



DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC) AGENDA

Thursday, November 15, 2018
EH&S Training Room at 1808 Albany Drive
10:30 am – 12:00 pm

Present: Tim Bell, Robert Brownlee, Dawn Carter, Cindy Chong, Joseph Corcoran (Zoom), Leslie Crane, Leonard Diggs, Jason Escher, Shawn Hartshorn, Tallulah Kuula, Richard Lehrer, Robin McHale, Susan Muskar, Susan Quinn (Zoom), Gary Watts

Absent: Hank Lankford, Kate Jolley, Scott Lorbeer, Jill Mead

Also Attending: Toni Chase, Monica Ohkubo, Heather Chierici

Quorum: Greater than 50% of membership represented in person or by proxy. (Current Quorum = 9)

I. CALL TO ORDER

- i. *PROXIES*
Heather Chierici for Tim Bell. Monica Ohkubo for Joe Corcoran.

II. HOUSEKEEPING

- i. *COMMITTEE ROSTER REVIEW – No comments.*
- ii. *EMERGENCY MANAGEMENT TRAINING SCHEDULE – No comments.*

III. APPROVAL OF PAST MINUTES:

- i. *APPROVAL NEEDED FOR OCTOBER 18, 2018 MINUTES (Vote Required)*
October 18, 2018 minutes approved. Hartshorn moved to approved and Crane seconded.

IV. OPEN COMMENTS

- *Crane – With regards to lighting, there was a position posted for a second electrician, is this correct?*
- *Chong – We have hired an STNC using funds from Measure H and the general fund.*
- *McHale – Fac Ops is updating lighting and the evening safety strolls went well. EH&S will compile the information and create work requests for lighting issues as appropriate.*

V. OLD BUSINESS

- i. *FACILITIES UPDATE*

- *Chong – We are currently working on lighting issues (exterior first, followed by interior) and we removed an ill tree from the Bailey Field area. More trees may come down in the future if they pose a safety hazard, but they will not be taken out if it's not necessary. We are hoping that the Baker Roofing Project will be done before it rains.*

ii. *BYLAWS UPDATE (Vote Required)*

- *McHale led the committee through the changes that had been made to the bylaws. The purpose and mission statement were revised and reorganized. Job titles were edited and the Emergency Management Specialist position was added. The position for EHS Specialist was removed.*
- *Lehrer motioned to approve and Hartshorn seconded. Unanimously approved.*

VII. NEW BUSINESS

- *Ohkubo – With regards to air quality, is there a way for us to guide the process for our policy on school closures? Is this appropriate for this committee?*
- *McHale – It is appropriate for the DSHC to review process and policy related to safety concerns affecting SRJC and make recommendations. During an emergency any available data, regulation and guidelines should be consulted. The Sonoma County Office of Education guidelines were considered. K-12 is different from the SRJC because they have different use of facility considerations. Some schools will stay open until an Air Quality Index of 275. McHale also met with Dr. Hollbrook- the Sonoma County Health Advisor, to assist in the determination of reasonable parameters for operation. We are looking at the 200 range, and we review data from Purple Air and AirNow (Purple Air tends to read higher than Air Now).*
- *Brownlee – What are the NCAA requirements for outdoor activities?*
- *Ohkubo – Anything above 200 means the activities are canceled, and anything around 150 means moderate play can occur.*
- *Quinn – What are the major consequences for KAD?*
- *Ohkubo – Since Thursday we have been dealing with this issue. Playoffs began this week, so I have been working with Robin to make a plan. The coaches are stressed out because they think their teams deserve to play, but they want to keep the players safe. All colleges are dealing with different conditions, and the majority of our games were cancelled. There is a policy for the state, but people are trying to find loopholes.*
- *Quinn – I know there is a sports psychology intern, would he be willing to speak to everyone?*
- *Ohkubo – Charlie may draft an email or speak to some of the athletes.*
- *McHale – Everyone countywide is working closely and have been since the October 2017 fire. Communication has improved.*

