



District–Wide Safety Committee Meeting Minutes

December 13, 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
Karol Pasillas/SBVC
Colleen Leon/Annex
Michael Strong/CHC
Nicole Fiorenza/Keenan
Bob Crise/CHC Faculty

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1. Sign-In
 2. Introductions
 3. Review & Approval November 15th, 2013 Minutes

DISCUSSION ITEMS

1. EH&S Administrator

- K. Pasillas, SBVC summarized the hazardous waste pick-up for the end of the year.
- R. Hansen moves to post pone the meeting minute approval for the November 15th meeting to the February 2014 meeting. Comments that are to be revised include information on the speed bumps at Crafton and medical aids should be continued to be integrated into the Police Beat. Other comment revisions should include the autoclave name change from “The Beast” to “Big Bertha” and the email report from C. Leon from the Annex, which was received prior to the last meeting.
- W. Fields provided a progress update on the consolidation of 11 safety programs and the time line for completion prior to the summer.
- W. Fields reports that the district Global Harmonization System training compliance is about 50% compliant. M. Strong mentioned that he has reminded his managers to notify staff/faculty that GHS training is required and should be completed in the CHC management meeting. All resources have been extended for staff/faculty to log in and take the training. W. Fields provides a summary on the CTA-MOU extended and approved by the board to pay the faculty for one hour of GHS training.
- W. Fields provides and update on the approval of the district Emergency Operations Plan, which was approved by the board in November 2013. Training and exercises shall be underway in conjunction with April/Spring emergency preparedness drill. An update was also provided on the recruitment of the new district Emergency Preparedness Manager, whom is anticipated to start in January/February 2014.
- W. Fields and A. Perez discuss the processes and procedures to be put in place to address the TB and clinical vaccinations. A. Perez provided statistics on the 4-year requirement for the renewal of the TB tests, which include faculty and staff. At this time quotes are being procured to provide services to initiate onsite TB clinic and provide the option for employees to visit the contracted occupational facilities. District will pay for renewals and new employees can utilize the clinics, however they will have to come out of pocket for the costs. A. Perez shall initiate a campaign for TB awareness inclusive of posters and flyers, which will provide dates where employees will be able to take the TB tests. A. Perez clarifies that all those employees who have to teach in classrooms are all required to take a TB tests. Committee members request that TB tests be emphasized in the child development centers on both campuses.

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- A. Perez summarizes procedures on how employees will be notified of expired TB tests in the future. HR is leaning towards mail notifications to notify employees at this time; however they are open to any suggestions on different ways we can notify our employees.
- W. Fields solicits panel members for the safety/loss risk control contract renewal request for proposal (RFP).
- W. Fields summarizes that Hazardous Communications is the monthly training for custodial, maintenance and ground for the month of December.

2. SBVC Safety Committee

- K. Pasillas summarized that the SBVC, FASC is prioritizing program review items that went to college counsel at SBVC. New AED has been installed at the Business Building and the new safety committee charge and membership was reviewed. FASC reviewed a draft of the funding flow chart for safety & facilities items on campus. A sustainability committee was mentioned as well as an update from S. Stark on bond construction on campus occurred.

