



District–Wide Safety Committee Meeting Minutes

October 11, 2013 at 1:30pm
Professional Development Center #104

ATTENDEES

Rose Hansen/CSEA/Co-Chair
Vacant/Co-Chair
Colleen Leon/District/CSEA/TESS
Suzanne Trowbridge/Keenan
Mike Strong/CHC/Admin Services
Amalia Perez/District/Human Resources

Ruth Greyraven/CHC Faculty
Whitney Fields/District/EH&S

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1. Sign-In
 2. Introductions
 3. No meeting minutes from May 2013 meeting to approve

DISCUSSION ITEMS

1. EH&S Administrator

- W. Fields discussed the OSHA required Globally Harmonized System training and the two options to receive the training either online on Keenan Safe Colleges or a live session at San Bernardino Valley College. The deadline of December 1st was summarized and it was mentioned that W. Fields with EH&S will continue to promote the training. In service day was mentioned as an option to provide a live training session to capture the campus community populations during the work shop times. It was mentioned that the campus communities may be more willing to participate in the GHS training as well, if they knew why it was applicable to them especially in an office environment.
- W. Fields provide a summary of the District sites Shake Out planning meeting. An Informa Cast, Blackboard Connect message will be sent out in addition to a mass evacuation of all district site building locations. A one page flyer/hand out will also be provided to staff that provides earthquake safety information and applicable evacuation location areas.
- W. Fields provides a summary for S. Stark on what will transpire during the SBVC, Shake Out exercise, which shall include an InformCast, Blackboard Connect messages sent our campus-wide, a mass evacuation of all buildings on campus facilitated by the building captains, one-page flyers will be distributed to the evacuees and a debrief will transpire after the evacuation with the building captains, possibly San Bernardino City Fire and S. Stark.
- Safety initiatives were summarized by W. Fields, which shall include consolidation of 11 of the most prevalent safety plans between both campuses. A consultant has been brought on board to assist with consolidating the plans. M. Strong requested a kick-off meeting with the consultant to ensure the plans formatting is uniform. W. Fields also summarized that the Asbestos Management Plan and Hazardous Waste Management Plan are also in the process of being completed for Crafton Hills College. W. Fields summarized that the board had requested specific goals from the safety committee and they be updated on the completion of the goals during the annual safety update.
- W. Fields summarized that the Emergency Preparedness Manager recruitment is still underway and discussed challenges, which occurred during the first two recruitment attempts. R. Hansen discussed that the SBCCD, salary study may be an additional incentive for potential candidates.

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2. District wide Safety Committee

- R. Hansen discussed that she would like the committee to be updated on employee first aid injuries, which shall also be inclusive of student injuries from the respective campuses.
- R. Greyraven summarized that the more information that can be gathered from the campuses relative to any accidents or injuries will assist in either preventative measures and or mitigating the hazard.
- S. Trowbridge summarized that student injury reports and follow-up immediately thereafter would be helpful. S. Trowbridge mentioned that following up on accidents could lead to prompt corrective actions, which could lead to training or other corrective action that could assist in ultimately reducing claims in the future.
- M. Strong added that the campus safety committee reports from would be helpful to prevent future injuries.
- R. Greyraven mentioned that a safety committee goal could be to report all safety accident including student injuries to the safety committee. R. Greyraven summarized that putting injuries on record immediately would assist with prompt follow-up and investigations to prevent future injuries and a method for reporting small injuries should be in-place and trends can be used to come up with solutions on how to mitigate safety hazards.
- W. Fields summarized that EH&S shall be provided with access to Ultra Claims, which may initiate more prompt follow-up after an accident or injury.
- The committee suggested a see-something-say-something campaign be implemented with posters and promotional items to promote reporting safety hazards on campus. This could also be a safety committee goal for 2013/2014

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 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.

4. CHC Safety Committee

- R. Hansen summarized that CHC will be participating in the Great California Shake Out and building captain training is planned with two dates locked in. Emergency bag equipment that requires batteries shall be provided at the building captain training. A concern was raised relative to the disposal of paramedical waste from the CHC, EMS donations by R. Hansen. W. Fields responded that a certified hazardous waste vendor hired by the campus properly lab packs, manifests, transports and disposes of all of the waste in accordance with all local, state and federal regulations.
- M. Strong summarized that a good bulk of fire alarms for the CHC buildings will be activated as well in test mode as part of the Shake Out drill. M. Strong mentioned that the building captains will also hand out one page flyers to the evacuation assembly area occupants during the Shake Out exercise. InformaCast and Blackboard Connect will also be tested. M. Strong summarized a few high priority safety items that need to be addressed on campus, which include fine tuning the standard operating procedures for the receipt of donated paramedical medications utilized for practice in the CHC, EMS program. Precautions were discussed relative to the risk involved during receipt of the medical donations.
- W. Fields summarized that a train-the-trainer class will be provided before the spring for the evacuation chairs on campus.
- S. Trowbridge summarized that Keenan will provide benchmark information on what other colleges are doing with their EMS programs relative to paramedical in the training program. M. Strong requests a report be provided following Keenan's offer to provide information from other college EMS programs.
- The committee suggesting drafting a memo to both student health centers to provide student injury reports to the committee on a regular basis.

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5. District Offices/Annex Safety Committee

- C. Leon discusses the plans for the District sites, Great California Shake Out planning event and provides information on the Annex move or relocation.

6. Human Resources

- A. Perez provides information on the two new comp. providers that have been added to the district roster, all the forms have been revised and updated on the Human Resources website. Both providers are 24-hours and have shuttles available. A. Perez also summarized that one provider has been removed from the roster due to lack of response and lack of production. This change will improve the waiting time. Tours of the facilities were provided to Human Resources staff, one provider has an MRI in place and multiple X-ray units. A tour can be provided of the new provider's facilities if employees are interested and provide advance notice to Human Resources. A. Perez also provides information on for the employee Health Fair on Friday, November 15th.
- A. Perez summarized that HR does not receive student injuries on campus; however student worker injuries are reported due to the fact that they are employees.
- M. Strong suggests that the work order software may be an option for a resource to be utilized to report student injuries. A safety module is already included but can only be accessed from the M&O side; however this may be able to be modified to include this module to the campus community to assist with reporting safety hazards.
- R. Greyraven summarized that M. Strong's proposal on utilizing the work order system in conjunction with the see-something-say-something campaign may be a viable way to track and report student injuries on campus.
- S. Trowbridge from Keenan provides a resource from SASH to review to assist with minimizing claims or assist with general safety committee items.

7. Other Safety Reports/Information (DSC)

- W. Fields provides information on the requirements per the IIPP on safety inspections on the campus and district sites and how EH&S will be working closely with campus administration to facilitate that on-going process. W. Fields summarized that Keenan has been tasked with conducting safety inspection on campus in conjunction with the self-inspections to ensure we are proceeding with inspections.

Next Meeting: Friday, November 15th, 2013 at 130-3PM – PDC#104

Meeting Adjourned: 3:07PM

Meeting minutes prepared by: Whitney Fields