



DISTRICT SITES SAFETY COMMITTEE
MEETING MINUTES

April 4, 2014

Committee Members Present:

Whitney Fields – EH&S
Christina Bradley - PDC

Laura Whitehead – District Police/Emergency Prep.
Noemi Elizalde – FS/Accounting

I. New Business

- **Approval of Meeting Minutes**
 - District-sites Safety Committee approved the meeting minutes approved by consensus from the January 17th, 2014 meeting.
- **Spring 2014 – Emergency Evacuation Drill Select April Date, District-sites**
 - EH&S request for exercise to be conducted on 4/16, Wednesday at 930AM. EH&S Coordinate blackboard connect/Informa-cast broadcast message with District-TESS. Campuses (SBVC & CHC) will be conducting their drills on 4/22.
- **Keenan Loss Control/Safety Contract Update**
 - EH&S summarizes the RFP process and the status of the contract renewal to provide specified services as outlined in the scope of work in the RFP.
- **Drafting of a District Sites Safety Committee Charter – Summer 2014 Project**
 - EH&S summarizes the various services to be provided in the new request for proposals for the safety/loss control contract. The committee requested information on the transition if a new vendor was acquired and EH&S discussed the transition plans if that were to take place. The RFP is still currently under development. Updates will be forthcoming from EH&S.
- **Campus Safety Training – April 2014 – M&O/Custodial/Grounds – Emergency Preparedness Overview – Conducted by: Emergency Preparedness Manager**
 - EH&S provides information on the training for April including Emergency Evacuation training for the SBVC and CHC building captains. Formal training for the District-sites is hands.
- **Reminder: Global Harmonized System training by December 1st 2013 – OSHA Mandated training – Online – Review Feb. 2014 Statistics**
 - EH&S discussed the current compliance report. Compliance is good with the full-time employees, the part-time especially adjunct faculty training will be on-going to the fluency of their schedules and new faculty that start in the Spring/Fall.
- **District Sites – SWACC Inspection Report 2014 – Review Results**
 - EH&S summarizes the inspection results for the district site locations and corrective action which followed. EH&S also summarizes the new space heater policy and what the requirements shall be for use of a space heater at a district site location.
- **Review New Common Safety Violations In Office Space Poster**
 - EH&S summarizes this new resource/diagram for employees to utilize to identify potential safety hazards in an office space on campus or a district site location.



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- **Request for May 2014, Safety Committee Agenda Items**
 - Committee wants to revisit the evacuation location area designated for the new Redlands Annex site and an update on the Loss Control/Safety RFP and contract.
- **District Sites Safety Routine Inspection – Conduct April 2014**
 - EH&S requests for routine inspections to be conducted utilizing the 1-page summary by April 25th. Redlands Annex has requested an extension on inspections due to the recent move.
- **Workers' Comp./Claim Report/First Aid Summary – Review March 2014 Report**
 - EH&S summarizes that the frequency and severity of injuries continue to decrease at the district office sites. No first aid reports for the district office sites for this month.

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

- **Annex**

Conference over phone, reports that the move to the Redlands property is moving forward.
- **ATTC/PDC**

The PDC has nothing to report other than a review of currently held space heaters.
- **Human Resources**

Not present, however summarizes previous to meeting that HR has nothing to report for this meeting.
- **Fiscal Services**

Corner guards were installed for each corner wall end sticking out in the hallways at the District administration offices. Committee member requests that facilities look into warranty for new installed counter top to replace it due to discoloration in the District administration kitchen area.
- **Facilities**

Committee member reports an insect siting in multiple locations at the district site locations. EH&S summarizes that facilities will be contacted to follow-up for pest control services in the identified areas.
- **Environmental Health & Safety**

Covered during the course of the regular meeting agenda.

III. Upcoming Training

- Annual required online training summary

IV. Injury/ Incident Review - Ongoing

- Summarized at each meeting



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V. Action Items

N/A

VI. Next Meeting Date: **May 16th, 2014 – Date/Location: HR Conference Room#1**

04/04/2014 Meeting Adjourned 2:38PM