



DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

MINUTES

Thursday, December 15th, 2016
Doyle Library, Room 4245
10:30 am – 12:00 pm

Committee Members: Joseph Corcoran, Leonard Diggs, Douglas Kuula, Richard Lehrer, Oliver Garcia Leyva, Scott Lorbeer, Doug Roberts, Gary Watts, Keith Waxman

Committee Members Absent: Mary Barton, Tim Bell, Paul Bielen, Lorenzo Dueñas, Jason Escher, Susan Muskar, Susan Quinn

Committee Members Excused: Kuba Piotrowski

Also Attending: Toni Chase, Juanita Dreiling, Robin McHale

Guests:

I. CALL TO ORDER

PROXIES - Juanita Dreiling proxy for Susan Quinn.

II. HOUSEKEEPING

[Kuula – We have a change in our membership, Oliver Garcia Leyva will replace Will Stephenson as one of the two appointees from the Associated Students. The other student rep is Kuba Piotrowski.]

III. APPROVAL OF PAST MINUTES: November 17th, 2016

M Corcoran, *S* Lehrer; *U* (Yes), 0 (No), 0 (Abstention)]

IV. OPEN COMMENTS – No comments.

V. OLD BUSINESS

SAFETY SURVEY *[Kuula – Toni Chase is going to set up a meeting with Rob Brownlee, Juanita Dreiling, Rich Lehrer and Doug Kuula to start the ball rolling. Kuula has contacted HR to get the employee data from the Great Colleges to Work for survey. We need to get more data for our survey. Doug invited Oliver Garcia Leyva to join the safety survey meeting.]*

DSHC STRUCTURE *[Kuula – The Management Team’s classification and compensation study was approved by the Board of Trustee Tuesday, December 13, 2016. Kuula has requested a final list of new management titles, and then he will correct the DSHC roster, and add Robin McHale, EH&S Specialist, as a DSHC member by position.]*

FALL 2016 EVENING SAFETY STROLL [Kuula – In Fall 2013, we identified 400+ items of concern on just the Santa Rosa Campus. In Fall 2014, we identified 282 District-wide. In Fall 2015, we identified 233 District-wide! This year we identified 232 District-wide! **These items are being converted into service requests, and Facilities Operations is working on addressing them as fast as they can. Kuula will send the DSHC the evening stroll data for review.**]

AED UPDATE [Kuula – Identified a new vendor, and we are proceeding to get a PO in place. We are hoping to have our first AED inspection prior to the end of the year. **Kuula is working on updating the District's AED Program, and will have the new vendor review the writing program before bringing it to the DSHC.**]

V. NEW BUSINESS – No new business.

VI. REPORTS

FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)

[Chase has completed the building safety inspection reports for Shuhaw Hall, Bech Hall and PSTC. **Service requests for Shuhaw Hall and Bech Hall will need to be submitted to Facilities Operations.**]

INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

[Reviewed incident reports for the month of November 2017 with the DSHC.

10/17/16 – Southwest Center – Adult Education class – slipped on wet/dark ramp and hit head. **EHS to investigate.**

10/20/16 – Bailey Hall – Doug Robert's office – while working employee's leg got caught on base of desk and right knee twisted.

10/25/16 – Analy Hall Room 760 – While working an instructor found a broken light bulb on the floor – no injury was reported.

10/31/16 – Planetarium – While working an employee lost his footing on ladder and fell injuring head and various body parts. EHS has met with employee and EHS has purchased a new multi-functional ladder and plank for the employee. Meeting with the employee very soon to train him to use the new equipment.

11/3/16 – Shuhaw Hall Room 1751 – While working an employee fell off ladder after shoe lace got stuck – employee injured his wrist. Robin McHale has investigated the incident and met with the employee. Per McHale, the employee's boot lace from one shoe got caught into the hook from the other boot as he was coming down the ladder.

11/5/16 – PSTC – AJ 203 Ranger Academy – severe reaction to OC spray in eyes.

11/8/16 – On Campus – while on campus sidewalk was bit on hand by a cat while petting it.

11/9/16 – Child Care Center Rose Room – while working an employee cut left thumb while cutting up food.

11/16/16 – Art Department – Employee working lift gate slide down on his left shin.

11/28/16 – Parking Lot C – While walking in parking lot C tripped and fell injuring hands, left ankle and knees. **EHS to investigate.**

11/30/16 – Fac Ops Auto Shop – While working employee got brake fluid in his left eye. Employee was wearing safety glasses.

SAFETY REPORTS – No Safety Reports reported.

EMERGENCY MANAGEMENT – [Kuula – All managers have been assigned to the EOC – they all have a role. We also have a select number of classified staff in the EOC as well. Kuula went over the emergency management 2017 schedule with the committee. We will be doing quarterly functional exercises at the EOC. **Chase to set up meetings with BSC to meet with Doug to go over the emergency action plan with them.**]

ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

1. **GENERAL UPDATE** [McHale – working on vector issues and went to a Drone meeting. **EHS is working on setting up trainings for 2017.**]
2. **HAZARDOUS MATERIALS/HAZARDOUS WASTE** – [Jason Escher is meeting with a new vendor for hazardous waste removal. Also working with the DSTC (Department of Toxic Substances Control). Jason is also working on trying to recycle the copper dust from the PSTC firing range.
3. **TRAININGS** – [*Kuula - looking into taking a digital media class – would like to post our employee trainings online.*]

VII. ANNOUNCEMENTS – No announcements.

VIII. NEXT AGENDA

IX. ADJOURNMENT – meeting adjourned at 11:45 am.