



DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

MINUTES

Thursday, April 21st, 2016
Doyle Library, Room 4245
10:30 am – 12:00 pm

Committee Members: Paul Bielen, Joseph Corcoran, Jason Escher, Haile Mehari, Douglas Kuula, Scott Lorbeer, Susan Muskar

Committee Members Absent: Mary Barton, Casandra Chavez, Leonard Diggs, Lorenzo Dueñas, Doug Roberts, Gary Watts, Susan Quinn, Keith Waxman

Committee Members Excused: Tim Bell, Richard Lehrer

Also Attending: Juanita Dreiling (proxy), Toni Chase, Robin McHale, Robert Brownlee (proxy)

I. CALL TO ORDER

PROXIES: *Juanita Dreiling for Susan Quinn, Robert Brownlee for Lorenzo Dueñas*

II. HOUSEKEEPING

[Kuula – MEMBERSHIP

- 1. The Associated Students appointed Mehari Haile as the second student representative to serve on the DSHC.]*

III. APPROVAL OF PAST MINUTES: February 18th, 2016 and March 17th, 2016, April 21, 2016

[Kuula – Motion to approve the minutes from 2/18/16 and 3/17/16, 4/21/16? No quorum for vote.

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

IV. OPEN COMMENTS

V. OLD BUSINESS

SAFETY SURVEY

[Kuula – The HSSC is considering adding 2-3 questions to a survey instrument that will include questions from all the 2030 Plan Sub Committees. Possibly questions 14 and 15 of the NHWP INPUTS SURVEY. The DSHC might consider giving the whole survey next fall, but the instrument is focused on employees and not students. We do have some data from the Great Colleges to Work for Survey, specifically questions 29, 37, 47, and 53. There are some other free health & safety surveys out there

like the Safety Management Perception Questionnaire by Lapidus and Waite. Is the DSHC interested in pursuing a free standardized survey, and what about students? The National Safety Council has a survey but charges \$7.00 per person to take the survey which has over 150 questions. **The Safety Committee needs to make a decision “Do we want to have a survey?”** We can make our own survey if we choose too. The Safety Committee’s job is to identify and make recommendations.]

SAFETY AT ALTERNATIVE SITES

[Kuula – I met with Mary Kay Rudolph and representatives from the Curriculum Office and we decided that the form is just too onerous to try to administer and we do not want to impede student enrollment. We decided that a good fallback position would be to send out some type of safety newsletter at the beginning of each semester reminding everyone of the mechanism to report safety hazards anywhere in the District (i.e. Safety Report Form). Reviewed the safety at alternative sites form with the Safety Committee. Dreiling is concerned that there was an incident at a nursing home with an exercise class off campus where hand weights were left on the floor and an elderly person in the class tripped on the weights. This could have led to a hip injury – we need to have the instructor of the class be aware of safety and look for safety issues and correct them. **Kuula will proceed to create this newsletter and have it ready for the fall. Kuula stated he would find the contract for off-site classes for review.**]

FACILITIES MASTER PLAN – HEALTH AND SAFETY SUB-COMMITTEE UPDATE

[Kuula – As I mentioned before the HSSC is working on some questions for a survey. **Kuula will summarize the Health and Safety subcommittee surveys for the Safety Committee to review.**]

VEHICLES ON PATHWAYS

[Kuula – Sent the Vehicle Access Control Area – Emeritus Quad to District Police for comment on the content and distribution of the information. Updated Canon Crawford on the progress. Kuula showed the committee the Emeritus Quad crosswalk map.]

DSHC STRUCTURE

[Kuula – Presented the draft roster of the DSHC with the proposed addition of the EHS Specialist as a member by position.

Motion to approve and move to College Council for approval? No quorum for vote.

M_____, **S**_____, _____ (Yes), _____ (No), _____ (Abstention)]

V. NEW BUSINESS

VI. REPORTS

FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)

[Kuula – SWACC (State Wide Association of Community Colleges) inspection is scheduled for May 16th – May 19th. Let me know if you would like to spend some time walking around with the inspector. We will be going every building on campus. The building safety inspections are on hiatus until the SWACC inspections are complete.]

INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

1. Incident Reports – Quinn/Muskar/McHale

- a) **3/1/16 – Student - SHS Examination Room** - While getting TB injection, the vaccine splashed into student's eyes.
- b) **McHale - 3/9/16 – Health Sciences Computer Lab** – a student caught their foot in the computer cords under her desk and was injured. Investigation determined root cause of incident and met with Mike and George at IT to repair hanging cords from under desktops. Also agreed IT will conduct a District-wide computer lab audit for safe installation.
- c) **3/14/16 –Employee – Personal Illness** – While working at various locations while doing custodial work employee has tightness/wheezing while using chemicals. Dreiling stated that the employee may not be able to do this type of work anymore due to the symptoms they are having using the chemicals.
- d) **3/18/16 - Outside Bertolini SE doors** – A visitor walking to quad tripped while wearing heels and injured her left ankle.
- e) **McHale** - will work with SHS to determine if we should not list a concussion diagnosis on the monthly incident report summary.

SAFETY REPORTS – *No reports.*

EMERGENCY PREPAREDNESS

[Kuula – Hosted a NCCUMAG (North Coast College and University Mutual Aid Group) meeting at the Petaluma Campus on April 18, 2016. Will be conducting a Command Section (Intro & Advanced) and Logistics Section (Intro & Advanced) training at the EOC on April 27, 2016.]

ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

- 1. GENERAL UPDATE – *No report.*
- 2. HAZARDOUS MATERIALS/HAZARDOUS WASTE – Escher *[Making arrangements for a hazardous waste disposal next month].*
- 3. TRAININGS – *No report.*

VII. ANNOUNCEMENTS – *No Announcements.*

VIII. NEXT AGENDA

IX. ADJOURNMENT