



DISTRICT SITES SAFETY COMMITTEE
MEETING MINUTES
September 13, 2013

Committee Members Present:

Julia Sanchez – HR
Whitney Fields – EH&S

Colleen Leon – Annex
Noemi Elizalde – FS/Accounting

Bob Crise – Crofton Hills College

I. New Business

- **Approval of Meeting Minutes**
 - Committee approved the meeting minutes from the May 17th, 2013 meeting.
- **Selection of 2013/2014, District-Sites, Safety Committee Chair/Co-Chair**
 - Committee discussed postponing the selection of a committee, chair and co-chair at this time due to attendance. Committee opted to select officers when larger pools of committee members were present.
- **Update On the new Emergency Preparedness Manager**
 - EH&S summarized that the second recruitments did not produce a viable candidate and an interim in-house classified staff member may be filling the position on a temporary basis.
- **Annual Safety Presentation Overview**
 - EH&S summarized that the EH&S Administrator provided an annual safety presentation to the Board on July 11th and the power point presentation slides from that presentation are available on line on the EH&S website for consumption.
- **October California Shake-Out – Planning Committee Volunteers – Meet in October**
 - The committee was updated on the Shake Out date for 2013, which will be 10/17/13 at 10:17AM. Committee members were asked to volunteer for the District-sites, California Shake-Out planning committee for October and an email invite will be sent out to those who want to volunteer so the date can be reserved.
- **Update District Sites – Building Captains – Who Still Wants To Volunteer?**
 - Previous Building Captains for 2011/2012 continued to volunteer. Human Resources suggested that a staff member who is on site on a regular basis volunteers on their behalf and the committee agreed that would be ideal given the fluency of the department. The committee member from Crafton was also briefed that a building captain program exists on the campus and he is welcome to join and information will be forwarded to him on the building captain training dates for Crafton Hills College.
- **Request for Training Topics for SC 2013/2014 (First Responder, Bomb Threat, Etc.)**
 - The committee was briefed on the challenges with setting up a Community Emergency Response training on the campuses during the summer due to lack of faculty on campus, whom also happened to be CERT, Instructors a class was not initiated over the summer session. It was summarized that CERT training dates will be forthcoming for the fall/spring and the dates/times will be a convenient as possible for the campus communities interested.
For future Safety Committee professional development and training for the year, the committee opted to have Advanced First Aid training. It was summarized that EH&S will set up a training course for the committee, which also happen to be



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building captains.

- **Safety Program Overhaul/Consolidation On Campus Level – District-Site Plans?**
 - The committee was briefed on the safety project to overhaul and consolidate current safety programs on campus. It was summarized that the campus safety programs were redundant so this project would consolidate and update these programs. The District-sites programs will not be included in the update. A third party will conduct the program overhaul, updates and consolidation under the guidance of the EH&S Administrator.
- **District Facilities Work Request Procedures**
 - The committee was briefed on the facilities work request procedures and they will not change. All requests for facilities issues will continue to be relayed to the Business Manager for the District-sites and the Energy Administrator will get all HVAC related requests from the Business Manager.
- **Drafting of a District Sites Safety Committee Charter**
 - The committee was briefed on what a safety charter was and it was discussed that the Crafton Safety Committee charter can be utilized as a template to draft a District sites charter.
- **Discuss Measurable Safety Goals 2013/2014 – District Sites, Safety Committee**
 - The committee was briefed on the safety project to overhaul and consolidate current safety programs on campus. It was summarized that the campus safety programs were redundant so this project would consolidate and update these programs. The District-sites programs will not be included in the update. A third party will conduct the program overhaul, updates and consolidation under the guidance of the EH&S Administrator.
- **Discuss Measurable Safety Goals 2013/2014**
 - The committee discussed the following goals for 2013/2014
 1. A more hands on/practical exercise Active Shooter/Lockdown training in the fall
 1. First Aid/First Responder training
 2. CPR Training for staff lost during attrition
 3. Community Emergency Response Training (CERT)
 4. A different scenario for the April National Earthquake preparedness month in Spring 2014. As opposed to an earthquake scenario, perhaps a bomb threat.
 5. Shake Out/National Emergency Preparedness Month – Fall/Spring Mass Evacuation Drills
 6. Continue to pursue the cooperative agreement with Omni-Trans for transportation post disaster for the District-site location in addition to the campuses
- **Campus Safety Training – September – M&O/Custodial/Grounds – Back/Ladder Safety/Laboratory Safety**
 - EH&S summarized the monthly safety training topic for M&O/Grounds/Custodial for September.
 - EH&S also summarized that Accounting/Payroll received back/lift safety training due to the fluent lifting operations, which occur during specific times in the year where records are sent to storage keepers.



