



DISTRICT SITES SAFETY COMMITTEE
MEETING MINUTES
February 1, 2013

Committee Members Present:

Mary Bender – ATTC

Colleen Leon – Annex

Noemi Elizalde – FC/DS

Steven Sutorus – Fiscal Serv.

Whitney Fields – EH&S

I. New Business

- **Approval of Meeting Minutes**
 - Committee approved the meeting minutes from the October 19th, 2012 meeting.
- **Discuss Task Force for April – National Earthquake Preparedness Month**
 - All members present volunteered for the task force. The task force meeting will be scheduled for April to plan and coordinate activity prior to the scheduled evacuation drill on April 17th. (Evacuation drill, Blackboard Connect & InformaCast)
- **Flu Prevention Awareness – District Sites – Flyers Posted/EH&S Newsletter**
 - EH&S provides information to the committee that a flu prevention campaign has begun and flyers have been distributed and hung T/O the District site locations. In addition EH&S provided a flu prevention section in the monthly safety newsletter.
- **Safety Committee Quarterly – Starting Fall 2013**
 - Committee had a majority vote in the decision to start quarterly meeting as opposed to every other month starting in August or September 2013.
- **Discuss Active Shooter Training Schedule – District Sites**
 - The committee was advised of the March 27th, Active Shooter/Lockdown training session at the District offices. EH&S summarizes that we will have a guest speaker from the mental health field that will provide insight on how an active shooter behaves and thinks so employees can be more aware/responsive.
- **Safety Committee To Increase Awareness – What Is IIPP?**
 - EH&S summarizes that an email was distributed to the entire District site community summarizing the primary components of an IIPP. EH&S requests that the safety committee members continue to assist in promoting IIPP to the District site communities so they are familiar with the components and how to access the plan either electronically or via a hard copy through their supervisors.
- **Safety Topics for February 2013, Safety Newsletter? Active Shooter Featured**
 - The committee requested information on emergency preparedness for the next safety newsletter in conjunction with National Earthquake Preparedness month in April.
- **Request for April 2013, Safety Committee Agenda Items**
 - The committee had no feedback on April agenda items.
- **Workers' Comp./Claim Report – January 2013**
 - EH&S summarizes that claims continue on a downward trend for the last quarter from 2012 to 2013 in January.



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- **First Aid Report**
 - EH&S reports no first aids for the month of January.

II. Round Table (Safety Committee Comments/Feedback)

- **Annex**
 - N/A
- **ATTC/PDC**
 - N/A
- **Human Resources**
 - N/A
- **Fiscal Services**
 - N/A
- **Facilities**
 - N/A
- **Environmental Health & Safety**
 - N/A

III. Upcoming Training

- CERT Training – Summer 2013
- Supervisor Workers' Comp. webinars (3 Sections) – Pending
- Annual required online training push/deadline

IV. Injury/ Incident Review - Ongoing

- Summarized at each meeting

V. Action Items

N/A

VI. Next Meeting Date: **April 19th 2013 2PM – District Offices, HR Conference Room #2**