



DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

MINUTES

Thursday, January 21st, 2016
Doyle Library, Room 4245
10:30 am – 12:00 pm

Committee Members: Tim Bell, Casandra Chavez, Leonard Diggs, Douglas Kuula, Scott Lorbeer, Susan Muskar, Susan Quinn, Keith Waxman

Committee Members Absent: Mary Barton, Michael Bruner, Joseph Corcoran, Lorenzo Dueñas

Committee Members Excused: Paul Bielen, Jason Escher, Richard Lehrer, Doug Roberts, Gary Watts

Also Attending: Juanita Dreiling, Toni Chase, Canon Crawford, Rob Brownlee

I. CALL TO ORDER

PROXIES – Robert Brownlee proxy for Lorenzo Dueñas

II. HOUSEKEEPING

[MEETING SCHEDULE 2016]

1. *Kuula – Toni Chase sent out the meeting schedule for 2016 via email.*

MEMBERSHIP

1. *Kuula – With Tony Ichsan gone it looks like I will be filling the position of the EOC Director, so we will be down one position, so 9 will be a quorum. Paul is the Interim Dean III for Facilities Planning and Operations, which is not a member by position, so we will just leave him on in the usual position of Director, Facilities Operations for now.*

III. APPROVAL OF PAST MINUTES: November 19th, 2015 and December 10th, 2015

[Kuula – Motion to approve the minutes from 11/19/15 and 12/10/15?

M_Bell_, S_Quinn_, _U_ (Yes), _0_ (No), _0_ (Abstention)]

IV. OPEN COMMENTS

1. Canon Crawford has concerns with vehicles on pedestrian walkways on campus. Canon has had vehicles drive by very close to him while he is walking on campus pathways. Can the District reduce the time vehicles drive on the pathways when there is a high traffic of pedestrians?

- Another concern is the Elliott Avenue crosswalk – white trucks and vehicles are not yielding to pedestrians in the crosswalk.
2. Dreiling recommended to Canon to fill out an incident report form when there is a “near miss” – this information is very useful.
 3. Kuula - Contractors also need to be informed of our guidelines driving on campus pathways.

V. OLD BUSINESS

SAFETY SURVEY

1. Update – *[Kuula – Last month I was going to seek to strike this item to focus on the next survey. Interestingly enough, we have an opportunity. As part of Strategic Plan: Goal F – Cultivate a Health Organization we may have an opportunity to take part in developing an annual faculty, staff and student survey. This survey will be used as one of the core indicators for measuring this strategic goal. Goal F has two objectives that are right up this committee’s alley:*

F3 – Establish robust programs to improve the health and wellness of students and employees.

F4 – Increase safety planning, awareness and overall emergency preparedness.

There will probably be a variety of groups desiring to get in on this survey, so I will keep you posted as I learn more. We will probably want to develop a sub-committee again to work on the questions. More later.

*Quinn has safety survey information - **Kuula will contact Quinn for survey details.***

SAFETY AT ALTERNATIVE SITES

1. Update – *[Kuula – I emailed Abe and asked if he sees a convenient place we can include this checklist as part of the approval process for non-district facilities? Could it be made as part of the paperwork, like we did with the EHS sign-off on new courses?]*

FACILITIES MASTER PLAN – DSHC ROLE/PARTICIPATION

1. Update – *[Kuula – Several hundred people signed up to be on the Facilities Master Plan sub-committees, and we are going to need to wait until the end of January to find out how that will play out. In the meantime, Leigh Sata has been very receptive to listening to safety concerns, so please pass them on to me. I met with Leigh last week to discuss safety issues related to the Burbank remodel since that is going to be one of the first projects out of the chute.]*

SMOKING ISSUES

1. Smokers on Elliot Avenue/Salem Lot (Cigarette Butts/Seating)
2. Smoking/Vaping Areas?

[Kuula – Recent report published in Environmental Health Perspectives found chemicals harmful to the lungs in flavored vaping liquids, one that is associated with “popcorn lung” in people working with butter flavored popcorn. I believe we have a good strong policy and procedure, and we should step up enforcement as a solution to the problems of people smoking on District property.

Kuula – Motion to remove this item?

