



DISTRICT SITES SAFETY COMMITTEE
MEETING MINUTES
January 14, 2016

Committee Members Present:

Whitney Fields – S&RM

Stacy Garcia - ATTC

Erica Mosley – Human Resources

Noemi Elizalde – FS/Accounting

Joe Opris – Human Resources

Colleen Leon – TESS-Redlands/Annex

Roanne Holliman - PDC

I. New Business

- **Introduction of District-Site, Safety Committee Members – 2014/2015**
 - New and previous safety committee members introduce themselves.
- **Approval of Meeting Minutes**
 - Meeting minutes approved for September 4th, 2015 by consensus.
 - Redlands/Annex, safety committee rep. phones in to the meeting.
- **Election of District-Sites, Safety Committee Offices (Chair, Co-Chair & Secretary)**
 - Committee elects a Chair, Co-Chair & Secretary for the District-sites, safety committee. Noemi Elizalde is selected as Chair, Stacy Garcia is selected as the Co-Chair and Whitney Fields is selected as the Secretary for District-sites, safety committee 2015-2016, by consensus.
- **New Director, Facilities, Design & Construction**
 - The committee is briefed in the position of the Director, Facilities, Design & Construction being filled and what the protocol is to attain facilities related services in the District, if needed.
- **Great California Shake-Out, October 2015**
 - Committee feedback included the dates being out of synch on the Inform-Cast message and Blackboard connect. It was explained that the emergency preparedness lead, the S&RM, Director was out on leave, therefor the emergency notification messages send were the messages utilized from the previous year's Shake-Out, drill. At this time, it was summarized moving forward that the emergency notification messages would be updated.
The committee expressed that the emergency evacuation drill gear was heavy therefor some building captains opted not to bring it out with them during the drill. The committee expressed interest in attaining new long-range radios, which would reach the Redlands/Annex site.
- **New Emergency Preparedness Coordinator – Starts January/February 2016**
 - The committee was briefed on the new, Emergency Preparedness Coordinator coming in as the new contract employee. The committee was briefed on the candidates background.
- **Revisit & Confirm – District-Sites, Safety Committee Goals 2015/2016**
 - The committee discussed that more training is needed for emergency evacuations. Individual training by department in evacuations or emergencies was recommended. It was summarized that the new Emergency Preparedness Coordinator will be taking a proactive role in emergency/disaster preparedness training.
The committee suggested hanging emergency evacuation maps by the doors. The Waterman shooting was discussed and how the district-sites and the campuses responded and had different perspectives on the situation, as it transpired.



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The committee discussed future Incident Command System training and it was summarized that the new Emergency Preparedness Coordinator will be the lead on that training.

The committee also discussed active shooter, bomb-treat training that will be needed for the district-sites, as well.

- **Sewage Spill Incident 1/4/16 – ATTC Bldg.**
 - District-sites Safety Committee was provided with information on the ATTC, sewer back-up incident. A specialized contractor was brought in to clean-up the sewage and waste water, which was expelled. Employees impacted by the incident were offered to be seen by the District's occupational physician, if they were concerned about being exposed to blood borne pathogens or any other occupational exposure, systemic to the incident. Human Resources extended the occupational resource to all impacted employees.
- **Keenan SWACC/Property & Liability Insurance Safety Inspection – Monday, 1/25/16**
 - The committee was briefed on upcoming SWACC, safety inspection with Keenan and the dates in which the inspection will take place. The committee was provided on some details on what the inspector from Keenan will be looking for. The Camarillo, Alternative Text Production Center (ATPC), will now be added to the list of properties to be inspected as part of the SWACC inspection.
- **Annual Chemical Inventory – Dec. 2015 – District Sites – Results Pending?**
 - The committee was briefed on the annual chemical inventory results pending from the 3rd party, Citadel Environmental Services, Inc., whom conducted the Chemical Inventory.
- **CPR/AED Training Completed – District Sites**
 - The committee was briefed that the CPR/AED training had a full class and 12 new people have either been certified or recertified in CPR/AED.
- **First Aid Training – Date – District Sites**
 - The committee was briefed on the dates for the upcoming, First Aid training in the Spring of 2016. The date is forthcoming and notifications will go out for employees to participate.
- **Campus Safety Training – Jan. 2016 – M&O/Custodial/Grounds – Hazardous Communications/Safety Data Sheets - Live**
 - The committee was briefed on the live, safety training which will be provided for maintenance, grounds & custodial at the campuses, which will include Hazardous Communications/Safety data sheets this month.
- **Safety Update – New Online Safety Trn. Database – Relaunched 1/25/16 – Classified, Confidential & Managers**
 - The committee was briefed on the new launch date of the new online, safety training database, UL Pure Safety. It was summarized that the training modules will initially be assigned to classified, confidential and management employees. Log in information was provided to the committee and how many trainings will be assigned in the first quarter on 01/25/16. Training assignment reminders will be initiated when the training assignments are initiated and when the assignments are past due.



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- **Active Shooter/Lock-down/Bomb Threat Training – Planning/Dates?**
 - The committee discussed training dates for active shooter/lock-down and bomb treat training. The committee was asked to provide dates for these trainings. Spring break was discussed as an option for training dates.
- **Request for March 4th, 2016, Safety Committee Agenda Items**
 - The committee discussed the items to be added to the 03/04/16, District-Sites, safety committee meeting. The circuit breaker in the District Admin. Offices was discussed.
- **Spring Emergency Evacuation – April 2016**
 - The committee discussed the dates and different types of disaster/emergency preparedness events that can be included in the future.
- **Workers' Comp./Injury/First Aid Injury Reports – Summarized by Safety & Risk Mgmt.**
 - First Aid Claims – S&RM provides a summary on the status of the first aid claims.
 - Workers' Comp. Claims – S&RM provides a summary on the WC claims for the district-sites. The quarterly report was summarized with a noted decrease in frequency/severity in injury/accident claims, this quarter compared the same quarter, last year.

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

- **Annex** – Summarized that roof/window leaks have occurred in the building, however the property owner has been extremely responsive and proactive in addressing the issues with the water intrusion.
- **ATTC/PDC – ATTC** - It was summarized that District, facilities responded quickly to the sewage back-up incident on 01/04/16. **PDC** – Summarized that the temperature has been fluctuating in these areas, which may have inadvertently causing frequent flu's in this area.
- **Human Resources** – The committee was briefed on the recent move and the staffing changes.
- **Fiscal Services** – Concerns relative to the breaker in the break-room, were brought up.
- **Facilities** - Nothing to report – Safety Committee rep. not in attendance.
- **Safety & Risk Management** – The committee was briefed on the two online safety training databases, which will be utilized to train full-time employees and part-time employees.

III. Upcoming Training

- First Aid – District-Sites employees

IV. Injury/ Incident Review - Ongoing

- Safety & Risk Management summarized near misses/first aids & injury claims.

V. Action Items

- Planning meeting for the April 2016/Spring emergency evacuations exercise.



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- Facilities related items – ongoing.

VI. Next Meeting Date: **March 4, 2016, 2PM – Conference Room#2**

01/14/2016 Meeting Adjourned 3:07PM