



DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

MINUTES

Thursday, February 18th, 2016
Doyle Library, Room 4245
10:30 am – 12:00 pm

Committee Members: Mary Barton, Paul Bielen, Robert Brownlee, Casandra Chavez, Joseph Corcoran, Leonard Diggs, Jason Escher, Douglas Kuula, Scott Lorbeer, Susan Muskar, Keith Waxman

Committee Members Absent: Doug Roberts, Gary Watts

Committee Members Excused: Susan Quinn, Tim Bell, Richard Lehrer

Also Attending: Juanita Dreiling, Toni Chase

I. CALL TO ORDER

PROXIES: *Juanita Dreiling proxy for Susan Quinn. Robert Brownlee proxy for Lorenzo Duenas.*

II. HOUSEKEEPING

[MEETING SCHEDULE 2016

1. *Kuula – Toni Chase sent out an updated meeting schedule for 2016 via email. It had one change: Thursday, June 16 moved from Doyle Library Room 4245 to the EHS Training Room.*

MEMBERSHIP

1. *Kuula – I was informed that Michael Bruner is no longer on the DSHC. We need to find another student representative. Casandra Chavez will see if she can recruit another student representative to join the committee.]*

III. APPROVAL OF PAST MINUTES: January 21st, 2016

[Kuula – Motion to approve the minutes from 1/21/16?

Approved unanimously.]

IV. OPEN COMMENTS

1. Anyone may address the DSHC.

V. OLD BUSINESS

SAFETY SURVEY

- a. Update – [Kuula – *I am re-thinking the idea of including the safety survey as part of a larger Strategic Plan Survey. I think there will be so many other questions, that we will run the risk of looking the focus of our audience. Doug reviewed the last Safety Survey Report from 8-21-14 with the committee and asked the DSHC what is the best way to proceed? Do we want to send the safety survey out to the campus community? Kuula showed the committee the progress of our safety survey. Bielen, can we show the survey results to the Safety and Health 2030 Planning Committee? Bielen can we encapsulate the safety survey into the Facilities Master Plan?*]

SAFETY AT ALTERNATIVE SITES

1. Update – Kuula [*Working with the curriculum office on “Safety at Alternative Sites”. Mary Kay is working with the people who say “yes”.*]

FACILITIES MASTER PLAN – DSHC ROLE/PARTICIPATION

1. Update – Kuula [*Just informed last week chairs for the subcommittees for the 2030 Health and Safety subcommittee – Doug is a co-chair on this committee. The committees are using Basecamp.com to work on documents and to share documents.*]

PEDESTRIAN SAFETY

1. Mendocino/McConnell Crosswalk (Drivers Blowing Through/PG&E Box) *Bielen - Sharks tooth design has been installed at the Mendocino/McConnell crosswalk to alert people of the crosswalk. The City of Santa Rosa plans on installing more lighting at the crosswalk.*
2. SRJC Gate (Blocks View) – *Kuula was unable to find the gate that blocks the view.*
3. Emeritus Skateboarders – *Signs for skateboarders are needed – Bielen - SRJC parking committee to review signage.*
4. Emeritus/Bertolini Pedestrian Crosswalk widening – *The City of Santa Rosa will be adding a larger pedestrian crosswalk at Emeritus/Bertloni – this project was moved up to the #1 spot out of 200 requests for crosswalk improvements. The summer or fall of 2017 the project should be started.*

VEHICLES ON PATHWAYS

1. Update – [Kuula –

Short Term

- a. *We are going to focus on the problem of the Emeritus Courtyard/Crosswalk first. We are going to set up hours that vehicles will not be allowed to enter that area (i.e. not during high pedestrian times), and this will be broadcast to all faculty, classified, and managers along with the Best Practices Document.*
- b. *The Fac. Ops. managers will be meeting this week and next week with their staff to reiterate the best practices.*
- c. *I will be reaching out again to the managers who also have staff that operate vehicles in the District for the same purpose.*
- d. *I will be working with Paul Bielen and other departments (e.g. Purchasing) to make sure that contractors are aware of our requirements.*

Longer Term

- a. *Carl Dobson and I will be working on a plan to prohibit vehicles to certain times and paths.*

- b. *Paul Bielen will be working with the Parking and Transportation Committee to review that plan, identify possible designated Fac. Ops. parking areas near each building, and the other various concerns you raise.*
- c. *I will be bringing these issues to the 2030 Plan – Health and Safety Subcommittee to be considered in the Facilities Master Plan.*
- d. *Carl Dobson will be bringing these issues to the 2030 Plan – Landscape Standards Subcommittee to be considered in the Facilities Master Plan.*
- e. *Our progress will be reviewed with the District safety and Health Committee monthly until it is no longer an issue.*

V. NEW BUSINESS

None – Per Bielen on the North side of Emeritus stairwell the lights were out. Paul’s staff came in to work early to take care of this issue. District Police alerted Fac Ops know that the lights were out.]

