



## DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC) MINUTES

Thursday, March 15, 2018  
EH&S Training Room  
1808 Elliott Avenue  
10:30 am – 12:00 pm

**Committee Members:** Joseph Corcoran, Jason Escher, Robin McHale, Susan Muskar, Susan Quinn, Leonard Diggs, Leslie Crane, Robert Brownlee

**Absent:** Mary Barton, Tim Bell, Richard Lehrer, Scott Lorbeer, Lorenzo Dueñas, Doug Roberts, Javier Rodriguez-Aguilera, Gary Watts

**Excused:**

**Also Attending:** Tallulah Kuula, Brian Chetcuti

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

### I. CALL TO ORDER

PROXIES – *Robert Brownlee for Lorenzo Dueñas*

### II. HOUSEKEEPING

III. **APPROVAL OF PAST MINUTES:** *January 18, 2018 & February 22, 2018*

*No quorum.*

### IV. OPEN COMMENTS

*[McHale – Juanita Dreiling has taken a management position in Mendocino County and is no longer at SRJC. Quinn – introduces Brian Chetcuti who is replacing Juanita Dreiling to the committee. McHale – introduces EH&S Student employee- Tallulah Kuula.]*

### V. OLD BUSINESS

#### FACILITIES UPDATE

- *[McHale – Power outages scheduled for next week on multiple campuses. Call project manager, Fac Ops, or EH&S for questions.]*
- *Burbank – Fence relocation in some areas due to unforeseen line issues. There have been no complaints so far. McHale is working with DRD on concerns regarding low vision students and travel time issues, including path of travel and defining a process to help notify these individuals in advance.]*

## VI. NEW BUSINESS

*[McHale – No new business at the moment.]*

## VII. REPORTS

### FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)

1. *708 Elliott- Theater Department Temporary Scene Shop [McHale – Facility Inspections: housekeeping items listed on Keenan summary. Keenan reviewed items, including eyewash stations, Shop housekeeping, and Hazmat Storage. EH&S procuring a quote for a Hazmat Storage container. This is estimated to cost \$30,000, which has been approved under the capital budget.]*
2. *Full SWACC Audit expected for June 2018 [McHale – Due for a full-district audit (occurs every two years). It is scheduled for this summer between the spring and summer semesters. In the interim years they do a repair inspection. There is a new representative from Keenan.]*
3. *Burbank Renovation Project- Office of Self-Insured Plans (OSIP) Contractor Safety Audits [McHale – Self-insured contract. Contractors must be registered with our insurance, and their training verification is required. SEWUP loss control is involved to observe and recommend. Photos are taken and the reviews have been good so far. It is a good safety checklist, we may apply to other large projects, but not all projects. Quinn – Likes the idea of a safety audit. McHale – No building audits are scheduled. Would like to implement night safety walks in the fall. Some audit hours are covered by insurance.]*

### INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

1. *Incident Reporting Process Review/Update*
  - a. *Interim Incident Reporting process/new SHS contact with Juanita Dreiling's departure: Brian Chetcuti [McHale – Chetcuti will continue the process of sending incident reports to Student Health Services, EH&S, and HR.]*
  - b. *On-line Incident Reporting System Plans- Maxient [McHale – Almost complete. McHale, Quinn, Muskar, Chetcuti, and Long to finalize online incident report form. Quinn – Big advocate for new system, McHale agrees. Possible meeting next week regarding issue.]*
  - c. *Incident Reports [McHale – There is no formal incident report list available today. Chetcuti and Quinn will follow-up with the March log. Some incidents will be tabled for April's meeting.]*
    - *2/21/18 – Employee – Improper chair height led to pain in wrist. Toni (EHS) investigated and advised. Muskar – Toni had previously recommended an Ergotron. There may be a sit-stand desk available in the department for her to use.*
    - *2/28/18 – Student – Member of swim team developed a rash the morning after swimming at the pool. EH&S investigated alongside pool tech Jesse Asher. Chlorine levels were in compliance and measured to be 3.5 ppm. Asher reduced chlorine levels to between 2 and 3 ppm. New monitoring system is being installed*

- 2/26/18 – Student – Susan Quinn – Culinary cut. SHS referred injured party to Sutter ER due to excessive bleeding and possible tendon damage. Student was not transported by ambulance. **Student will be contacted about Student Accident Insurance Policy.**
- Two incidents regarding trips: **Race Building** - Metal divider behind race building caused a trip. **JC Library** - Trip near Library caused by “getting caught” on a piece of sidewalk cement. Injured party fell on hands onto rocks.
- Sumo wrestling accident in quad. Student hit head, but did not pass out. **Follow up to investigate extent of injury.** Brownlee – Students wore blow-up sumo suits, the activity was low impact. It may have been bought by a club. Saw students wearing some sort of head protection.
- Quinn – Ambulance from Emeritus. Light sensitivity from a movie caused student to have a seizure. **Chetcuti to find report.**
- Put rugs in Bertolini so students don’t slip due to wet floors. **Contact Facilities about putting out these rugs.]**

## SAFETY REPORTS

1. *Safety Reports*
  - a. *Status Review Re: Analy Village Motorcycle Relocation Plan [McHale – Presented map/drawing detailing possible parking changes near Analy Village. **Brownlee and McHale still considering options.]***

## EMERGENCY MANAGEMENT

1. *DSHC 2/22/18 Meeting had low attendance but good discussion. Will briefly review notes from last month’s meeting. [McHale – Possible agenda modification. Suggested a subcommittee to discuss incident reports. One representative could attend future meetings. EOC leader wants clarification on when to activate EOC and to what level. Brownlee – offered opinion on EOC activation. During the fires the whole EOC was not activated because many positions would not have been needed. EM Specialist application is closed and applications are being reviewed. Brownlee led Active Shooter Trainings, which went well.]*
2. *NEXT EM DSHC MEETING (APRIL 19, 2018)*

## ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

1. *GENERAL UPDATE*  
*[McHale – Low staffing in EHS is challenging. EHS is assisting in Grounds with Vector control and FacOps with Fire Life safety company replacement. Out for bid for a 5-year district-wide plan. McHale is working on insurance record and questionnaire for District-owned drones. There are 13 drones owned by the SRJC and they are mostly used in Computer Studies. The EH&S website is being modified. Ergo needs increasing and website is being modified to support information needs. Working on a new furniture standard.]*

2. **HAZARDOUS MATERIALS/HAZARDOUS WASTE**  
*[Escher – Hazardous waste haul will be done after finals. Universal waste haul will be in late April. Oil/tire haul will be in late April or early May. Antifreeze will be early May or the week after finals.]*

3. **TRAININGS** – *No report.*

**VIII. ANNOUNCEMENTS**

**IX. NEXT AGENDA**

**X. ADJOURNMENT** – *11:45 am*

DRAFT