

District Wide Safety Committee

Minutes September 11, 2015

1pm DPC 104

Members (Present *):

Rosemarie Hansen, Chair (CSEA)*
 Ruth Greyraven (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:

Joe Opris (HR) *
 Robert Jenkins
 *(SBVC, Facilities Director)

TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes from 5/8/15	<i>Approved</i>	
Election of District-wide, Safety Committee (DWSC) Officers (President, Vice-President & Secretary)	<p><i>Nominations were made 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> 	
Committee Membership	<p><i>Committee discussed membership representation and how the various areas in the district-site, communities were reached out to, to provide members, prior to the 1st meeting.</i></p> <p><i>The committee discussed that by the November meeting, it is expected to have a larger turn-out with attendance.</i></p>	
Introductions	<i>Committee introductions were made from the various committee members.</i>	

Reports:

- San Bernardino Valley College
- Crafton Hills College
- District
- HR
- SBCCD Police
- S&RM

Valley – Provided a report on the new ventilation system (snorkels) being installed in five, SBVC, Health & Life Science, laboratory spaces. Backflow meter theft was summarized, now tamper (brass) proof gauges will be installed to prevent future theft. Keenan suggested that a property & liability claim be submitted, if the loss was over the deductible. A police report will also be needed to file the claim. It was discussed that safety will be discussed for adjunct faculty at the upcoming division meeting in the Science Division at SBVC, inclusive of protocol in the safety programs. It was summarized that the loss control/safety consultant, Citadel would be absent from this meeting. First Monday in October would be the first, SBVC, Safety Committee meeting. District-Sites, Safety committee met prior to 9/11.

Crafton – It was summarized that CHC has not had a safety committee meeting yet, however is schedules for Monday. It was discussed that the CHC, Biology department now has safety protocol in the syllabus. A safety orientation will be introduces in the future with web-based technology. It was requested that site management be more involved with site safety in the laboratory spaces. The laboratory technicians require the support of management to continue to foster a safe work environment in the science spaces. Crafton will review the smoking areas, during safety committee. The consolidated safety programs are under review. The MOU's for the CHC, Pharmaceutical area are complete, however due to a large stockpile of inventory, the program will not be receiving any new donations at this time.

District/Annex – First DSSC has commenced, the committee will be working on goal, the charter, planning for the Shake-Out, re-establishing the building captain list and prepare for building captain, first aid/CPR training.

