



DISTRICT SITES SAFETY COMMITTEE
MEETING MINUTES
March 12, 2015

Committee Members Present:

Whitney Fields – EH&S

Roanne Holliman - PDC

Jason Oberhelman – Purchasing

Noemi Elizalde – FS/Accounting

Cory Elmore – Human Resources

Stacy Garcia– ATTC

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 new District, Director of Facilities, Planning & Construction – Recruitment ongoing**
 - The committee was updated that this position was in the process of recruitment for a qualified candidate. Updates on the recruitment shall be forthcoming.
- **Unplanned Evacuation Drill – 04/15/2015?**
 - It was proposed to initiate the District, emergency evacuation drill on 4/15 and adding some additional scenarios to ensure that the staffs don't get too familiar with the drill routine.
- **Ergonomics Fun- Ergo Naz – SBVC, Classified Connection Week -03/20/15, 1PM-3PM – Library Viewing Room**
 - The committee was provided with information on the ergonomic training course. A summary was provided on the course content and where the training would take place on the SBVC campus.
- **Drafting of a District Sites Safety Committee Charter/Charge – Pending EH&S Amendments**
 - It was summarized that when the SBVC, Safety Committee completed their charter/charge, the District-sites, safety committee can utilize it as a template to draft the District-sites, safety committee charter. This action is pending.
- **Campus Safety Training – Feb./March 2014 – M&O/Custodial/Grounds – Feb., Blood borne Pathogens & March, Hazardous Communications/Safety Data Sheets**
 - The committee was provided with the monthly safety training modules for M&O, Grounds and Custodial on the college campuses.
- **Safety Update – New Online Safety Trn. Database/MSDS Database – Late Spring**
 - The committee was also updated on the status of the new safety data sheet software, the implementation date and some features of the software. Additionally, the committee was provided with information and a roll-out date for the new online, safety training database for the full-time employees in the district.
- **SWACC Re-inspection Results – Keenan & Associates – Summarize Results**
 - Committee was updated on the corrective action summary on the Keenan re-inspection conducted in the late Winter. It was summarized that the Annex completed all corrective action items.
 - The committee was updated on a recent safety inspection conducted for the



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Camarillo facility. Corrective action items shall be forwarded to Annex staff/administrators that will work on follow-up action with the site administrator.

▪ **Annual Chemical Inventory – Results 2015**

- The committee was provided with information on the now completed annual chemical inventory. Hard copies have been distributed in the form of a pink book of the annual chemical inventory. An electronic version is also available online and this resource or access information was provided to the committee. All departments in the district-site/campus locations have been provided with a hard copy of the inventory for their records and employees access, as requested.

▪ **Keenan Slip & Trip Assessment Overview – Conducted On 3/10 (District Admin. Offices, ATTC & PDC) & 3/11 (Annex)**

- The committee was provided with information on a recent, slip, trip and fall assessment conducted by Keenan & Associates. It was summarized that the results are pending and shall be shared by the next, District-site, Safety Committee meeting in May.

▪ **Ergonomics Evaluations – Did You Know? – See pamphlet**

- The committee was provided with information resources on how to request an ergonomic evaluation. The financial resources on how funding was allocated for equipment was also shared with the committee. Committee members summarized their experiences they had with ergonomics equipment such as headsets. The committee will be provided with an ergonomics request pamphlet to provide to staff who may want to request an ergonomic evaluation.

▪ **Request for May 15th, 2015, Safety Committee Agenda Items**

- The committee requested to add review of the evacuation drill at district on the agenda. Additionally, committee members requested a facilities update, specifically on the hot water supply in various areas within the District office locations.

▪ **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. A survey will be provided to the safety committee members to evaluate the safety committee.

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

▪ **Annex**

Summarized that some leaking occurred on site after the last rain and the building management firm corrected the issue.

▪ **ATTC/PDC**

Room #103 will be reorganized; it is currently being utilized as a storage space. IT hardware will also be surplus in both the ATTC and the PDC in the storage room locations.

An explanation was provided about delamination of the wall/sink area in the ATTC, kitchen due to a past water leak, which has since been mitigated.

▪ **Human Resources**



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- HR provided summary on the health fair at Crafton and the plan to increase the participation. The turnout was low, however surveys were provided and modifications shall be implemented to increase employee participation in the future.
- Employee verification review continues and HR provided the timeline for providing information as mandated for the employee's insurance verification.
- HR discussed open enrollment for 2015.

Fiscal Services

- The committee was updated that FS is just continuing with the reorganization, nothing new to report at this time in fiscal.

Facilities

- The committee discussed the hair line crack in Accounting and the handyman will take a look at it for cosmetic repair.
- The committee discussed break room breakers shutting off. The handy man suggested that the breaker is doing what it's designed to do; it was recommended that new/updated energy efficient appliances may help with preventing the breakers from shutting off when the appliances are being utilized in continuation. Additionally, it was recommended that the appliances be spaced out to prevent breaker overload.
- The committee discussed the gap in the ladies restroom and the hand man installing a strip in the door to close up the gap and provide more privacy.
- Additional keys will be ordered/duplicated for the fire alarm hardware on the doors in the PDC/ATTC. District facilities shall provide extra keys to the key administrators who oversee these areas.
- The committee was provided with a status on the hot water in the District Admin. offices side and the PDC. A committee member on the PDC side summarized that an area may still need to be assessed due to the hot water delay. It was summarized that this area will be reassessed to troubleshoot and address the concern.
- Kitchen counter top samples shall be provided for the District Admin., kitchen. Key committee members will be provided with these samples to select the countertop of choice.

Environmental Health & Safety

- Summarized planning of the upcoming drill inclusive of emergency notification activation. New equipment was also ordered for first responders on site that the committee will have an opportunity to view.
- The safety committee member for the Redland/Annex requested caution tape for the upcoming emergency evacuation drill.

III. Upcoming Training

- Annual required online training summary

IV. Injury/ Incident Review - Ongoing

- Summarized at each meeting

V. Action Items



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- Planning meeting for the unplanned emergency evacuation exercise
- Facilities related items – ongoing.

VI. Next Meeting Date: **May 15, 2015 – HR Conference Room #2**

03/12/2015 Meeting Adjourned 2:56PM