



## DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC) AGENDA

Thursday, March 28, 2019  
EH&S Training Room at 1808 Armory Drive  
10:30 am – 12:00 pm

**Present:** Cindy Chong, Joseph Corcoran, Leslie Crane, Leonard Diggs, Jill Mead (by Zoom), Scott Lorbeer, Robin McHale, Jason Escher, George Gutierrez (for Tallulah Kuula), Heather Adams (for Tim Bell), Cynthia Dickinson (for Susan Quinn)

**Absent:** Josh Adams, Robert Brownlee, Susan Muskar, Susan Quinn, Tallulah Kuula, Hank Lankford, Kate Jolley, Shawn Hartshorn, Gary Watts

**Excused:** Monica Ohkubo, Dawn Carter, Richard Lehrer

**Also Attending:** Toni Chase, Cynthia Dickinson (as Proxy), George Gutierrez (as Proxy), Heather Adams (as Proxy)

**Quorum:** Greater than 50% of membership represented in person or by proxy. (Current = 11)

**11 Standing Members Present = Quorum achieved**

### I. CALL TO ORDER

- i. *PROXIES – George Gutierrez for Tallulah Kuula. Heather Adams for Tim Bell. Cynthia Dickinson for Susan Quinn.*

### II. HOUSEKEEPING

*Robin sent out the final Bylaws and the February 21, 2019 minutes with a summary of what was covered.*

### III. APPROVAL OF PAST MINUTES:

- i. *APPROVAL NEEDED FOR FEBRUARY 21, 2019 MINUTES – Minutes approved.*

### IV. OPEN COMMENTS

- i. *McHale – With this year's launch of the District's online Incident Report System there will be a transition in the way the DSHC will review monthly incident reports.*
- ii. *McHale - Are there any comments about the Safety Subcommittee meeting with Brenda Flyswithhawks?*

*Corcoran – Thought the letter was well written and covered what we hoped it would.*

## V. OLD BUSINESS

### i. FACILITIES UPDATE

*Chong – The Bussman fence was completed. There will be signs to warn people not to climb the fence. A tree was removed beside Bailey Hall on the east side. We are still waiting on a quote for fixing hazards on the walkways. The Analy Hall fence was removed. The building on Elliott Ave has been installed. Major Capital projects in full swing. We will get busier with construction projects in the future.*

*McHale – If there are any concerns with communication or anything else please discuss it with this committee and we can make recommendations as needed.*

### ii. SAFETY SUBCOMMITTEE UPDATE

*McHale – The rekeying of Emeritus Hall is going smoothly. There was an active shooter training; we are hoping for a larger turnout.*

*Crane – There is a time conflict (with the active shooter training) with many people in Race Hall because there are clinicals on a Tuesday/Wednesday rotation.*

*McHale – Chief Brownlee can schedule active shooter trainings with department and faculty.*

*Has there been an opportunity to tape the trainings so they can be viewed online?*

*McHale – Will look into recording and posting an active-shooter training. We spoke about Opt-In Text Alerts. We have worked on a definition list that will be put on our website in the next week. Robin will send out a copy to the committee. Scott Connors and I.T. provided a quick summary about our platforms and possible improvements. SRJC Alert covers email, text, social media, etc. The Emeritus Hall Service Center Key Access is going smoothly.*

## VII. NEW BUSINESS

- i. *McHale – I received a copy of the 2019 Final Resolutions Packet from Student Senate for California Community Colleges (SSCCC). The SSCCC is a statewide community college student organization representing the interests of CA Community College students to the Board of Governors and Chancellor's Office. The resolutions for 2019 include a variety of concerns related to health and safety including outside air quality monitoring and mental health funding, etc. I'm bringing this to the committee so the DSHC can consider the concerns or interests identified for work by the District. Robin will send out an email with this attached to the committee.*
- ii. *Dickinson – Working on an updated drug and alcohol policy with HR. Cindy will bring this to DSHC for consideration.*
- iii. *McHale – The Safety Subcommittee work identified the need for greater promotion and communication regarding available support with student conduct and crisis management by the District's crisis team (B-CARE). The DSHC should find ways to help support/assist with promoting the work of the B-CARE team.*
- iv. *Someone mentioned there is student insecurity about mental health access. There is a training for students by SHS. This SHS training was previously conducted at Shone*

*Farm. There was also a suggestion about looking into how to support use of a Kognito program.*

