemical hygiene training at CHC.
    - Whitney presented the October 2012 First Aid Report. These reports will now be produced monthly.
    - Whitney shared the EH&S pamphlet and common safety practices. These are posted in all classrooms throughout the district.
    - Regarding September training topics, Whitney reported that building captain training has been completed at CHC and SBVC. Power tool and general safety training is also being conducted.
- Districtwide Safety Committee (Ng)

Charlie was not present, however, Rose will meet with him regarding the direction of the committee for 2012-13.
- SBVC Safety Committee (Stark)

Scott reported that SBVC has conducted a safety committee meeting. They are getting organized and developing committee priorities. In addition, there will only be one meeting each month instead of two.

- CHC Safety Committee (Strong)

Mike talked about CHC's preparation for the 10/18/12 Shakeout. In addition, they have added signage to evacuation areas, identified building captains, and finalized their annual review of the IIPP.

- District Offices/Annex Safety Committee (Leon)

Colleen reported that the Annex has also prepared for the Shakeout. She went on to advise the committee of new hazards identified at the 8<sup>th</sup> Street location:

- Exposed insulation which Custodian Anthony Roberson will investigate on Monday.
- A portion of the ceiling, which appears to be sagging down. Steve Sutorus promised to call Paul Lemay Construction to investigate this.
- A malfunction of the outside lighting. Colleen will check the timer and advise Steve if that is the problem, or if there is something further.
- Tree growth that blocks the outside lighting when it is working. Steve will address this once the timer issue has been resolved.

- Human Resources (Rogers)

In regard to the Bullying Program, Tanya advised that the district has developed an Anti -Harassment Policy which will be submitted to Chancellors Cabinet. Training on Bullying in the Workplace will be included in orientation.

- New Item: The Great Shakeout

Ben Gamboa, Mike Strong and Scott Stark went over the planned details of the Great Shake Out. Scott mentioned that he will work with Whitney to make sure the building captains and M&O staff communicate consistently about the nature of the drill. Whitney will send the language to Mike as well.

### **Progress Reports on District Plans**

- Emergency Preparedness (Fields)

This plan was approved at the February board meeting. Whitney advised that recruitment is in the works for an Emergency Coordinator.

- Clery Act (Galvez)

Pierre advised that this plan was sent out in October through many electronic venues. He also advised that the district underwent a state audit resulting 7 crimes that were over-reported and 2 that were under-reported. These areas were addressed and the district is now in full compliance.

- Hazard Mitigation (Fields)

This plan has been approved by the SBCCD Board. Now the district is waiting for FEMA to complete its review.

### **Subcommittee Reports**

Rose advised that at the next meeting Charlie can lead the discussion about goals for the upcoming year. One goal will be the development of safety survey questions. Ruth mentioned that the campus could be polled to see if people actually feel safer. Whitney said that 10 safety questions will be part of the next program review which will be administered district wide and should go out to employees in January or February. Mike advised that similar questions could be included in the next climate survey, which goes out to students.

Charlie was not present to discuss subcommittees on Evaluating Safety Program Effectiveness or Developing & Communicating Safety Policy & Procedures.

- Conducting Safety Promotions (Hansen)

Rose will be working with theater students to conduct another Zombie Apocalypse next April. She mentioned something should be done at Valley, as well.

### **Analyze**

- Accidents, OSHA Log, & Other Accident Records (Keenan)

Lisa reviewed the Keenan report. Committee members expressed a desire to know if the hazards that caused the injuries were mitigated, and said that information should be included in future reports.

### **Self Evaluation Review**

The committee reviewed its evaluation. Rose mentioned that only four responses were turned in.

The meeting was adjourned. The next meeting is scheduled for