DISTRICT SAFETY AND HEALTH COMMITTEE  
(DSHC)  
MINUTES  
Thursday, May 15th, 2014  
Doyle Library, Room 4245  
10:30 am – 12:00 pm  

Committee Members: Paul Bielen, Joseph Corcoran, Leonard Diggs, Jason Escher, Tony Ichsan, Douglas Kuula, Richard Lehrer, Scott Lorbeer, Matthew McCaffrey, Susan Muskar, Susan Quinn, Gary Watts  

Committee Members Absent: Mary Barton, Tim Bell, Scott Wimmer, Monica Ohkubo, Daniel Salinas, Doug Roberts  

Also Attending: Toni Chase  

I. CALL TO ORDER  

PROXIES – No proxies assigned  

II. HOUSEKEEPING  

BYLAWS  

1. Vote – Kuula  

[Kuula – Motion to approve the revised bylaws? – No vote on the bylaws at meeting]  

M________, S________, ________ (Yes), ________ (No), ________ (Abstention)]  

III. APPROVAL OF PAST MINUTES: April 17th, 2014  

[Kuula – Motion to approve the minutes?]  

[M Bielen________, S Quinn________, 9 (Yes), 0 (No), 1 (Abstention)]  

IV. OPEN COMMENTS  

1. Anyone may address the DSHC.  

V. OLD BUSINESS  

AED PROGRAM (Phase 3)
1. Update – [Kuula – Met with our FA/CPR/AED training and AED monitoring provider. Apparently our provider was paid twice on a credit card for the same item. This was noticed in May 2013, and for some reason this still defies resolution. I am scheduling a meeting with Doug Roberts to discuss this and some related issues – meeting has been set for Thursday, May 29, 2014 at 8:30 am.]

LOCKDOWN/ACTIVE SHOOTER

1. Update – [Kuula – I still need to write the Lockdown/Active Shooter report for the DSHC. The folks in Bertolini have requested a meeting to discuss lock-down procedures as they relate to the C-CURE system. EHS is arranging this meeting. Meeting has been set for Tuesday, June 3, 2014 at 2:00 pm at the EHS house.]

SAFETY SURVEY

1. Update – [Kuula – The final count was 215 surveys responses. The committee reviewed the analysis work done by John Schroder. The committee reviewed and discussed the safety survey answers.]

SRJC VEHICLES ON PEDESTRIAN WALKWAYS

1. Update – [Kuula – Did not send out the guidance document yet. There was an incident on the Petaluma Campus where someone claimed they fell and were injured due to a passing utility cart. Diggs suggested could we had the best practices information on the SRJC driver’s clearance form and the parking permits. Gary Watts created a best practices document based on the document that committee approved, so I thought we should review Gary’s document before proceeding. Kuula will meet with Escher to discuss the busiest times on campus to include on guidance document – this would help to let people know when to stay off campus pathways.]

SHONE FARM HOUSING

1. Update – [Kuula – Obtained an editable version of the Clery Report from District Police, revisions are due by September. Still need to connect with Leonard and Don Silverek about the fire drill required at Shone Farm. Per Diggs, Doug is on the agenda on Wednesday, August 6, 2014 from 9:00 am to 11:00 am for the fire drill exercise.]

GREAT SHAKEOUT/GREAT POWER OUTAGE/EMERGENCY PHONES

1. Update – [Kuula – Toni Chase is working on setting up a meeting of the Emergency Phone Subcommittee.]

SAFETY AT ALTERNATIVE SITES

1. Update – [Kuula – Haven’t had a chance to review Safety at Alternative Sites draft document with Tony yet.]

GOALS AND OBJECTIVES – HEALTH AND WELLNESS/SAFETY AND AWARENESS

1. Update – [Kuula – Reviewed some information from the EHS PRPP with regard to employee training completion.]

V. NEW BUSINESS
1. Susan Quinn mentioned that she might bring a new topic next meeting.

VI. REPORTS

FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)

1. Update – [Kuula –
   a. **Lark Hall:** Reviewing the final draft of the Lark building inspection report. The report should be going out to the departments next week.
   b. **District Wide SWACC Inspection:** Toni Chase, Jason Escher and I took turns walking the inspector around the District May 6th – 9th. Waiting for the final SWACC report from Keenan and Associates.
   c. **Fall Hazard Survey:** Fall Hazard Survey completed on April 25th by Ellis Fall Safety Solutions. Reviewed the pictures of the fall protection roof issues with the committee. Kuula is reviewing the fall hazard survey report from Ellis Fall Safety Solutions.]

INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

1. Incident Reports – Quinn/Muskar [Reviewed incident report where an employee was removing a bird’s nest from an area at the PSTC and eyes became irritated by dust/debris. Kuula will check to see if employee has safety glasses.]
2. Accident/Exposure Investigations – [Kuula –
   a. **Dental Needle Stick 4/10/14:** Student complained that room heat was a factor which caused her google to fog up. Reviewed with faculty, room normal temp at time, but faculty reported it gets hot. Worked with Facilities Operations to address the issue - found some problems with HVAC. I asked faculty member to report to Paul and I with future issues. Also reviewed needle recapping. Standard in industry and department’s standard operating procedure is to use a capping card, and to add the additional requirement to grab the card with forceps - SOP seems to be more than adequate.
   b. **Burdo Culinary Scullery Slip 4/19/14:** Making arrangements to talk with the faculty when they are back for summer school. A student tripped on wet towels that were on the floor from a water spill. Towels are not normally left on the floor according to the instructor. The instructor has spoken with the student recently and the student is doing fine.
   c. **PSTC-Burn 4/19/14:** Toni Chase interviewed fire academy student over the phone and confirmed gear was all normal issue/NFPA rated. While student was putting out a fire the water hitting the fire created steam which caused the burn to his foot through his boot. Following up with Randy Collins tomorrow.]

SAFETY REPORTS – Meeting ended at this point – ran out of time.

1. Safety Reports – [No update given – ran out of time at meeting.]

EMERGENCY PREPAREDNESS

1. Update – [No update given – ran out of time at meeting.]
ENVIROMENTAL HEALTH AND SAFETY DEPARTMENT

1. GENERAL UPDATE – Kuula - *No update given – ran out of time at meeting.*

2. HAZARDOUS MATERIALS/HAZARDOUS WASTE – Escher [*No report given – ran out of time at meeting.*]

3. TRAININGS – Kuula/Chase [*No report given – ran out of time at meeting.*]

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

VIII. NEXT AGENDA – Committee Members

IX. ADJOURNMENT – Kuula