



DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

MINUTES

Thursday, March 17th, 2016
Doyle Library, Room 4245
10:30 am – 12:00 pm

Committee Members: Mary Barton, Tim Bell, Casandra Chavez, Jason Escher, Douglas Kuula, Richard Lehrer, Scott Lorbeer, Susan Quinn, Keith Waxman

Committee Members Absent: Lorenzo Dueñas, Gary Watts

Committee Members Excused: Paul Bielen, Joseph Corcoran, Leonard Diggs, Doug Roberts, Susan Muskar

Also Attending: Juanita Dreiling, Toni Chase, Robin McHale

I. CALL TO ORDER

PROXIES

II. HOUSEKEEPING

[Kuula – MEMBERSHIP]

1. *The Student Government and Casandra Chavez are working on appointing another student rep to serve on the DSHC.]*

III. APPROVAL OF PAST MINUTES: February 18th, 2016

[Kuula – Motion to approve the minutes from 2/18/16? No quorum for approval of the 2/18/16 minutes.]

M_____ , S_____ , _____ (Yes), _____ (No), _____ (Abstention)]

IV. OPEN COMMENTS

1. *[Kuula – Introduced Robin McHale, EHS's new Environmental Health and Safety Specialist to the DSHC].*

V. OLD BUSINESS

SAFETY SURVEY

1. Update – *[Kuula – Nothing to report so far. The 2030 Plan – Health and Safety Subcommittee hasn't convened yet. Not sure if the 2030 Plan committee will be putting out a survey. HR is*

working on a climate survey with Institutional Research. Quinn reported the Student Health Services Department does a survey for students which includes “do they feel safe on campus”? Kuula asked Quinn if we could pull data from the SHS student survey and Quinn reported that we can pull data from the SHS surveys.]

SAFETY AT ALTERNATIVE SITES

1. Update – [Kuula – Toni Chase is setting up a meeting with Mary Kay and Abe Farkas after spring break. It is very important that we do not impact enrollment. Abe is concerned who fills out the checklist and are they qualified?]

FACILITIES MASTER PLAN – DSHC ROLE/PARTICIPATION

1. Update – [Kuula – As I mentioned earlier the 2030 Plan – Health and Safety Subcommittee hasn’t convened yet, just the co-chairs. We did a survey of the members to get a feeling of why they joined the committee. The concerns reported from the survey: Active Shooter trainings, wellness/exercise, indoor air quality, old buildings, getting around on campus, etc. We are hoping that this will help us identify areas to make sure that we cover.]

VEHICLES ON PATHWAYS

1. Update – [Kuula – Reviewed the Emeritus Vehicle Access Control Area with the committee. Kuula sent an email out dl.staff.all on Safe Vehicle Use Best Practices. Question was asked: “Are there other narrow pathways on campus that we need to look at?”]

V. NEW BUSINESS

DSHC STRUCTURE

1. Kuula – [Do we want to change the structure of the DSHC because of the addition of the EH&S Specialist? The committee would like to add Robin McHale as the co-chair of the committee. The committee agreed to add EHS specialist to the committee structure.]

VI. REPORTS

FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)

1. Update – Kuula [Chase working on the building safety inspection (BSI) reports for Shuhaw Hall and Bech Hall. Keenan and Associates will be conducting a SWACC inspection soon which takes 3 days to complete – this inspection will cover all campuses. It was decided to hold off scheduling building safety/facility inspections until the SWACC inspections are completed. Holding off on the 6 month re-inspection of PSTC until June 2016.]

INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

1. Incident Reports – Quinn/Muskar
 - a. **1/5/16 – Recycling** – While lifting a recycling bin an employee hurt his lower back. Kuula will discuss this incident with manager of Grounds.
 - b. **2/2/16 – Visitor** – An off-duty volunteer was walking in front of the Doyle Library and tripped and fell on the “raised concrete” and injured her left arm, leg and knees. EHS to investigate incident.
 - c. **2/3/16 – Employee** – In Lounibos Room 2330 an employee was injured by a projector screen which fell and hit her on the head. Media Services is conducting the investigation.

- d. **2/4/16 – Barnett Hall Room 1282** an employee was working and tripped on a mat near the entrance and fell and injured right wrist. **EHS to investigate incident.**
 - e. **2/8/16 – Outside Burbank Hall** – a student was walking outside Burbank and tripped on uneven sidewalk and tried to break the fall and hit his head on a pole. Student felt dizzy and had a headache after the fall. **EHS to investigate incident.**
 - f. **2/10/16 – Quinn Swim Center** – In a water fitness class a student slipped on a wet mat and landed on knee and injured left knee. **EHS to investigate incident.**
 - g. **2/18/16 – Entrance to Bertolini** (facing Elliott Avenue) A student was walking near the entrance to Bertolini facing Elliott Avenue and slipped on a mud patch next to the sidewalk and skinned her left knee. There were stepping stones on the path and knees were scrapped from the stepping stones. **Kuula will discuss this incident with manager of Grounds to see area can be improved.**
 - h. **2/23/16 – Receiving Recycling Dumpster** – An employee was using a small sledge hammer to bash off plastic seat from a chair and cut his finger. Injury to his left index finger, 2nd knuckle. **Kuula will discuss this incident with manager of Grounds.**
 - i. **2/24/16 – Shone Farm Parking Lot** – An employee jumped over a curb with light post and fell off other side and heard a pop in ankle and cut her right knee. Also rolled and sprained her ankle. Employee didn't think the injury was that bad and she iced her injury.
 - j. **2/4/16 – Employee Exposed to Sewage** – While working in the Pedroncelli restroom an employee was exposed to main sewage stoppage. All safety equipment was in place per employee. **Kuula will meet with employee.**
2. Accident/Exposure Investigations – Kuula/McHale [Kuula – Robin McHale and Toni Chase conducted an accident investigation in Race Hall computer classroom room # 4036. A student was working at a computer lab workstation and both of her feet were caught in the keyboard cords. Student is constantly having to move the cords out from under her chair. Student fell on both knees and right knee has a bump which is painful. Incident report submitted on 3/9/16. **McHale is investigating and meeting with various departments remove the hazards from the computer classrooms.]**

SAFETY REPORTS

- 1. Safety Reports – [Kuula – Emeritus Security Assessment Report was shared with the committee. Dr. Chong requested this assessment after the Town Hall Meeting. The security consultant reviewed security issues for Emeritus Hall and has interviewed Deans, faculty and staff. There are 19 items that were recommended in the report. **Kuula will email the security assessment report to the committee and Susan Quinn also requested this emailed to her as well. Kuula will be sharing the Emeritus Security Assessment Report with the 2030 committee]**

EMERGENCY PREPAREDNESS

- 1. Update – [Kuula – Reviewed the EM Training Schedule with the committee. **Kuula is working on an “armed intruder response” training.** A mass notification system is being researched. InformaCast is being reviewed by IT and District Police. InformaCast allows users to “opt out” if you choose to “opt out.” Regroup is being used at Napa College which costs \$4,500 a year. **Kuula will email the emergency management training schedule to the committee.** Conducted BSC/ASC trainings (2 sessions) on March 7. Also conducted Planning/Intel and Ops Section training on March 16th.

ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

- 1. GENERAL UPDATE – Kuula [No report]

2. HAZARDOUS MATERIALS/HAZARDOUS WASTE – Escher [Pickup at PSTC next week.]

3. TRAININGS – Chase/Kuula [No report]

VII. ANNOUNCEMENTS - Committee Members [No announcements.]

VIII. NEXT AGENDA – Committee Members

IX. ADJOURNMENT – Kuula