VII. REPORTS

i. *EMERGENCY MANAGEMENT*

- Carter – We held trainings yesterday and we are working to update the capabilities of the EOC and working to get radios for emergencies. (Joe, Dawn, Josh, and Tim are working hard to get radios.) We may be able to get handheld HAM radio systems for Shone Farm and Petaluma. There is a fire extinguisher training tomorrow.
- McHale – We have finished testing the phones over the entire district. A district-wide alert test and earthquake drill will happen on the 3rd of December. We urge everyone to sign up for Regroup; we will do one test of the system per semester.
- Carter – The signal from your cell phones is interrupted in concrete buildings and carriers may send out the messages at different times, so don't worry if you get the alert at a different time than others.
- McHale – We want to set up Regroup teams for District emergency staff to facilitate sending messages to a certain groups as needed.
- Brownlee – It may take 15-20 minutes to send the message out and it goes through separately, some people get the message before others depending on your carrier.
- McHale – The alert messaging regarding the Butte Co smoke messages went well, but we are still always working to improve messaging where we can.

ii. FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)

- McHale – Work is going on at the Planetarium. I will be meeting with Keenan on Monday to review the district-wide audit. We are not expecting any major issues. We will talk about building inspections by discipline and may use Keenan to do more audits and trainings.

iii. INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS (**October 2018 Report**)

1. 10/1/2018 – Baker 1829 – Anatomy 1 – student cut left palm with scalpel blade. **EH&S to investigate the scalpel injuries to make sure using proper techniques.**
2. 10/1/2018 – Baker 1829 – Anatomy 1 – A student cut left finger with scalpel blade. **EH&S to investigate.**
3. 10/2/2018 – Analy Hall – 3D Art Design – Student cut finger with knife deep, left flap of skin on left index finger.
4. 10/3/2018 - Welding Shop – Lounibos – Student's auto darkening hood failed to darken, eyes were bothering student.
5. 10/5/2018 - Maggini Hall Internal Stairs – Employee slipped while walking up the stairs and injured both arms, right wrist and elbow. **EH&S to investigate.**
6. 10/15/2018 - Men's Bathroom in Bertolini on 3rd Floor – Bad "propane-like" smell in bathroom that led to headache and nausea in student. Chong – We looked into this and found no issue.
7. 10/15/2018 – Analy Hall 760 – Student was carrying heavy bags of clay (load was too heavy). Student injured spine, severe spinal stenosis.
8. 10/16/2018 - Emeritus 1629 – Employee during work, tripped on loose cabling on the floor injuring left ankle.
9. 10/24/2018 – Kaiser Patient Room 415 – A student was kicked, scratched and hit by a patient. Student was injured with scratches on arm. – **Susan will follow up.**

McHale – We have been testing our online system and making great progress for online reporting and reviewing incident reports. Hopefully, the system will be up and running in January 2019.

iv. *SAFETY REPORTS – None to report other than the smoke, which was already discussed.*

v. *ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT*

1. GENERAL UPDATE

McHale – We are busy with safety strolls, training updates, the SIS system has been put on hold. We are working on tracking employee trainings and focusing on improving our system. We will be working with HR for our trainings. We have been updating and redoing our chemical safety plans and training on the new safety data sheets.

2. HAZARDOUS MATERIALS/HAZARDOUS WASTE

Escher – We had a big waste haul six weeks ago and now we are winding down for the semester. I will still be doing some pick-ups around campuses for things such as tires, oil, light tubes, and batteries.

3. TRAININGS – Covered under general update.

- Quinn – Considering what the protocol should be for bed bugs. At Student Health Services, we are being asked to clear students who have bed bugs, but generally, this issue occurs at a housing area. We aren't allowed to deny students access to their classes so we can advise on personal grooming but we don't want bed bugs to be spread around if an issue is real so should have a cleaning protocol.*

VIII. ANNOUNCEMENTS – *No Announcements.*

IX. NEXT AGENDA – *No comments for the next agenda.*

X. ADJOURNMENT – *Adjourned at 11:45 AM.*