



DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC) MINUTES

Thursday, August 29, 2019
EH&S Training Room at 1808 Albany Drive
10:30 am – 12:00 pm

2019/2020 Committee Members: Heather Adams, Josh Adams, Robert Brownlee, Dawn Carter, Joseph Corcoran, Leslie Crane, Cindy Dickinson/Mary Wyman (Acting for Susan Quinn), Jason Escher, Hank Lankford, Kate Jolley, Monica Ohkubo, Scott Lorbeer, Robin McHale, Meea McMath, Susan Muskar, Tina Rosenberg

Members Present: Robert Brownlee, Dawn Carter, Joseph Corcoran, Jason Escher, Robin McHale, Scott Lorbeer, Tina Rosenberg

Also Attending: Toni Chase, Brian Chetcuti

Quorum: Greater than 50% of membership represented in person or by proxy. (Current = 9) *No Quorum.*

I. CALL TO ORDER

i. *PROXIES – None.*

II. HOUSEKEEPING

[Corcoran] – Asked on the status of the District’s Security Project.

[Brownlee]- Responded and summarized the work status with the District’s Security Project. District Police is working with Capital Projects on the camera standards for security. The work with inside locks is completed for Emeritus Hall and the contract for install of c-cure external locks is in progress. All the exit doors will be accessed by an access card in Emeritus Hall. The work with Emeritus is setting the standard for the remaining buildings District-wide work so work on subsequent buildings should go much faster. Maggini Hall will be complete next with the Capital Projects project manager planning the design now for Maggini Hall. Maggini, like Emeritus, has a lot of access points. We are also working on a lockdown button for classrooms. Measure H is funding these upgrades.

[All members] Discussion ensued on how support is doing for safety regarding student conduct concerns identified by the Safety Subcommittee and the good work being done by the B-Care Team. The group reviewed the B-Care website: <https://cirt.santarosa.edu>

III. APPROVAL OF PAST MINUTES:

- i. *APPROVAL NEEDED FOR MAY 16, 2019 MINUTES (Vote Required) – [McHale] No Quorum so vote postponed and an online vote will be conducted to approve the minutes.*

IV. OPEN COMMENTS

- i. *[McHale] – Brought up the desire to update the DSHC agenda to remove some repetitive or confusion sections. Further thought will be given to this and Robin will make recommendations.*

V. OLD BUSINESS

- i. *FACILITIES UPDATE –*

[McHale/Brownlee] – Facilities staff weren't able to attend but Rob and Robin provided the following information.

Jeff Kunde Hall is open now. There are traffic and crosswalk issues on campus on Elliott Ave. The sidewalk on Elliott, on the south side of Kunde is still closed. DP, Facilities, EH&S and Capital Projects staff are all working to mitigate any safety concerns associated with auto and pedestrian traffic. We want to make sure the area is safe. Capital Projects has said they want to work on a review of how the opening went and will work on how new building openings can be done better in future to transition new buildings into operations more seamlessly.

HVAC is down in some areas prompting questions to EH&S on regulations regarding indoor temperatures. While there is no specific temperature level established for indoors by OSHA for building temperature, Facilities strives to keep the buildings with HVAC below 80 degrees F .

Student housing is coming by 2022..

Capital Projects will be fencing off Shuhaw in preparation for demolition.

Burbank Project. Opening is delayed.

PSTC has a new multipurpose room for trainings and coursework which opened this summer.

Petaluma has two construction projects ongoing now and several smaller classroom renovation projects..

- ii. *SAFETY SUBCOMMITTEE UPDATE – This subcommittee has ended. The standing DSHC will continue the good work done by the subcommittee and will provide updates to various working groups as needed. Also a dl.staff.all will be sent announcing updates on notes and information as it is posted to the DSHC webpage.*

VII. NEW BUSINESS

- i. *[McHale] EH&S is working on an update to the District's Hazard Communication Program and is putting chemical inventory information online for all departments. Robin demonstrated the webpage access and requested that the DSHC members review the page and let her know if there are any questions. Robin requested DSHC members support communication out to people that the District chemical inventory is now available online as needed. Here is the webpage access:
<https://ehs.santarosa.edu/safety-data-sheets>*

[Rosenburg] Her department has MSDS binders.

[Escher] will work with Tina and Child Center staff to update her department's chemical inventory and Jason will collect the MSDS binders so the inventory can be input into the new online system, Sitehawk.

VII. REPORTS

- i. *FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)*

[McHale] The SWACC audit review walkthrough was just completed. This is a Districtwide audit by our insurance company, Keenan. EH&S is currently waiting on the SWACC report from Keenan on the SWACC audit. EH&S will also conduct program audits similar to those completed last year for the planetarium and scene shop. The EH&S Department is planning now to conduct a special audit of Burbank for Theater safety.

- ii. *INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS*

[Checuti/McHale] – The online system (Maxient) is in full swing. With the online system the information is automatically provided to Departments with responsibilities related to District Incident Reports (Student Health Services), KAD Athletic Trainers, EH&S and Human Resources). We cannot produce an online report form because there is too much personal information that cannot be omitted at present so until/if a summary report can be developed these departments will report out on incident trends for the benefit of the DSHC discussion as needed.

There was one incident regarding a staff injury associated with construction at Kunde Hall where a stack of ceiling tiles were left on a file cabinet by a contractor working in the area. The stack fell on the head of a staff member. The information was reported to the Capital Projects project manager who informed the contractor with a warning to manage materials in a way to prevent future incidents. No other construction injuries across all District projects have been reported.

There was a report from a student regarding an illness with concerns raised over heat being a problem in Analy Hall with outside temperatures high this day. The student did have a potential illness and had not eaten before class so it may not have been heat related. Facilities however provided support with adding some portable cooling units in Analy during last week's heat wave.

iii. SAFETY REPORTS

[Rosenberg] – Raised a question about active shooter lockdown communication. [Brownlee and McHale] – Showed the committee the communication messaging website. Discussion ensued.

iv. ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT:

1. GENERAL EH&S UPDATE – [McHale] – Online chemical inventory has been added to the EH&S website (see above). There is also information about how to read a Safety Data Sheet.
2. HAZARDOUS MATERIALS/HAZARDOUS WASTE [Escher] – Waste haul next month.
3. EMERGENCY MANAGEMENT – [Carter/McHale] – We've been testing alerts; the system was used when there was a power outage. The County is working on an emergency preparedness fair next week. If PG&E has a shutdown, we are working on protocols for how the District will deal with this with Cabinet. The fire extinguisher training on PDA day was successful.
4. ERGONOMICS - [Chase/McHale] Monitor arms were installed on desks in Kunde Hall but did not work for the staff there. EH&S working with staff to help with how arms can be better used. EH&S will collect arms no longer needed.
5. TRAININGS – There will be a BBP training, Body Mechanics training, and fire extinguisher training coming up..

VIII. ANNOUNCEMENTS

N/A

IX. NEXT AGENDA

N/A

X. ADJOURNMENT

Noon