



DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

MINUTES

Thursday, April 20th, 2017
EH&S Training Room
10:30 am – 12:00 pm

Committee Members: Paul Bielen, Joseph Corcoran, Jason Escher, Douglas Kuula, Robin McHale, Susan Muskar, Gary Watts

Committee Members Absent: Mary Barton, Lorenzo Dueñas, Richard Lehrer, Oliver Garcia Leyva, Scott Lorbeer, Susan Quinn

Committee Members Excused: Tim Bell, Leonard Diggs, Doug Roberts, Keith Waxman

Also Attending: Juanita Dreiling, Toni Chase, Vishal Dola

I. CALL TO ORDER

PROXIES – Juanita Dreiling proxy for Susan Quinn, Robert Brownlee proxy for Lorenzo Dueñas

II. HOUSEKEEPING – No report

III. APPROVAL OF PAST MINUTES: March 16th, 2017

[Kuula – Motion to approve the minutes with the change?

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

IV. OPEN COMMENTS

V. OLD BUSINESS

SAFETY SURVEY *[Kuula – From the 3/16/17 minutes, it sounds like we need to reconvene the safety sub-committee and come up with a list of initiatives the DSHC could work on from a variety of places (e.g. DSHC Meetings, Great Colleges to Work for Survey, Evening Safety Strolls, Facilities Master Plan – Health & Safety Sub-Committee, etc.). We will convene this group and report back at the May meeting. Kuula was at the Classified Senate the other day and they were discussing a wellness initiative, so I asked Logologoa Tevaseu if he would like to present it at our next meeting. Wellness is a part of the strategic plan and we can use 3 hours per week towards a wellness class. Kaiser and SISC offer a lot of classes on wellness.]*

DSHC STRUCTURE *[Kuula – College Council approved the changes to the DSHC Structure on April 6, 2017. Kuula emailed the latest DSHC Structure, Bylaws and Meeting Schedule to the DSHC this morning. Robin McHale is officially a new member of the DSHC.]*

Motion to remove this from the agenda?

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

AED UPDATE [Kuula – Eric Thompson from Survival CPR sent out reminders to the people we have designated to do the AED quarterly inspections that we are responsible for. Only two have not replied, and Eric is working on them. Might be better next year to have Eric do all the AED inspections. It would be about \$6,500 for the year. **Kuula will update the AED Program.** There is a recent law regarding AEDs in new construction, so I am clarifying how that applies to SRJC. More information next meeting.]

FACILITIES UPDATE [Kuula – In the minutes it mentioned that Paul 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. Bielen reported that all exterior LED lights Petaluma Campus have been done. At the next night safety walk we should see a big difference with all the new LED lighting. At the Petaluma Campus there are some residents that were concerned about the LED lights at the Petaluma Campus being too bright at night – Fac Ops did some adjustments with the LED lights to accommodate the residents.]

V. NEW BUSINESS – No new business reported.

VI. REPORTS

FACILITY INSPECTIONS (INTERNAL AND EXTERNAL) [Kuula – Our current building inspection process is too onerous on EH&S staff, and it also tends to create a tsunami of items that can be overwhelming for departments and Facilities Operations, so we need a way to simplify it, and yet achieve the same goal. Does anyone want to work on this? I am thinking of dividing the District into 12 or 24 zones, and then perform an external inspection, followed by an inspection of a representative number of internal areas within a zone every month. Maybe give out more information on how to inspect your own area, and report hazards. Dreiling suggested that BSC/ASC do the inspections of their work areas since they are the eyes and ears of the department/area. McHale suggested we do inspections according to topics – for example – shop safety. Dreiling suggested that we send out email newsletters on things to look for that are safety related for departments to do the inspections - we need to educate departments how to do the inspections. Dreiling emailed Doug the Facility Inspection sheet for his review.]

INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

- **4/12/17 – Employee** – an employee was reaching for items on top of storage cabinet while standing on a desk when she shifted her weight on adjacent table the table began to roll and employee lost her balance and fell onto the floor. Employee bruised her right wrist & forearm; has a sore neck, back, hip; right knee to ankle area discomfort and calf is extremely sore. No first aid was given. Instructor does not feel she needs to see a doctor at this point. Will watch and wait to see if soreness resolves.

SAFETY REPORTS – No safety reports were received

EMERGENCY MANAGEMENT [Kuula – Reviewed the emergency management training date changes with the DSHC:

- Training date changed FROM 6/14/17 TO 9/28/17 - EOC All Section Training – Hybrid (8 Hours – Pedroncelli EOC) 8:00am – 4:00pm

- *Training date changed FROM 6/28/17 TO 10/19/17 - EOC/DOC Functional (4 Hours – Pedroncelli EOC) Shift A: 8:30 am – 12:30 pm /Shift B: 12:00 pm – 4:00 pm]*

ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

1. GENERAL UPDATE – [No update]
2. HAZARDOUS MATERIALS/HAZARDOUS WASTE – [*Escher – we have a new vendor for hazardous waste removal. We are setting up a pick up mid-June. Universal waste (batteries and light tubes) have been shipped out. Vishal has created all the battery disposal containers. Working on taking out the old battery containers and replacing the new battery containers throughout SRJC. We will have Guy (Recycling) in 6 months bring all the batteries to the waste cage. Working on an email announcements to the District from EHS where we can dispose of personal batteries? Many people are bringing batteries from home to work for disposal. Dreiling asked “are we partnering with sustainability to get rid of batteries”? Escher also reported that 8,000 lbs (13 drums) of copper dust have been collected. There is a company that will buy our copper dust. Kuula reported that 4,200 lbs of microfiche film is being shipped out as hazardous waste. Escher shipped a list of the titles of microfiche to the vendor per their request.)]*
3. TRAININGS – [*EHS conducted the yearly audiometric exams for employees on March 28, 2017. There is a BSC/ASC training on 4/21/17. Brownlee would like EHS’s assistance in setting up Active Shooter trainings. Dola stated he took the Active Shooter Training in one of his classes and found the training to be valuable. **Kuula and Brownlee to meet to set up Active Shooter trainings dates/times.**]*

VII. ANNOUNCEMENTS – No new announcements.

VIII. NEXT AGENDA

IX. ADJOURNMENT – Meeting adjourned at 11:35 am.