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- **Global Harmonized System training by December 1st 2013 – OSHA Mandated Training – Online/Live Options**
 - EH&S summarized that the GHS training is required and available online and live at the campus sites. The training deadline is December 1st and the committee was encouraged to remind their colleagues in their perspective areas. This training is required for all employees inclusive of part-time, substitutes and other employee's that fall outside the full-time status. It was summarized that the CUPA or local Cal-OSHA branch may be on the ground auditing compliance after the December 1st deadline.
 - The training will be trekked in Keenan Safe Colleges and reminders shall be provided on a regular basis, prior to the December 1st deadline.
- **Quarterly Safety Inspections – September 2013 – Checklist Was Provided**
 - EH&S provides overview on the site safety inspection requirements and provides a safety checklist to the committee to conduct inspections in the office area locations in their respective site locations.
- **Annual Chemical Inventory – Keenan & Associates – Starts Thursday, 10/24 at 9AM (Stakeholder meeting at 8AM before Keenan starts at District Offices)**
 - EH&S provides a summary on what will occur during Keenan's annual chemical inventory for the campuses and the district site locations. The stakeholders meeting was also mentioned to provide the stakeholder with an opportunity to attend and provide any information on any areas they felt were missed in the chemical inventory in the year prior.
- **Worker's Comp./Claim Report Summary – September 2013**
 - EH&S summarized the monthly report on injuries and accidents, which have occurred at the District site locations during the month of August reported in September.
 - The training will be trekked in Keenan Safe Colleges and reminders shall be provided on a regular basis, prior to the December 1st deadline.
 - A non-monetary incentive program was discussed for the high-risk injury divisions in the organization to assist with reducing claims and increasing morale. In addition professional development options were discussed to increase morale in these departments/divisions on campus and the district site locations.
- **Distribution – Emergency Preparedness Back-Packs for 2013/2014, District-Site, Building Captains**
 - EH&S distributed back-packs to the committee members who attended, which shall be representative of the areas at the district site locations.



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II. Round Table (Safety Committee Comments/Feedback)

▪ **Annex**

Information was provided that the lease was approved for the District 8th street, Annex relocation and the tenant improvement work will proceed in the new location in Redlands as soon as everything is finalized with the lease. Quotes are being provided for the movers at this time as well. The committee had some discussion on the use of the current 8th Street, Annex property as well with the facilities representative on the committee.

▪ **ATTC/PDC**

➤ N/A

▪ **Human Resources**

Provided information on TB information disclosed in the payroll check stubs for employee information on when a test is required.

▪ **Fiscal Services**

Accounting had questions on if the temperature was going to be regulated in their area in the District Administrative offices area.

▪ **Facilities**

The PDC women's restroom has a water leak and will be out of service for several weeks. Details were provided on the water leak and water intrusion issue in the restroom. The Smoking receptacle was not replaced at the 8th street Annex and probably won't due to the relocation of the Annex staff to a new leased property.

▪ **Environmental Health & Safety**

The committee will discuss election of officers during meeting where there is a higher turnout of committee members.

III. Upcoming Training

- Globally Harmonized System training – Due December 1st
- First Aid/First Responder training – Pending?
- Annual required online training summary

IV. Injury/ Incident Review - Ongoing

- Summarized at each meeting

V. Action Items

N/A

VI. Next Meeting Date: October 18th 2013 2PM – District Offices, PDC#104