	<p>HR – Organization changes were summarized with new personnel (1 ERO, 3 HR Generalists and 2 Coordinators) and S&RM being brought under HR and changed to Safety & Risk Mgmt. with enhanced responsibilities. Renovation space from HR was summarized.</p>	
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	<p>Annex-Redlands – Floors and slip, trip hazards were discussed and how they could be a safety issue. It was summarized that the new Director, Facilities, Design & Construction will be charged with addressing facilities related issues at the district-site locations.</p> <p>SBCCD Police – Summarized that Police are conducting Violence against women and active shooter training at all of the campus sites. Police provided resources on how these training can be provided to the various, district-site communities.</p> <p>CHC requests active shooter training and dates are pending.</p> <p>A request was made to be provided on the door hardware project.</p> <p>CHC provided an update for CHC campus on the door hardware project.</p> <p>SBVC hardware project updates, shall be provided by the next meeting.</p> <p>Police provided an update on the Physical Science software project for the doors.</p> <p>It was requested that window treatments be provided for the doors in conjunction with the door hardware project.</p> <p>Safety & Risk Mgmt. (S&RM) – Provided an update on the launch of the new online, safety training database. Anticipated to launch in the fall. Multiple training sessions on the training database use will be provided at each district-site, location.</p> <p>Live safety training with S&RM has commenced with Maintenance, Grounds & Custodial divisions at each campus, September-May.</p> <p>Chemical spill response training has been scheduled with Police on 10/16 and forklift trainings in September.</p> <p>Live laboratory/chemical hygiene training has been scheduled and is underway with the campus, science divisions.</p> <p>Job Hazard Assessments (JHA's) interviews are underway. CHC, JSA's will be scheduled, once the moves have finalized.</p> <p>S&RM summarized new SBVC, SOPs (BSLI & BLS2 procedures) being developed for targeted divisions at the campus.</p> <p>Committee expressed concerns relative to the short framed ladders attached to the walls for roof hatch access in various buildings, at the SBVC campus.</p>	<p>Action Item(s):</p> <ul style="list-style-type: none"> - S&RM to stop by the Redlands/Annex and inspect the electrical hazard. It was requested that an email be sent as a reminder to inspect the area of concern. - SBVC to provide an update on the door-hardware project and window treatment options for security screening, at the next meeting. - S&RM to provide dates on workshops for the new online safety training database and the new SDS, online software for applicable user departments. - S&RM/Citadel, JSA interviews will commence at CHC, once all of the moves for the various departments have been finalized. - Police spill kits in vehicles to be provided during spill kit training with S&RM. - S&RM/Citadel, safety program consolidation is underway. Committee expressed that the IIPP and Heat Illness Prevention Plan is dated.
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	<p><i>It was expressed by administration that it should be reported if improper use of the Ladders on campus is observed.</i></p> <p><i>S&RM summarized that stage rigging inspections will take place at both campuses.</i></p> <p><i>Personal/area exposure assessments continue at SBVC in the HLS building following the installation of the new snorkel/ventilation system.</i></p> <p><i>Information was shared that an indoor air quality sampling was conducted in the SBVC, North Hall building.</i></p> <p><i>A noise assessment will be conducted at the new SBVC, Central Plant.</i></p> <p><i>Exposure assessments, personal/area will take place in the SBVC, Physical Science building spaces following concerns expressed by laboratory personnel and chemical storage spaces.</i></p> <p><i>Emergency lighting was discussed for the CHC campus and the question was posed on whether safety lighting can be placed in strategic locations during a power outage to prevent injury. CHC administration requested that if employees have concerns relative to lighting at CHC, those concerns should be relayed to facilities immediately for action on mitigation.</i></p>	<ul style="list-style-type: none"> - SBVC, facilities looking into contractor safety using the ½ ladders. - CHC, facilities is to look into emergency lighting for the exterior locations on campus in strategic locations, particularly by the LADM, lecture halls. - Emergency evac. Training request via electronic resources working through either TESS of the new HR Coordinator for Professional Development.
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<p>Great Shake Out 2015 (10/15/15)</p> <ul style="list-style-type: none"> • San Bernardino Valley College • Crafton Hills College • District • Annex 	<p>Valley- Training for the building captains is being planned as well as building captain replacements. Additionally an equipment check will be checked prior to the drill.</p> <p>A SBVC committee member rep. expressed concerns relative to employees who refuse to evacuate, during an emergency.</p> <p>A CHC committee member rep. expressed that electronic resource training should be a venue provided to faculty to assist with emergency prep. training, via professional development.</p> <p>Crafton- Summarized that emergency evacuation training is important for the faculty to relay with mgmt. support.</p> <p>Plans for Shake-Out will be finalized during CHC, safety committee inclusive of other types of CERT and or Active Shooter training.</p> <p>District – Mass evacuation planning is underway. Blackboard connect and Informa-Cast will be communication resources utilized, during the evac. drill in Oct.</p> <p>Contingency plan is underway if S&RM rep. is not available during a drill, other employees should be able to take the lead in the absence of an S&RM rep.</p> <p>Annex – Camarillo (ATPC) site will be participating in the Shake-Out drill this year.</p>	
<p>Updates</p> <ul style="list-style-type: none"> • Ergonomics Pamphlet • Battery Disposal Program 	<p>Ergonomics – S&RM provided a summary on ergonomic evaluation progress and the positive feedback from employees following the ergo. evaluations.</p> <p>A self-evaluation tools</p> <p>Ergonomic evaluation request was made by a committee member in SBVC, Biology.</p>	<p>Action Item(s):</p> <ul style="list-style-type: none"> - Schedule an ergonomic evaluation for SBVC, Biology staff member with Citadel.
<p>Analyze</p> <ul style="list-style-type: none"> • Workers Comp (Keenan) • First Aid (S&RM) 	<p>Comp – Report provided by Keenan/TPA. See Report.</p> <p>First Aid – S&RM will report</p>	
<p>Open Forum</p>	<p>CHC Chair, request that we wait for goals to be brought forward in the next meeting.</p> <p>It was also expressed that high points be addressed with new ideas be brought back.</p> <p>The security wiki was discussed with the SDS software, due to licensing agreement with MSDSONline.</p> <p>Expression of more brainstorming for safety issues at the campus level should be initiated.</p>	<p>Action Item (s):</p> <p>SDS database online software, committee wants the website on the course syllabus.</p> <p>S&M to work with Chair on SDS needs.</p>
<p>Adjournment 2:59PM, 09/11/15</p>	<p>Next Meeting scheduled November 13, 2015 at 1:00pm PDC 104</p>	

<p>Mission Statement Crafton Hills College</p> <p><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</p> <p><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</p> <p><i>San Bernardino Valley College provides quality education and services that support a diverse community of learners.</i></p>
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