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**DISTRICT SITES SAFETY COMMITTEE**  
**MEETING MINUTES**

January 15, 2015

**Committee Members Present:**

Whitney Fields – EH&S

Roanne Holliman - PDC

Noemi Elizalde – FS/Accounting

Cory Elmore – Human Resources

Stacy Garcia– ATTC.

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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 January 15th, 2015. Request to fix/remove colon under unplanned evacuation drill on page 1.
- **Update on Emergency Preparedness Manager position**
  - The committee was updated that this position shall be filled by a part-time contract person. The board approved the contract on January 14<sup>th</sup>, 2015. This position shall report to the SBCCD/Police Chief and will be stationed at the SBVC campus.
- **Update on new District, Director of Facilities, Planning & Construction /2015**
  - The committee was provided with an update that this position was filled and approved by the board. The Director shall have supervisory oversight over District Custodial staff and Environmental Health & Safety and their start date is scheduled for February 2<sup>nd</sup>.
- **Unplanned Evacuation Drill – 02/11/2015 – Discuss Scenarios**
  - The committee requested and commenced with planning of an unplanned emergency evacuation drill for the district office site locations. The drill shall include a mass evacuation of district site locations, utilizing the Informa-Cast phone system and blackboard connect, the emergency notification system.
  - The committee discusses details on how to make this unplanned drill different from the previously planned drills. Community Emergency Response Training (CERT) was also discussed and the details on who has been trained at the district sites and what the training is about.
- **Upcoming Trainings District (Active Shooter-Sec. Assess.) District – 01/23/15 Friday 9AM-1030AM – SBCCD/Police**
  - The committee was briefed on the upcoming Active Shooter/Security Assessment training taking place at the District Admin. Offices, which shall include a walk-through security assessment in which occupants will be trained on where it is best to take cover during an active shooter scenario. The security assessment shall also take place at the District, Redlands/Annex site (TESS).
  - The committee requested that Police provide additional staff members in the rotation for “Coffee With A Cop”. Committee members expressed that they would have dialog with the Chief of Police following this request.
- **Drafting of a District Sites Safety Committee Charter/Charge – Pending EH&S Amendments**
  - The committee discussed once again adopting San Bernardino Valley College’s charter with some revisions and making this the District-sites, Safety



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Committee charge. Progress is ongoing.

- **Campus Safety Training – Nov. 2014 – M&O/Custodial/Grounds – Hazardous Communications/Slip, Trip & Falls**
  - EH&S provided an update on the monthly training that will be taking place for M&O/Custodial/Grounds at SBVC and CHC. It is clarified that this training is live and the topics for this month are Hazardous Communications, Slip, Trips & Falls.
  - The committee was also updated that other employees in other classifications have access to the online safety training database, 24/7 to meet their training needs for their individual classifications.
- **Safety Update New Online Safety Training Database/MSDS Database**
  - Committee was updated on the new online safety training database, which shall be accessible to all SBCCD, full-time employees. EH&S provided details on the various stages of the implementation phase and when the training database shall be delivered to the district-sites and campus communities.
  - Committee had questions on training credit transfer from the previous safety training database and EH&S explained that all the previous training credit/information shall be transferred to the new safety training database. Additionally, the information shall be continuously accessible from the old safety training database, which shall still be utilized by part-time employees in the district.
- **SWACC Re-inspection Results – Pending – Keenan & Associates**
  - The committee was provided with an update on the status of the report following the SWACC, safety re-inspection conducted by Keenan & Associates.
- **Annual Chemical Inventory Results – Pending – Citadel Env. Services, Inc.**
  - The committee was provided with an update on the completion of the chemical inventory and how the information from the inventory shall be disseminated to the various district-site and campus locations.
- **Request for March 13<sup>th</sup>, 2015, Safety Committee Agenda Items**
  - The committee requested information on the district-sites facilities related items. The committee was provided with a status update for the committee itemized facilities related issues. Additionally, an overview of the facilities requests was shared with the committee, so they are aware of how to address facilities concerns in the district, which are facilities related.
- **District Sites Safety Routine Inspection – Turn-in Inspection Summaries**
  - It was requested that the individual committee members initiate safety inspections utilizing the one-page, safety inspection checklist provided and return that inspection checklist into District, EH&S at their convenience, preferably prior to the March, safety committee meeting scheduled.
- **Amendments to Workers' Comp./Monthly Training Report – Quarterly Distribution 2015**
  - The committee was briefed on what the Workers' Comp/monthly training (live/online) report consists of and how by consensus, it was decided by all of the district/campus, safety committee chairs a co-chairs that the WC/training report be distributed and shared quarterly, as opposed to monthly.



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- **Workers' Comp./Claim Report/First Aid Summary – Review Feb. 2015 Report**
  - EH&S provided a summary of the report for this quarter to the committee and the action plan to continue to reduce the accident/injury, frequency and severity at the district-site/campus communities. The live/online training stats. for the quarter were also shared with the committee.

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

- **Annex**

Safety representative for the Annex was out sick, however there was nothing to report.
- **ATTC/PDC**

An update was provided on the staffing changes at the ATTC and the PDC and how new safety committee members have joined the committee.
- **Human Resources**

HR provided an update on the upcoming employee health fair to the committee on the Crafton Hills College campus on March 4<sup>th</sup>. The committee provided some ideas on how participation for the health fair can increase.

**Fiscal Services**

- A summary of the re-organization was provided to the committee.

▪ **Facilities**

- Committee discussed the hot water concerns. Action item is to continue to address this concern.
- The committee discussed the first aid kits T/O the district-site locations and checking for expired items in the kits. It was summarized that the contracted vendor, shall be checking the kits regularly and replacing the expired items in each kit, if applicable.
- The committee discussed the replacement of the kitchen counter tops. It was discussed that the possibility to replace the countertops would be reviewed towards the end of the fiscal year for funding.
- The committee discussed options on how to replace the current refrigerator. EH&S committed to look into resources such as touching base with the district, Energy Specialist to see if there are any energy conservation resources, that may replace the current refrigerator unit with a new one that is more energy efficient.
- The committee was updated on the water heater replacement that took place at the Redlands/Annex.
- The committee was briefed on the new space heater policy and how it is under review by the campus administration for approval. It was shared that this policy was unofficially utilized to order space heaters at the district-site/campus locations and provided specification on what type of heaters to order with safety features built in.

▪ **Environmental Health & Safety**

- Summarized that the district has emergency flip-charts and new committee member should review the flip-charts and there are emergency supplies (3-day supply of food, water & a basic first aid kit) at the district, which are replaced prior to expiration and are kept on site for each employee and students at the District Admin. Offices and the Redlands/Annex.



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- The committee discussed emergency supply disbursement during an emergency and who had keys.

III. Upcoming Training

- Annual required online training summary

IV. Injury/ Incident Review - Ongoing

- Summarized at each meeting

V. Action Items

- Safety Inspection Reports – Due March 2015
- Planning meeting for the unplanned emergency evacuation exercise
- Facilities related items – ongoing.

VI. Next Meeting Date: **March 13, 2015 – HR Conference Room #2**

**01/15/2015 Meeting Adjourned 3:20PM**