



District–Wide Safety Committee

Meeting Minutes

May 9, 2014 at 1:30pm

Professional Development Center #104

ATTENDEES

Rose Hansen/CSEA/Co-Chair
 Vacant/Co-Chair
 Ruth Greyraven/CHC Faculty
 Sgt. Chris Tamayo/District Police
 Suzanne Trowbridge/Keenan
 Michael Strong/CHC

Whitney Fields/District/EH&S
 Karol Pasillas/SBVC
 Tim Oliver/District/Fiscal Services
 Laura Whitehead/Police Emergency Preparedness

TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes from 03/14/14	<ul style="list-style-type: none"> Meeting minutes revision requests. March 14th meeting minutes approved pending revisions as requested. 	<ul style="list-style-type: none"> Request to revise text to past tense. Request to revise trekking on second bullet.
EH&S Updates	<ul style="list-style-type: none"> EH&S summarized that the annual safety board update was successful and key board members complimented the progress made with safety within the district. 	
<ul style="list-style-type: none"> San Bernardino Valley College (SBVC) – Report 	<ul style="list-style-type: none"> SBVC Pharmacy Tech. Program – pharmaceutical drugs inventory. SBVC Evacuation April Drill – Evacuation drill went well. SBVC Power Outage – 2 days - 	<ul style="list-style-type: none"> EH&S is working with department to inventory the stock pile and properly dispose of the pharmaceutical waste. EH&S will be working with the faculty member overseeing the program and the dean on protocols to prevent future occurrences. Back-up generator needed for food/medicine/chemistry experiments on campus in case of power outage. Action plan needed for communication during power outage,

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		<p>especially for Bldg. Captains in addition to flash lights.</p> <ul style="list-style-type: none"> • Emergency notification is an issue when power is out. • Keenan recommends receipts are kept for items spoiled during a power outage to recover expenses via insurance. • Procedures should be fine tuned for power outages on whether employees should stay or leave.
<p>Crafton Hills College (SBVC) – Report</p>	<ul style="list-style-type: none"> • 4/22/14 Evacuation Drill went well with Zombie Apocalypse included. • EMS pharmaceutical donations. • CHC, After Action Report – Spring Evacuation Drill • District Evacuation – Spring 	<ul style="list-style-type: none"> • CHC/FASC requested a timeline from CHC, EMS department on providing a timeline for following up on 3rd party recommendations provided for EMS pharmaceutical donations. Donations are on hold indefinitely until further notice. • Committee discussed the drafting of a policy for controlled substances and organisms onto the campuses. • Steps are being taken to work with the colleges on monitoring and managing the pharm. donations if they are continually utilized on campus in EMS. • Committee discussed acknowledging Cal-Fire’s participation in CHC evacuation drills and alternate drop off

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		<p>locations for OMNI TRANS in the CHC, Spring Evacuation drill, After Action Report.</p> <ul style="list-style-type: none"> • Committee recommended that Bldg. Captain Recruitment be included in in-service day. • Committee discussed adding emergency evacuation/prep. Critical information into the syllabus for faculty. • District Evacuation – Spring went well, Redlands/Annex did not evacuate until after the Redlands Fire Marshal recommends a designated evacuation location for the Annex.
<p>Safety Program Effectiveness</p>	<ul style="list-style-type: none"> • Committee requested for health and safety and public safety information to be integrated into In-Service day. • EH&S provided an update on the Injury & Illness Prevention Plan. • EH&S provided a summary on a venue to text safety information to EH&S/Site Safety Officers if safety hazards are identified on campus. 	
<p>Safety Apps.</p>	<ul style="list-style-type: none"> • EH&S and Police discussed, new safety apps to be utilized for emergency preparedness, environmental and public safety 	<ul style="list-style-type: none"> • District EH&S and Police shall collaborate on safety apps, which can be utilized.
<p>Safety Promotions</p>	<ul style="list-style-type: none"> • Committee discussed Club Rush at Crafton; no date has been set yet. • Committee discussed information to be distributed at Club Rush on how students/employees can be more prepared at home for an emergency. • Committee discussed information for communications, which may include a phone tree. 	<ul style="list-style-type: none"> • A follow-up will be initiated with Student Senate for the confirmed Club Rush date. • Committee requested information or pamphlet on how to effectively communicate during an emergency.

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<ul style="list-style-type: none"> Accidents/OSHA Logs/Reports 	<ul style="list-style-type: none"> EH&S briefly summarized the first aid reports. CHC/District no first aid reports and SBVC there was one. EH&S summarized that the accident investigation rendered a positive result. EH&S summarized the injury report for SBVC, CHC & District sites. Keenan discussed the lifecycle of a stress claim. EH&S summarized that more creativity shall be implemented in the live monthly safety training modules with M&O/Grounds/Custodial Day-Night. 	<ul style="list-style-type: none"> EH&S recommended continuing targeting safety training for identified hazard mitigation. Committee requested a Fall training calendar for M&O/Grounds/Custodial to be included in DSWC documentation.
<p style="text-align: center;">WC/Claim Summary</p>	<ul style="list-style-type: none"> Keenan summarized the claim history for SBVC, CHC and District over a three year (2012-2014) period/benchmark with frequency and severity overall. Keenan summarized that no trend is apparent with the WC claim frequency/severity. Committee discussed how employees have had an opportunity to discuss safety concerns with EH&S and or their supervisor to continue to mitigate safety hazards. 	
<p style="text-align: center;">District wide Safety Committee Goals</p>	<ul style="list-style-type: none"> Committee discussed the redundancy of the information being shared at DWSC. Committee discussed having goals for Emergency Preparedness to be brought back to the respective campus safety committees. Keenan recommended that a time limit be implemented for reporting out on safety topics. Police discussed that information should be continued to be shared due to commonality of issues. 	<ul style="list-style-type: none"> Committee recommended that a charge and ground rules for the DSWC should be drafted. Committee would like to see more participation from the campuses in District-Wide safety committee, specifically from the SBVC campus.
<p>Adjournment</p>	<p>Next Meeting scheduled August 22, 2014 at 1:30pm.</p>	

Meeting Adjourned: 3:17 PM

Meeting minutes prepared by: Whitney Fields, SBCCD/EH&S