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**DISTRICT SITES SAFETY COMMITTEE**  
**MEETING MINUTES**  
May 15, 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

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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 new District, Director of Facilities, Planning & Construction – Recruitment completed**
  - The committee was updated that this position was in the process of recruitment for a qualified candidate. Updates on the recruitment shall be forthcoming.
- **Ergonomics Evaluations – Provide hand out and electronic resource**
  - 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.
- **Drafting of a District Sites Safety Committee Charter/Charge – Ongoing, pending the SBVC draft**
  - 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.
- **Campus Safety Training – May 2015 – M&O/Custodial/Grounds – Heat Illness Prevention**
  - 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.
- **Safety Update – New Online Safety Trn. Database – Late Spring**
  - The committee was provided with the monthly safety training modules for M&O, Grounds and Custodial on the college campuses.
- **Keenan Slip & Trip Assessment Overview – Conducted On 3/10 (District Admin. Offices, ATTC & PDC) & 3/11 (Annex) – Review results**
  - 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.
- **Committee membership – Who will remain on the committee?**
  - 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.

- **Request for September 2015, Safety Committee Agenda Items**
  - 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.
- **Workers' Comp./Monthly Training/First Aid Injury Report – Summarized by EH&S**
  - 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.
- **Prepare to review annual DSSC goals/accomplishments for 2014/2015 and submit end of year evaluation on for the last meeting in May 2015.**
  - 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.

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

- **Annex**
- **ATTC/PDC**
- **Human Resources**
- **Fiscal Services**
- **Facilities**
- **Safety & Risk Management**

III. Upcoming Training

- Annual required online training summary

IV. Injury/ Incident Review - Ongoing

- Summarized at each meeting

V. Action Items

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

VI. Next Meeting Date: **September 4, 2015 – Pending?**



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**05/15/2015 Meeting Adjourned :PM**