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**DISTRICT SITES SAFETY COMMITTEE**  
**MEETING MINUTES**  
November 20, 2014

**Committee Members Present:**

Whitney Fields – EH&S	Cristina Bradley
Noemi Elizalde – FS/Accounting	Colleen Leon – District/TESS - Conference
Jason Oberhelman – FS/Business Svcs.	Cory Elmore – Human Resources

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**I. New Business**

- **Introduction of District-Site, Safety Committee Members – 2014/2015**
  - New and previous safety committee members introduce themselves.
- **Approval of Meeting Minutes**
  - District-sites Safety Committee approved the meeting minutes approved by Consensus from the September 5th, 2014.
- **Update on Emergency Preparedness Manager Position**
  - Summary was provided to the committee that this will be a contracted staff position and may be filled by January 2015. This position will report to the SBCCD, Chief of Police. The selected staff member shall be introduced to the committee as soon as they are on board.
- **Unplanned Evacuation Drill – Select Date/Time February 2015**
  - The committee selects the date of Wednesday, February 11<sup>th</sup> at 211PM for the District sites only, which shall include the District Admin. Offices, ATTC/PDC and the Redlands Annex. HR, ATTC and PDC reps. will check to see if there are any special meetings, etc. which may be affected by the drill. The drill shall include an evacuation drill; Informa-cast and Blackboard connect email, SMS message.
- **Upcoming Trainings District (Fire Extinguisher) SBVC/CHC – Nov. /Dec. 2014**
  - A summary on the SBVC, CHC and District site past and upcoming fire extinguisher trainings. Committee member posed a question, if campus personnel know where the fire extinguishers are located. EH&S explained that the campus Building Evacuation Captains are trained to identify the locations of the fire extinguishers and disseminate the information to the building occupants.
- **Drafting of a District Sites Safety Committee Charter/Charge – Review SBVC’s Provide Feedback**
  - A hard copy of the SBVC charge was provided to the committee members to review and see if they wanted to modify and adopt this charge for the district. The committee by consensus adopted the draft version of SBVC’s charge with adding modifications reflect the district site constituent group.
- **Unplanned Emergency Evacuation Drill – Spring – Feb. /April Date?**
  - The committee decided to pick a date in February for an unplanned drill. EH&S to come up with a date in Feb. for the unplanned evacuation drill.
- **Campus Safety Training – Nov. 2014 – M&O/Custodial/Grounds – Tree Trimming/Pesticide Safety & Lock Out/Tag Out**
  - The committee is updated on the monthly safety training topics taking place on campus conducted by EH&S for campus, M&O/Grounds/Custodial. A committee member posed a question about District-Site custodial staff training. EH&S



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responded and summarized that an action plan was underway to ensure that custodial staff assigned to district are adequately trained.

- **Safety Committee Goals 2014/2015 – Open Discussion Setting Goals**
  - Committee was asked to come up with some safety committee goals for the district sites. By consensus, the committee agreed on the following goals for 2014/2015 for the district site locations (1) Unplanned emergency evacuation drill exercise with extra activity such as a blocked door or triage scenario and (2) Provide active shooter training and a security assessment for the district site location/recommendations on where to take cover during an active shooter situation.
- **Request for January 2015, Safety Committee Agenda Items**
  - Committee members requested to review charter/charge. Confirm date for the unplanned evacuation drill on 02/11/15.
- **District Site Safety Routine Inspection – Turn-in Inspection Summaries**
  - EH&S requests for the committee members assigned to various areas to turn in their 1-page safety inspection summaries during the next meeting. The form will be forwarded to committee members electronically as it was previously.
- **Workers' Comp. /Claim Report/First Aid Summary – Review Report – October 20140**
  - The committee was provided with a summary of the report by EH&S, the details can be referred to by reviewing the WC summary report. Frequency and severity details were provided to the committee by EH&S.

▪II.Round Table (Safety Committee Comments/Feedback)

- **Annex**

Reports the hot water heater went out and is being replaced or repaired by District site facilities. Additionally, the building manager turned off the water unannounced.
- **ATTC/PDC**

Reports the first aid kit supplies may be expired. EH&S summarized that this will be reported to District site facilities for action.
- **Human Resources**

Reports that HR has an interim Benefits Specialist. It is reported that a health fair is being planned for Crafton and the District had a low turn-out for the health fair, which recently took place at San Bernardino Valley College.

  - Committee members mentioned that the planning for future health fairs at the sites should perhaps take place perhaps around the lunch period for employees.
  - HR mentioned that a survey may follow to acquire employee feedback on how to make the health fair better and increase attendance.
- **Facilities**
  - EH&S summarized that district facilities is looking into the concerns about the electrical concern brought up by the committee and the discoloration of the counter tops in the District Admin. offices break room.
  - Committee members posed a question about hot water in the District Admin. offices kitchen.



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- **Environmental Health & Safety**

- Summarized that EH&S is working with HR continuously on the new online safety training database.
- EH&S reported no first aids for this month.
- EH&S provided maps to the committee members with the locations of all of the AED's at the district sites.

III. Upcoming Training

- Annual required online training summary

IV. Injury/ Incident Review - Ongoing

- Summarized at each meeting

V. Action Items

- See roundtable.

VI. Next Meeting Date: **February 15 2014 – HR Conference Room#2 - District**

**11/20/2014 Meeting Adjourned 2:48PM**