3. CHC Safety Committee

- M. Strong summarized the earthquake evacuation exercise drill at Crafton from the California Great Shake Out and the reporting process of the building captains to administration. Discussion was summarized on the response from local first responders to be integrated into next year's California Shake Out in 2014.
- M. Strong summarized how the campus shall address the traffic going around the speed bumps on the campus by installing delineators. They have already been installed on campus.
- M. Strong summarized the SOPs for the paramedical donations on campus and the plan to address the concerns by having a 3rd party assessment conducted to provide an analysis and a follow-up report with recommendation for the campus receipt of paramedical donations. The 3rd party assessment will take place in November on the 17th.
- W. Fields summarized that routine safety inspections will be conducted at both campuses (SBVC & CHC) on January 7th through January 10th for faculty offices. W. Fields mentioned that an agreement is in place with the faculty bargaining unit to enter these spaces for the purposes of conducting a safety inspection.
- R. Hansen discussed the ADA access to the MSA and M. Strong clarified how access shall be attained in this area working closely with DSPS, inclusive transportation. Disabled parking during construction was discussed, which surrounded the challenges with ADA access to the MSA. S. Trowbridge suggested that signage be strategically be set up T/O campus. M. Strong suggested that the campus safety committee would be a more viable venue to discuss the MSA and ADA access.
- W. Fields discusses a safety issue with an old cadaver case at SBVC, which was removed after it was found leaking fluids. The case was in place for some time in the area.
- W. Fields discussed the science dean's plans to repair the autoclave located in the LADM building at Crafton.
- W. Fields summarized how a new cell phone is with campus police to communicate with deaf students at both campuses and it was tested several times with the police and they were responsive with the text. R. Greyraven summarized that it was a good idea to deaf students and the campus community in general. Deaf students will also be provided with information and training on how the phone will benefit them on campus.

4. District Offices/Annex Safety Committee

- C. Leon discussed details on the move for the 8th Street Annex and went over details on the security deposit, the tenant improvement work and the completion of the lease with the new landlord. Old toner has been found and EH&S assisted in procuring a vendor to properly dispose of the ink as hazardous waste. Additionally, the emergency flip charts shall be updated once the move has been completed with a final floor plan.

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- A. Perez provides additional details on the vaccinations for the clinical programs and how the same facilities utilize for the TB tests shall be utilized for vaccinations needed for the clinical programs at both campuses.
5. **District wide Safety Committee**
- 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.
6. **Subcommittee Reports:**
- **Evaluating Safety Program Effectiveness:** R. Hansen summarized that the 11 safety plans will be consolidated and the TB tests are now being managed in addition to verbal reminders from managers on OSHA required, GHS training. R. Hansen also summarized that the evacuation exercises and building captain trainings have vastly improved over the last three years and the faculty/staff seem to be more comfortable on where to evacuate during an emergency and the attitude towards the Shake Out has changed to be more positive within the campus communities.
 - **Developing & Communicating Safety Policies & Procedures:** R. Hansen summarizes that when the 11 safety plans are completed then training may follow.
 - **Conducting Safety Promotions:** R. Hansen summarized that the campuses conduct the zombie apocalypse and the April or spring exercise planning should commence and plan around the master schedule at the campuses. C. Leon suggested that we do an unplanned evacuation and W. Fields, K. Pasillas and R. Greyraven provided some insight on how it may impact the instruction within the campus communities. It was suggested that an unannounced drill be conducted perhaps when faculty/students are not on campus to see how proactive our assigned building campus will be as not to impact the instruction.
7. **Accident/Injury Report – Keenan & Associates**
- S. Trowbridge with Keenan reported injuries are up and bit compared to the same period last year; however, the good news is that it is still better than the 10-11 reporting year. It was summarized that there are more injuries, but it is costing the district less due to the nature of the injuries. Keenan also provided a report on the monthly safety training statistics on line and live. GHS training is high due to the OSHA training mandate.
8. **Safety Hazards**
- W. Fields reports an electronic safety hazard report that came in on the EH&S website for a broken paper towel dispenser at Crafton and how a work order was submitted by W. Fields to replace the paper towel dispenser to prevent any future safety hazards.
9. **District Wide Safety Committee Goals**
- M. Strong requested information on the expectations and goals of the district wide safety committee. It was suggested that some of what is being presented at the district wide safety committee is redundant with the reports at the campus committees. As such, it was suggested that the items at district wide safety committee can in meeting less frequently. The committee agreed to meet four times a year in February, May, September, and December.
 - R. Hansen to revise the charge and purpose of the District Wide Safety Committee and send it out to the committee to brainstorm during the February 2014 meeting.

Next Meeting: February – Date Pending? – PDC#104

Meeting Adjourned: 2:55 PM

Meeting minutes prepared by: Whitney Fields