



# Districtwide Safety Committee

## Minutes

November 9, 2012

1:30 pm, ATTC 120

**Members Present:** Rosemarie Hansen, Steve Sutorus, Ben Gamboa, Tanya Rogers, Scott Stark, Sgt. Kenneth Stills (for Pierre Galvez)

**Members Absent:** Tatiana Vasquez, Charlie Ng, Whitney Fields, Colleen Leon, Pierre Galvez, Mike Strong, Ruth Greyraven

**Guests Present:** Suzanne Trowbridge

### Introductions & Approve Minutes of October 12, 2012

Rose opened the meeting at 1:38 p.m.; self-introductions were made. Ben moved, Tanya seconded and the minutes from October were approved by consensus.

### Updates:

- EH&S Administrator (Fields absent)
  - Safety Training - November trainings available online
  - First Aid Reports – discussed with Accidents, OSHA Log, & Other Accident Records at end – see below for discussion
- Districtwide Safety Committee (Ng absent)Hansen
  - Constituency – members reported how information is disseminated to represented groups
  - Training surveys – discussion of use of training surveys to be used at conclusion of live trainings – also for needs assessment – evaluation of the questions in the campus climate survey should be completed by the campus committees
  - Re-Draft of board Safety Policy – being completed by Fields
- District Police Department Stg. Kenneth Stills (for Galvez)
  - Smoking citations will begin in January
  - Ben Gamboa commended weekly Police Beat
- SBVC Safety Committee (Stark) Shake Out Feedback
  - Fast evacuation approximately 10 minutes till all clear was given. 4 minutes for the evacuation. PA system is being considered for the campus
- CHC Safety Committee (Hansen) Shake Out Feedback
  - Set off fire alarms. Some alarms did not sound. Some confusion among floor captains. Held de-briefing immediately after. Discussed weak points to be addressed and Cal-Fire spoke to those assembled
- District Offices/Annex Safety Committee (Gamboa, Sutorus) Shake Out Feedback
  - Less than 2 minutes for the evacuation. 5 Minutes all clear given. Very successful drill.

- Human Resources (Perez)
  - Bullying Program
    - Policy going to Cabinet at the end of November. To District Assembly in December. Could be at the Board by March

Progress Reports on District Plans:

- Hazard Mitigation (Fields)
  - No update
- Generate Safety Improvements, Suggestions & Ideas (DSC)
  - Integrate Plan and Program documents into Keenan trainings

Subcommittee Reports:

- Evaluating Safety Program Effectiveness (Ng)
  - No update
- Developing & Communicating Safety Policy & Procedures (Ng)
  - Site list of Plans/Programs, what stage of Development (Strong, Stark, Fields)
    - For next meeting asking that each site have Plan and Program Matrices available to the committee
- Conducting Safety Promotions (Hansen, Stark)
  - Tour of District EHS web site
    - Lack of computer – postponed until next meeting

Analyze:

- Accidents, OSHA Log, & Other Accident Records (Perez)
- Review Safety Hazard Reports & Safety Suggestions (Stark, Strong, Ng)
- Other Safety Reports/Information (DSC)

Adjourned at 3:05pm

Next meeting December 14, 2012