- v. *Diggs – There used to be Safety Watch Blurbs that were sent out in the beginning of each semester. There were discussions about resurrecting this, although it is difficult to do given the current downsizing of staff.*

*McHale – EH&S has looked into creating regular safety newsletters however creating a regular newsletter is very time consuming and with current staffing it isn't practical but there are subscription health and safety newsletters.*

*Dickinson – Wondered if the DSHC had a budget to fund subscriptions; is there money in the committee for this. MCHale – will review available newsletter subscription services and if any look of interest see if funding is possible by the DSHC or by EH&S.*

- vi. *The SSCCC reported a desire to have a document about the policy behind school closures during events where the air quality is questionable. This is already a task by EH&S in progress under the emergency management program and will be drafted as an addendum to the District's Emergency Operations Plan.*

## VII. REPORTS

- i. *EMERGENCY MANAGEMENT – Dawn is out on military training. MCHale – We will be changing the District-Wide functional training. We proposed July 24<sup>th</sup> to the Cabinet and this date is currently under review. We may have some problems with emergency operations staffing and if so we may need to evaluate other dates. We will alert everyone to the final schedule change once there is direction from Cabinet. We are currently working on an emergency operations inventory. There will be more trainings to come. Robin presented to the DCCIM regarding the DSHC and the work of the Safety Subcommittee which involves emergency management work. Notes on the DCCIM and Safety Subcommittee meetings are forthcoming.*
- ii. *FACILITY INSPECTIONS (INTERNAL AND EXTERNAL) – The follow up inspection for our SWACC is scheduled with Keenan in June. We also utilized Keenan to support the inspection of the Planetarium. There is follow up work in progress from the Keenan audit of the Planetarium. The Planetarium was closed last semester because of some minor safety concerns that had been identified by Keenan and due to some additional assessment work by Capital Projects. Recent repairs were completed and classes are now allowed to utilize the Planetarium as of this month. Until otherwise the Planetarium is still closed for public planetarium shows while the Capital Projects team reviews the need for additional renovations for electrical safety improvements and ADA compliance.*
- iii. *INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS (February 2019 Reports) MCHale – There is no hard copy report summary received before the meeting from SHS. The goal is to get rid of the hardcopy use and only use the online program for reporting. We are currently in a transition mode from paper reporting to online reporting. The online system is more affectively reviewed by staff however summary reporting has been created yet for reporting out to the DSHC*
- iv. *SAFETY REPORTS – EH&S received no actual Safety Report forms this month. Staff are more often reporting safety concerns through the Incident Report forms. One incident report received this month prompted review for safety concerns. The reported concern was for a fire alarm that unexpectedly went off. The staff was concerned with*

*how loud the alarm was and concerned that it might cause hearing damage. Robin explained the NFPA sets a minimum of 15 decibels above the average sound level of an area. The typical office noise level is about 50-65 dB (decibels) so fire alarms should sound at about 65-80 dB in office space. Some may ring at slightly higher decibels but while noise above 85 dB can be harmful, hearing damage is dependent on how long and how often you are exposed to loud noises over 85 dB. While unpleasant, it would typically take much more time than a short-term fire alarm blast to permanently affect or damage hearing.*

v. **ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT**

1. *GENERAL UPDATE – This month: we have reviewed several construction safety audits. The larger construction projects will have audits completed by Keenan for us every month. We have no problems with contractors and our experiences have been very positive. We are also reviewing installations at Burbank. We are providing support for Day under the Oaks (setting up first aid stations and improving evacuation procedure plans).*
2. *HAZARDOUS MATERIALS/HAZARDOUS WASTE – Escher – Shone Farm has some material that will be picked up soon. I'm doing a clean-up of SRJC campuses before the summer (in preparation for summer).*
3. *TRAININGS – There is an Incident Command Training at Shone Farm. We have yet to do one at the PSTC Windsor Campus. There will be a Health and Safety Training. McHale will schedule a forklift training and confined space training soon. We need to follow up on the aerial lift training for next year.*

**VIII. ANNOUNCEMENTS**

*Mead (via Zoom) – Some student have been concerned about the use of leaf blowers and how they affect allergies during outdoor activities. Mead will send an email to the committee, as it was difficult to hear her over the significant hail storm in progress during our meeting.*

*Chong – Agreed the leaf blowers are noisier than desired but FacOps is trying to use electric blowers rather than gas blowers when possible and finds these are quieter.*

**IX. NEXT AGENDA**

Nothing new to add for next month.

**X. ADJOURNMENT – 11:50 AM**