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**DISTRICT SITES SAFETY COMMITTEE**  
**MEETING MINUTES**  
September 4, 2015

**Committee Members Present:**

Whitney Fields – S&RM

Noemi Elizalde – FS/Accounting

Amalia Perez – Human Resources

Roanne Holliman - PDC

Cory Elmore – Human Resources

Joe Opris – Human Resources

Erica Mosley – Human Resources

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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**
  - S&RM, Director summarizes that the May 2015, meeting minutes shall be forthcoming for review and approval and could not be completed by this meeting for review due to competing priorities.
- **Election of District-Sites, Safety Committee Offices (Chair, Co-Chair & Secretary)**
  - Due to lack of quorum, the committee opted not to elect officers at this time until the time that the committee had a quorum.
- **Update on the new District, Director of Facilities, Planning & Construction – Recruitment filled**
  - S&RM, Director summarizes the successful recruitment of the administrator filling this position and where he is located in addition to his contact information.
- **Human Resources – Reorg./Additional Staff, including Safety & Risk Mgmt. Spec.**
  - District-sites Safety Committee was provided with a new organizational chart with an update on the new staff, which has been added and staff that is no longer with Human Resources.
- **Human Resources – Temp. Relocation/Renovation**
  - District-sites Safety Committee was provided with information on the new Human Resources renovation space and provided with an update on the temporary relocation to the Professional Development Center (PDC) for the impacted, HR staff until renovations are completed in the HR space in the District, Admin. Offices.
- **Great California Shake-Out – Participation/Planning – 10/15/15 at 10:15AM**
  - The committee was briefed on the building captain duties, their roles and the two required, emergency evacuations drill conducted in the fall/spring, each academic year.
  - The committee was briefed on the emergency notification system, Black Board Connect/InformaCast telephone notification system, how it works and how these resources are utilized systemic to emergency notifications/evacuations.
- **CSEA – Safety Committee – Classified Concerns**
  - District-sites Safety Committee discussed concerns raised relative to the committee being management heavy. It is explained that safety committee is voluntary and invitations are extended to faculty/classified employees, however the turnout remains relatively low for those particular employee classifications at the safety committee.
  - Incentives were discussed, however not confirmed.
  - It was recommended that appointed employees sign something that confirms attendance, participation is needed and those employees need to adjust their



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scheduled accordingly.

- It was summarized that the Director of Human Resources & Safety & Risk Management
- **Campus Safety Training – Sept. 2015 – M&O/Grounds/Custodial – Back & Ladder Safety - Live**
  - S&RM, Director provides an overview on the live safety training provided monthly to the campus, M&O/Grounds/Custodial staff at both campuses and the Cal-OSHA, required training topics for these classifications provided.
- **Safety Update – New Online Safety Trn. Database – Late Spring**
  - The committee is briefed on the launch dates for the new online safety training database and the logistics on what it took to get it started and fully implemented. The committee was also briefed on what type of employees will be assigned this training and the capabilities of the database – UL Pure Safety.
- **District Sites Training Development 2015/2016?**
  - District-sites Safety Committee discussed the trainings provided last academic year and discussed the type of safety/emergency prep. training that should take place this academic year. Trainings last year included, fire extinguisher, Community Emergency Response Training (CERT) and CPR/AED/First Aid training.
- **Job Hazard Assessment (JHA) – Campus Personnel – What Is It?**
  - District-sites Safety Committee was provided with information on the current Job Hazard Assessments (JHAs) underway at the campus for certain, high-risk classifications at both campuses. It was explained what a JHA is and how it applies to the impacted personnel on the campus level.
- **Request for November 6<sup>th</sup>, 2015 – Safety Committee Agenda Items – District-Sites**
  - The committee discussed adding items to the agenda for September, no items were added on this day.
- **Drafting of a District-Sites, Safety Committee Charter/Charge – Ongoing, pending the SBVC draft**
  - The committee discussed the goal to complete the safety committee charge and the S&RM, Director summarized how the new safety staff member shall be assigned this task to prioritize completion.
- **Safety Promotions/Education – Added to Agenda**
  - The committee discussed promotions to motivate employees to get more excited about provide information to employees on safety and risk management resources available such as ergonomic evaluations, etc.
  - The committee discussed promoting safety resources and a workers' compensation overview on protocol with the managers at upcoming, management meetings at both campuses to increase awareness.
- **Workers' Comp. Quarterly Report – Summarized by Safety & Risk Management**
  - The committee was briefed by the S&RM, Director on the injury/first aid claims for the district-site locations. Frequency and severity accident/claim injury trends are down for the district site locations.



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▪ **Prepare to review the annual District-Sites, Safety Committee Goals/Accomplishments 2015/2016 – Submission of Evaluation – End of 2014/2015 year**

- 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.

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

- **Annex** – Nothing to report – Safety Committee rep. not in attendance for this area.
- **ATTC/PDC** – New courses and more foot traffic as well as renovation to the PDC spaces was summarized by the safety committee rep. for the PDC. Goal is to get overhead projectors in the PDC classroom spaces as well in addition to a deep cleaning in the restroom spaces on the PDC building side due to being the face of the college community.
- **Human Resources** – The renovation/construction was discussed and the logistics.
- **Fiscal Services** – The door was discussed by accounting, which remains closed to regulate the temperature. The request was made for desk drawers/locks in the accounting areas and the staff has been redirected to speak to facilities and their supervisor about this request.

The request was made to initiate a deep cleaning of the restrooms on the Admin. side of the district offices. The request shall be made to district facilities to act on this request.

- **Facilities** - Nothing to report – Safety Committee rep. not in attendance for this area. The committee requested k-cups for coffee, a new toaster oven, microwave and a deep cleaning of the restrooms on the administrative offices side.

- **Safety & Risk Management**

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.
- Facilities related items – ongoing.

VI. Next Meeting Date: **November 6, 2015, 2PM – Conference Room#2**

**09/04/2015 Meeting Adjourned 3:15PM**