

District Wide Safety Committee

Minutes February 11, 2016

1pm DPC 104

Members (Present *):

Rosemarie Hansen, Chair (CSEA)*
 Ruth Greraven (CTA)
 Whitney Fields (S&RM)*
 Mike Strong (VP Administrative Services (CHC))*
 Colleen Leon (Annex Safety Committee)*
 Scott Stark (VP Administrative Services (SBVC))
 Colleen Leon (Annex Safety Committee)*

Amalia Perez (Human Resources)
 Chris Tamayo (SBCCD Police)*
 Steven Sutorus (District Safety Committee, Business Manager)
 Sarah Miller (CSEA)*
 Diane Dusick (KVCR)*
Guest: Natasha Stratton (Citadel Env. Services, Inc.)*
 Guest: Suzanne Trowbridge (Keenan & Associates)*

Also Present:

Chris Hylton (SBVC) *

TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes from 9/11/15	<i>Approved</i>	
District-Wide Safety Committee Officers Nominations and Vote	<p><i>Nominations were completed and approved by the committee.</i></p> <p><i>Officers selected by the committee, are as follows for 2015-2016:</i></p> <ul style="list-style-type: none"> • <i>DWSC, President, Rosemarie Hansen (CHC)</i> • <i>DWSC, Vice-President, Colleen Leon (District/TESS)</i> • <i>DWSC, Secretary, Whitney Fields (District)</i> 	

<p>Reports:</p> <ul style="list-style-type: none"> • San Bernardino Valley College • Crafton Hills College • District • HR • SBCCD Police • S&RM 	<p>SBVC – Discussion on the Custodial SOP was initiated to include wrapping of the dissection specimens, transition to bagged specimens to reduce liquid waste and single specimen, vac-pak.</p> <p>The new Risk Management Coordinator, was introduced to the committee with a summary of duties that will be performed by the position. The committee was briefed on the posting of the Emergency Preparedness Coordinator position, working in Safety & Risk Mgmt. /Human Resources.</p> <p>The committee inquired on if First Aid kits can be refilled on the SBVC, campus.</p> <p>The committee discussed tasking of training for management and enforcing, lab safety rules on the SBVC campus.</p> <p>The committee discussed that faculty at SBVC are being trained in laboratory safety/chemical hygiene, however enforcement is something that should be addressed of the lab safety/chemical hygiene rules.</p> <p>The committee discussed eating in the laboratory and safety implications, such as attracting pests/rodents, etc.</p> <p>Safety & Risk Mgmt. summarized that both campus, Chemical Hygiene Officers will be made aware of the committee’s concerns and shall be tasked with ensuring enforcement of lab safety/chemical hygiene rules In the science areas at SBVC and CHC.</p> <p>The committee discussed a concern raised relative to laboratories and attendance or oversight with faculty and the potential for liability involved. It was proposed that an MOU or an enforceable policy should be in-place for lab safety and security on top of the current Chemical Hygiene Plan for both campus sites.</p> <p>The committee discussed the SBVC, response to the San Bernardino Shooting in December 2015 and discussed Govt. Code 3100, roles of public sector employees, phones, evac. routes and lockdown. The committee expressed the need to practice the emergency plans.</p> <p>SBVC maintenance discussed how M&O/facilities will be moving forward with the purchase/installation of full-length ladders (telescoping) to the roof access hatches on campus.</p> <p>The committee discussed the new SBVC drone and the drone program and how certification is in process for the drone program.</p>	
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SBVC Continued

CSEA representation on the committee summarized the need to include the drone program into bargaining unit agreements.

CHC – Facilities representation from CHC summarized that 90% of the offices on the CHC campus have been moved.

The CHC evacuation sites are being reviewed in concert with the campus office relocations.

Building captains have been selected in conjunction with the evacuation site/office relocations.

PAC roof is to be re-roofed.

EMS department is still not receiving any pharamcedical donations.

The PAC ejector pump is to be replaced.

The April 19th, evening evacuation drill at CHC, shall commence.

The committee discussed active shooter/lockdown training on Flex Day, in April.

Amendment added as requested by DWSC member and moved to add by consensus:

SBVC, Science Lab. Techs. are to document and report safety concerns to their supervisor. See Something, Say Something. IIPP obligates employees to proceed with reporting protocol within the program.

Annex/Redlands – Water intrusion issues, are still being addressed by the landlord.

District-sites – The Spring, evacuation drill with commence on April 19th for the District-site locations, District-Admin. offices, ATTC/PDC and Redlands-Annex.

Safety & Risk Mgmt. (S&RM) Final review is in progress for the templates for the Job Hazard Assessments (JHA), the CHC bookstore and a few other CHC departments, which were moving over the Spring still need to have JHA interviews done.

An overview of UL Pure Safety, the online safety training database was provided on the launch and the safety assignments.

S&RM discussed the update of the MSDSonline database to include the new CHC buildings and to include the 2015/2016, annual chemical inventory information.

SWACC, property & liability inspections have been completed as well as food safety inspections at both campuses.

The Hazardous Materials Inventory has also been completed for 2015/2016 in February, subsequent to the CHC, science complex move in the Spring.

	<p>Safety & Risk Mgmt. (S&RM) Continued – <i>Provided an update on the Zinka Task Force.</i> *Add Items to the May 2016, DWSC Agenda Mental Stress Claims</p> <ul style="list-style-type: none"> ✓ <i>Do we need a policy?</i> ✓ <i>What is done in response?</i> ✓ <i>Do we need management training?</i> ✓ <i>What proactive actions can take place?</i> ✓ <i>Should exit interviews be integrated?</i> 	
<p>Analyze</p> <ul style="list-style-type: none"> • <i>Workers Comp (Keenan)</i> • <i>First Aid (S&RM)</i> 	<p>Comp – Report provided by Keenan/TPA. See Report. First Aid – S&RM will report.</p>	
<p>Adjournment 3:38PM, 02/11/16</p>	<p>Next Meeting scheduled May 13, 2016 at 1:00pm PDC 104</p>	
<p>Mission Statement Crafton Hills College <i>The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.</i></p>	<p>Mission Statement San Bernardino Community College District <i>The mission of the San Bernardino Community College District (SBCCD) is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world.</i></p>	<p>Mission Statement San Bernardino Community College <i>San Bernardino Valley College provides quality education and services that support a diverse community of learners.</i></p>

