



# DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

## MINUTES

Thursday, January 19<sup>th</sup>, 2017

EH&S Training Room

10:30 am – 12:00 pm

**Committee Members:** Tim Bell, Paul Bielen, Joseph Corcoran, Douglas Kuula, Scott Lorbeer, Susan Muskar, Susan Quinn, Doug Roberts, Robert Brownlee

**Committee Members Absent:** Mary Barton, Leonard Diggs, Lorenzo Dueñas, Jason Escher, Richard Lehrer, Oliver Garcia Leyva, Gary Watts

**Committee Members Excused:** Keith Waxman

**Also Attending:** Toni Chase, Robin McHale

### I. CALL TO ORDER

PROXIES: Robert Brownlee for Lorenzo Dueñas

### II. HOUSEKEEPING

*[Kuula – We have another roster change, student representative Kuba Piotrowski resigned because of class conflicts.]*

### III. APPROVAL OF PAST MINUTES: December 15<sup>th</sup>, 2016

M Bielen, S Bell; 9 (Yes), 0 (No), 0 (Abstention)]

### IV. OPEN COMMENTS

### V. OLD BUSINESS

**SAFETY SURVEY** *[Kuula – The safety survey meeting has been set for Thursday, January 26<sup>th</sup> at 2:00 pm in the EHS House. I re-sent the request for the Great Colleges to Work for Survey to the DSHC via email.]*

**DSHC STRUCTURE** *[Kuula – Displayed the updated version of the DSHC membership structure. There are 10 administrators, 3 faculty, 5 classified and 2 students – faculty may be under-represented. Need to consider a few other changes besides the addition of the EH&S Specialist due to changes in*

Facilities Operations & Planning titles and structure. Kuula also updated the DSHC Bylaws, but won't be able to vote on them until they have been published to the whole DSHC for three business days prior to a vote. **Kuula to present the DSHC structure changes to the College Council.**

DSHC membership structure changes have been approved by the DSHC.

M Bielen, S Corcoran; 9 (Yes), 0 (No), 0 (Abstention)]

FALL 2016 EVENING SAFETY STROLL [Kuula – Sent the data to the DSHC this morning via email. Working with Erik Oden in Facilities Operations to address the maintenance issues, and working with Paul Bielen to review the requests for new items. For the trip hazard issues, Kuula has made arrangements for a company called Trip Stop Sidewalk Repair Inc. to do a free analysis of all trip hazards on the Santa Rosa and Petaluma Campuses and the PSTC. They will provide a report with a map and a quote. The company does not grind down concrete (this causes scratches in the pavement) – they shave the concrete and this is ADA compliant whereas grinding down concrete is not ADA compliant. Per Tim Bell, LED lights are being installed at PSTC.]

AED UPDATE [Kuula – Eric Thompson from Survival CPR is taking over the inspection and management of our AEDs. Eric will be starting the process on January 26, 2017 to do the initial inspection, and biannual function test for all of our units. Kuula has forwarded Eric our current AED program, and is reviewing and will suggest necessary changes. **Kuula will bring the proposed changes to the DSHC for review.** AED inspections are no longer monthly and now are quarterly. SOS Survival will do 2 inspections bi-annually and the other inspections will be done by the ASC's (Eric will train the ASC's how to do the AED maintenance). We are working thorough SRJC Adult Education to provide free FA/CPR/AED trainings that will provide us student count for apportionment. The next trainings will be January 27<sup>th</sup> and February 24<sup>th</sup>. The 24<sup>th</sup> will be English and Spanish. Toni Chase and I went through our training records and identified 226 people who will be expiring by June 30<sup>th</sup>, 2017, and Adult Ed will be reaching out to them for retraining.]

## V. NEW BUSINESS

[Kuula – No new business.]

## VI. REPORTS

### FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)

- [Chase – BSI inspections reports for Shuhaw Hall, Bech Hall have been completed and are being reviewed – service requests have not been submitted to Fac Ops yet.
- Chase - PSTC 6-Month BSI has been completed and being reviewed.
- Chase - No further building safety inspections are scheduled until Shuhaw Hall and Bech Hall reports have been completed and service requests have been submitted.]

### INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

- **6/12/16 – Art 5 – Analy Hall room 760** – student was carving wood and slipped/cut left inner palm.
- **11/28/16 – EMC 132 - student in a field internship site at Lakeport** was vomited on by patient w/inserting IV.
- **11/28/16 – Employee** – While walking employee tripped and fell in the C lot injuring knees, left ankle and hands.

- **12/2/16 – Baker Hall 1837 – Anatomy 1** – while working in open lab in Baker 1837, student stubbed thumb on pin in skull and injured right thumb.
- **12/8/16 – MA 163AL – Sutter Airway Lab** – drop of blood may have splashed in eye, possible exposure.
- **12/10/16 – Art 1.1 - Analy Hall Room 708** – Employee slipped and fell in puddle caused by leak and injured knee.
- **12/14/16 – Burbank Circle near Student Affairs** – Employee was working - turned torso w/pulling box and felt pain in their mid-low back.

SAFETY REPORTS – no safety reports received by EHS.

EMERGENCY MANAGEMENT *[Kuula – Robin, Leonard and Ellen Maremont-Silver (PIO) have been working diligently on monitoring the access to Shone Farm to keep everyone safe and informed during the recent storms. There are 3 student residents at the Shone Farm – they food and power. Forestville Fire Department has a boat for evacuating if there is an emergency at the farm. There was a wrinkle in our schedule planning in that Purchasing required me to go out and solicit two other bids for the spring semester emergency management trainings. This was a misunderstanding that 3 bids were needed. Kuula is waiting for the final bid, and hopefully there won't be a need to change the vendor.]*

#### ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

1. GENERAL UPDATE – *[McHale – went to a meeting to discuss vector controls – there are issues with pigeons and vermin. We like to use integrated pest control and avoid pesticides.]*
2. HAZARDOUS MATERIALS/HAZARDOUS WASTE *[Kuula – We had a hazardous waste haul on January 13, 2017. We are working on a RFB for another vendor. Met with another hazardous waste vendor who is very good and they also provide trainings for employees. The SDS management system is online. Escher is reaching out to departments who have chemicals to do chemical inventories in their departments.]*
3. TRAININGS – *[Kuula – working on scheduling aerial lift training for employees. Adult Education is offering an OSHA 10 – 10 hour course – Fac Ops people should take this training and it is free. The training that is covered in the OSHA 10 course is construction, fall protection, lockout/tagout and more. Forklift trainings are done in-house – trying to get this set up as an Adult Ed course.]*

**VII. ANNOUNCEMENTS** – Susan Quinn went to the White House and met Michelle Obama.

#### **VIII. NEXT AGENDA**

**IX. ADJOURNMENT** – Meeting adjourned at 11:30 am.