M Bell , S Waxman , U (Yes), 0 (No), 0 (Abstention)]

PEDESTRIAN SAFETY

1. Mendocino/McConnell Crosswalk (Drivers Blowing Through/PG&E Box)
2. SRJC Gate (Blocks View)
3. Emeritus Skateboarders
4. Elliot Avenue

[Kuula – Item 1) Paul is working with the City of Santa Rosa to improve the Mendocino/McConnell Crosswalk, and the installation of the Bertolini/Emeritus Lot crosswalk. Item 2) I reviewed the SRJC Gate, and I don't see any problem. Item 3) I found a product that can be added to the railings, and I will take measurements and forward to Paul. Bielen is working on installing a 42" high fence in front of Bertolini to replace the cement bollards with chains. City of Santa Rosa is trying to avoid installing flashing lights – they are using a shark tooth design on the roadway before the crosswalk to alert drivers. Kuula showed the committee a photo of the "Shark Tooth" design used on roadways.]

V. NEW BUSINESS

None

VI. REPORTS

FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)

1. Update – *[Kuula - The next Building Safety Inspections are: Shuhaw Hall – Friday, January 22, 2016 at 8:30 am. Bech Hall – Friday, January 29, 2016 at 8:30 am. Kuula will not be able to attend the one for Bech, so Toni and Jason could use some help with the inspection.]*

INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

1. Incident Reports – Quinn/Muskar
 - a. 12/2/15 – **AJ 203 Ranger Academy** – A student at PSTC injured his left elbow during a take-down with the red (suit) man.
 - b. 12/2/15 – **AJ 203** – A student at PSTC injured his left hand during a take-down with the Red man.
 - c. 12/3/15 – **Bertolini Cafeteria Fall** – An employee slipped on the wet floor, lost footing with heavy backpack on. Employee injured her upper back.
 - d. 12/14/15 – **Forsyth Hall Room 105** – A student stumbled on the levels between the rows of choir seats and turn his left ankle. **Chase to follow-up with Music instructor.**
2. Accident/Exposure Investigations – Kuula – None Reported

SAFETY REPORTS

1. Safety Reports – *[Kuula –*
 - a. **Vehicles on Pathways** – *EHS received several reports via the web concerning vehicle safety on the District pathways. Followed up with the various supervisors and employees, and re-issued the **Safe Vehicle Use Best Practices** document to managers in all departments with vehicles for review with their staff. Next steps?*
 - b. **Shuhaw Projectors 1751 & 1799** – *New, very high resolution projectors are shining right in the eyes of the instructors and are very uncomfortable and perhaps a safety hazard.]*

EMERGENCY PREPAREDNESS

1. Update – [Kuula –
 - a. **EOC Director** – *As I mentioned before, with Tony Ichsan moving on, it looks like I will be the EOC Director.*
 - b. **Proposed 2016 EM Training Schedule** – *EHS is doing a MOU with the OSHA Training Center at Chabot-Las Positas to host OSHA training classes in our training room. For every class that they fill, we get three free attendees.*
 - c. **L0363 Multi-Hazard Emergency Management for Higher Education** – *We have been selected to host the three-day course provided free by FEMA. We will have members from SRJC, NVC, SSU, COM and the City of Santa Rosa. There is one space left if anyone is interested. The class is February 23 – 25, 2016, 8 am – 5 pm. So far we have 34 people enrolled in the course.*
 - d. **Emergency Management Trainings** - *EHS is hiring consultants to do our emergency management trainings.*

ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

1. GENERAL UPDATE – [Kuula –
 - a. **EHS Specialist Recruitment** – *Recruitment is going well, we have 7 candidates that we will be doing the first interviews next week.*
 - b. **OSHA Training Center** – *EHS is doing a MOU with the OSHA Training Center at Chabot-Las Positas to host OSHA training classes in our training room. For every class that they fill, we get three free attendees.*
 - c. **STRATEGIC PLAN GOAL F** – *Under F4 – Increase safety planning, awareness and overall emergency preparedness. There are planned activities, and I have been working on two, one that pertains to Safety and one that pertains to Emergency Preparedness.*
2. HAZARDOUS MATERIALS/HAZARDOUS WASTE – Escher [*Jason is out ill, no report.*]
3. TRAININGS – Kuula [*No report.*]

VII. ANNOUNCEMENTS - Committee Members [*Waxman reported that Tauzer had a leak from the rain on Sunday, it was pouring. Reported the leak to District Police, Facilities Operations is not available on the weekends. Per Kuula, when we have leaks the buildings are tested for mold.*]

VIII. NEXT AGENDA – Committee Members

IX. ADJOURNMENT – Kuula