



DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

MINUTES

Thursday, March 16th, 2017
EH&S Training Room
10:30 am – 12:00 pm

Committee Members: Paul Bielen, Joseph Corcoran, Jason Escher, Susan Muskar, Susan Quinn, Doug Roberts, Gary Watts, Keith Waxman

Committee Members Absent: Mary Barton, Tim Bell, Leonard Diggs, Lorenzo Dueñas, Richard Lehrer, Oliver Garcia Leyva, Scott Lorbeer

Committee Members Excused: Doug Kuula

Also Attending: Robin McHale, Juanita Dreiling, Vishal Dola, Robert Brownlee

I. CALL TO ORDER

PROXIES – Robert Brownlee for Lorenzo Dueñas, Robin McHale for Doug Kuula

II. HOUSEKEEPING

III. APPROVAL OF PAST MINUTES: January 19th, 2017

*[Kuula – One change to the minutes: “DSHC **Bylaws** changes have been approved by the DSHC” should be changed to “DSHC **membership structure** changes have been approved by the DSHC.”]*

Motion to approve the minutes with the change?

M Bielen, S Escher; 10 (Yes), 0 (No), 0 (Abstention)]

IV. OPEN COMMENTS

V. OLD BUSINESS

SAFETY SURVEY *[McHale – The safety survey subcommittee (Robert Brownlee, Robin McHale, Rich Lehrer, Doug Kuula) met on Thursday, January 26th. After much discussion the sub-committee decided that we have already collected quite a bit of information on the desires of the college community pertaining to health and safety (e.g. DSHC Meetings, Great Colleges to Work for Survey, Evening Safety Strolls, Facilities Master Plan – Health & Safety Sub-Committee, etc.). The sub-committee felt that it would be better to identify some of the health and safety desires, and work towards a recommendation. For example, we discussed some of the problems with employee’s taking 1.5 hour classes, when they have a 1 hour lunch, and what could be done about it. In this case, it might be as easy as just putting together some samples of how employees and their supervisors have solved this*

problem by using contractual release time. **Subcommittee needs to meet again to provide a list?** McHale asked the safety committee if anyone would like to join the safety survey subcommittee. McHale/Dola shared the Emergency Procedures poster with the DSHC.]

DSHC STRUCTURE [McHale – Getting on the calendar for the College Council to present the proposed roster changes. The updated DSHC Bylaws were sent out with the January agenda, and were included with this month’s agenda.

Motion to approve the DSHC Bylaws changes?

M Bielen, S Quinn ; 10 (Yes), 0 (No), 0 (Abstention)]

FALL 2016 EVENING SAFETY STROLL [McHale – EH&S and Facilities Operations are working on addressing the issues raised during these strolls.

Motion to remove this from the agenda?

M Bielen, S Brownlee ; 10 (Yes), 0 (No), 0 (Abstention)]

AED UPDATE [McHale – Eric Thompson from Survival CPR did our first quarterly inspection and biennial functional test on January 26, 2017. Kuula will bring the updated AED Program to the next DSHC meeting for review. Chase reported that Vishal Dola has replaced the expired AED pads at PSTC, Petaluma Campus Police Department/Police Vehicle, and Newman Auditorium.]

V. NEW BUSINESS – [Bielen will report to the safety committee the lighting report from the electricians. Bielen also will report to the committee construction, safety concerns and pathway travel issues.]

VI. REPORTS

FACILITY INSPECTIONS (INTERNAL AND EXTERNAL) [McHale – Jason has been working with the Santa Rosa Fire Department to make sure that all of our buildings are properly listed in the SRFD’s data base with actual street addresses.]

INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

- **1/10/17 – Doyle 1st Floor Hallway West** – while working an employee slipped on freshly waxed floor and fell – injured left ribs.
- **1/17/17 – Employee** – while working employee has pain in left elbow and right shoulder.
- **2/1/17 – Jacobs Hall Room 124** – CSKLS 371 class – student’s leg got caught on desk while getting up and fell injuring their right knee.
- **2/2/17 – Stairway in Parking Garage** – While walking in the garage student slipped on wet surface due to the rain and fell injuring their rear end and right side.
- **2/2/17 – Shone Farm Mare Barn** – Employee was cleaning barn and horse sneaked up on employee and bit her/butted her causing a back injury.
- **2/6/17 – Student Affairs Reception** – While exiting office through door the door hit ankle and scratched skin injuring their ankle.
- **2/8/17 – Bertolini 2nd Floor Stairs** – While walking on stairs student slipped on wet stairs and fell injuring their left knee.
- **2/8/17 – Santa Rosa Memorial Hospital – NR 75 Clinical Nursing** – Employee foot got stuck on floor and she tripped/fell injuring her left shoulder, left wrist, and left arm.
- **2/14/17 – Culinary Kitchen** – Student in Specialty Production Baking class got their thumb caught in ice cream maker injuring their right thumb.
- **2/21/17 – Baker Hall 1827 – Anatomy Lab** – Student cut finger placing the blade on holder injuring their left middle finger.

- **2/21/17 – Baker Hall 1827 – Anatomy Lab** – Student cut finger attaching blade to scalpel injuring their left index finger.
- **2/22/17 – Pedroncelli Evidence Room** – While working, employee was exposed to dust from the roof repair which irritated skin – skin was irritated on left arm, left hand and face.

Quinn is very pleased that people are calling paramedics for people who are having seizures. Also skateboarding on campus is a concern. Brownlee will be taking skateboarding issue back to his office.

SAFETY REPORTS – No safety reports.

EMERGENCY MANAGEMENT [McHale – We had a training for emergency managers on March 8th and March 15th. March 8th was an 8-hour training for folks that are new to working in the District Emergency Operations Center (EOC), and March 18th was a functional exercise (FEX) of the District's EOC and the Petaluma Department Operations Center (DOC). The later involved two shifts with and overlapping shift change. Both trainings were excellent, and the functional exercise provided us with lots of direction for improvement. There will be an after action report (AAR) produced for the FEX, and I will share it with the DSHC. The EOC General Staff will be meeting once the AAR is out, to plan for the next sessions:

4/7/17 *SEMS/NIMS/ICS Combined Training Course (2 Hours Morning Session- Santa Rosa Campus) 8:30 – 10:30 am*
SEMS/NIMS/ICS Combined Training Course (2 Hour Afternoon Session- Petaluma Campus) 2:30 – 4:30 pm

4/21/17 *BSC/ASC Training- intro, overview, duties (2 Hours Morning Session- Santa Rosa Campus) 8:30 – 10:30 am*
BSC/ASC Training- intro, overview, duties (2 Hours Afternoon Session- Petaluma Campus) 2:30 – 4:30 pm

6/14/17 *EOC All Section Training – Hybrid (8 Hours – Pedroncelli EOC) 8:00am – 4:00pm*

6/28/17 *EOC/DOC Functional (4 Hours – Pedroncelli EOC) Shift A: 8:30 am – 12:30 pm /Shift B: 12:00 pm – 4:00 pm.*

McHale – We will do a follow-up with our emergency management trainings to the safety committee. Brownlee asked do we have the supplies and resources needed? McHale commented at the last blackout on campus we had generator issues. At Shone Farm has a hard wired generator and a portable generator.]

ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

1. GENERAL UPDATE – No report
2. HAZARDOUS MATERIALS/HAZARDOUS WASTE – Hold until next meeting
3. TRAININGS – Hold until next meeting

VII. ANNOUNCEMENTS – No new announcements

VIII. NEXT AGENDA

IX. ADJOURNMENT