VI. REPORTS

FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)

1. Update – *Kuula – completed BSI of Shuhaw Hall and Bech Hall in January 2016. Chase working on the BSI reports for Shuhaw Hall and Bech Hall. After reports have been completed Chase will submit service requests to Facilities Operations.*
2. *BSI 6 Month re-inspection due for PSTC in April 2016. Chase will work with Tim Bell to schedule this 6 month re-inspection.*
3. *Per Dreiling, as part of the ASC duties is to do inspections of their work areas. Dreiling has a checklist that she uses for her inspections. Dreiling does her inspections on a monthly basis.*

INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

1. Incident Reports – Quinn/Muskar
 - a. *1/13/16 – SRJC Greenhouse – Employee bent down to mop under metal bench – when she stood back up the keys on her lanyard got stuck to the bench and employee’s neck was bent forward and then bent back again. Employee stopped working and rested then told her supervisor of her incident.*
 - b. *1/14/16 – Culinary Arts - Burdo Room 4925 – An employee (heavy cleaner) and another employee were trying to move a rack full of plates back to its original position. While moving the rack one of the rack legs completely snapped off and the whole rack fell to the side and some plates fell on employee’s right leg and other employee’s legs too. One employee received a very small cut on his fingers due to his effort to stop the falling rack and some plates fell onto his leg.*
 - c. *Unable to read date on IR - Student in Wheelchair fell off his van ramp – Student reported his automatic wheelchair fell off the ramp of his van and he fell from the chair while using ramp. Student injured his left knee and had scrapes.*
 - d. *1/21/16 – PSTC Administration of Justice – AJ 203 – During a handcuffing practice, the handcuffs were applied to wrist and could not be unlocked. In order to remove the handcuffs bolt cutters were used. The injured party had redness and slight swelling and was in pain and had soreness in wrists.*
 - e. *1/21/16 – PSTC Administration of Justice – AJ 203 – During a handcuffing practice the handcuff key broke off into the keyhole in handcuff. Bolt cutters were used to remove the handcuffs and student’s wrists were red and slightly swollen.*
2. Accident/Exposure Investigations – *Kuula [Manager conducted an Accident Investigation regarding an employee who was in Lounibos room 2330 and the projector screen released from*

the wall and fell on the employee, striking her in the head while she attempted to retreat it. Employee had an injury which did not require treatment. The hazard has been removed immediately from the room. Investigation will be looking into seeing if the projector was installed correctly.]

SAFETY REPORTS

1. Safety Reports – Kuula/Chase – *[Kuula is working on indoor air quality issues.]*

EMERGENCY PREPAREDNESS

1. Update – Ichsan
 - a. EHS is preparing a PO for emergency management consultants who will conduct our emergency management trainings for the next fiscal year.
 - b. Active Shooter training conducted by District Police – training was held on February 23 in the morning and afternoon.
 - c. Dr. Chong requested we have a security assessment with an outside security consultant assess Emeritus Hall. **Kuula will share the Emeritus assessment report with the committee at our next meeting.**
 - d. Per Bielen, people on campus are feeling more secure with employees who wear uniforms – this makes it easier to identify staff working on campus.
 - e. **Kuula to email the Safety Committee the EM training schedule.**
 - f. We are hosting a Cal-OSHA 510 training on March 15, 16, 17 & 18th.
 - g. FEMA EMI LO363 Multi-Hazard Emergency Management for High Education Training on March 23, 24 and 25th at SRJC.

ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

1. GENERAL UPDATE – Kuula *[Waiting for SRJC EHS Specialist to accept the job.]*
2. HAZARDOUS MATERIALS/HAZARDOUS WASTE – Escher *[Rather large universal waste haul and batteries are being shipped out.]*
3. TRAININGS – Chase/Kuula *[Active Shooter trainings were held on February 23 (2 sessions) which was conducted by District Police. Aerial lift and forklift trainings are coming up soon. EHS is also scheduling audio exams on April 12th with Center for Hearing Health.]*

VII. ANNOUNCEMENTS - Committee Members *[No announcements]*

VIII. NEXT AGENDA – Committee Members

IX. ADJOURNMENT – Kuula