



DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

MINUTES

Thursday, May 18th, 2017
Doyle Library, Room 4245
10:30 am – 12:00 pm

Committee Members: Tim Bell, Joseph Corcoran, Leonard Diggs, Jason Escher, Douglas Kuula, Scott Lorbeer, Robin McHale, Susan Muskar, Gary Watts

Committee Members Absent: Mary Barton, Paul Bielen, Lorenzo Dueñas, Richard Lehrer, Oliver Garcia Leyva, Susan Quinn, Doug Roberts

Committee Members Excused: Keith Waxman

Also Attending: Toni Chase, Juanita Dreiling, Vishal Dola, Robert Brownlee

Quorum: Greater than 50% of membership represented in person or by proxy. (Current = 9)

I. CALL TO ORDER

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

II. HOUSEKEEPING

III. APPROVAL OF PAST MINUTES: April 20th, 2017

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

M Yes , *S* Yes ; 10 (Yes), 0 (No), 1 (Abstention)]

IV. OPEN COMMENTS

SPECIAL GUEST: Logologoa Tevaseu, Financial Aid Technician, Classified Senate, Wellness Initiative. Classified Senate had a mixer and interacted with people from many departments. At the mixer, staff talked about a wellness program to find out what people are doing at work, moving around at work, what they are eating and working on fitness. Looking at ways to track and promote exercise at work. Looking at different routes to walk on campus for beginners, intermediate and expert. Walking for 10 minutes will give you a boost of energy and help you become healthy. We would like to get gym hours for employees at the SRJC weight room. We would like to start the wellness initiative in June. Dreiling said it would be great to have a wellness newsletter sharing this information with everyone. Kuula – we did a survey and wellness was #1 (improving mental health and physical health). Kuula stated that our DSHC can help your committee. Our survey is in line with what classified staff have in mind with wellness.

V. OLD BUSINESS

SAFETY SURVEY [Kuula – Rather than having another meeting I reviewed the Safety Survey Report 8-21-14 to see what progress we have been making. We have been making progress in many areas, but it seems like we could do more in the Health & Wellness area. One of the reasons I invited Logo today. I propose that rather than have a separate meeting we spend some time thinking about what we can do, and bring it up at the June meeting. We have done evening safety strolls and have installed LED lights on all campuses. We have done a survey of all the pathways which need grinding to eliminate trip hazards. Reorganization of the custodial services by changing work shift hours from 4:30 pm to 1:00 am so the custodians have access to the rooms/areas in order to clean and how we clean. We also have in-house project managers Hank Lankford and Erik Oden. Indoor air quality – hired a new HVAC control technician employee. We have increased trainings in emergency management. We have also have had active shooter trainings for staff and students.]

AED UPDATE [Kuula – Still working on update of the District’s AED Program.]

FACILITIES UPDATE [Kuula – Still working on a new process for facilities inspections. Hopefully next month I will have a draft announcement to empower people to do their own inspections.]

V. NEW BUSINESS – [Tim Bell - PSTC is having a “collapsed structure” built – this will be used for search and rescue training.]

VI. REPORTS

FACILITY INSPECTIONS (INTERNAL AND EXTERNAL) – No report.

INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

- **2/28/17 – Anatomy 1 Lab** – A student stabbed their finger with blade while attaching scalpel, injuring finger. **EHS to follow up.**
- **3/1/17 – Anatomy 1 Lab** – A student cut their finger with a scalpel. **EHS to follow up.**
- **3/13/17 – Doyle First Floor Room 4200** – Student was working/using computer and keyboard tray fell on student’s right thigh. Chase followed up with department and the keyboard tray has been fixed.

SAFETY REPORTS

[Kuula - There have been indoor air quality issues. Major cleaning over the summer and preliminary tests reports state there is not enough fresh air in the building. A new HVAC employee to assist EHS with the indoor air quality issues.]

EMERGENCY MANAGEMENT

[Kuula – The District has purchased a used van to use as a mobile command post. We are having a training on 10/5/17 EOC All Section Training for employees who are new to emergency management. 10/19/17 we are having the Great Shake Out exercise and EOC/DOC Functional exercise. We need live input from our BSC/ASC from this exercise. The Regroup notification system delivers emergency communications through audio, text and images to both mobile and on-site devices. Working on purchasing satellite phones for each campuses. District Police is working on upgrading their communication equipment. Media Services, Facilities Operations, EHS, SHS, Student Services have two way radios for communications.

Upcoming Emergency Management Trainings:

- TBA SEMS/NIMS/ICS Combined Training Course (2 Hours Morning Session- Santa Rosa Campus) 8:30 – 10:30 am
- TBA SEMS/NIMS/ICS Combined Training Course (2 Hour Afternoon Session- Petaluma Campus) 2:30 – 4:30 pm
- TBA BSC/ASC Training- intro, overview, duties (2 Hours Morning Session- Santa Rosa Campus) 8:30 – 10:30 am
- TBA BSC/ASC Training- intro, overview, duties (2 Hours Afternoon Session- Petaluma Campus) 2:30 – 4:30 pm
- 10/5/17 EOC All Section Training – Hybrid (8 Hours – Pedroncelli EOC) 8:00am – 4:00pm
- 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 – [Kuula – McHale is doing a lot of work with pest management. Pest traps have been deployed last Friday and we are meeting with departments. Working with construction concerns and pests going into the neighborhoods during construction. Also working on keeping the noise levels down during construction. The vacant lot where the old graphics building area was will be cleaned out. There is a lot of construction projects going on around campus. Emeritus Hall will be having solar panels installed.]
2. HAZARDOUS MATERIALS/HAZARDOUS WASTE – [Escher – Hazardous waste (lamps and batteries) will be shipped out. Grease traps are being serviced on both the Santa Rosa Campus and the Petaluma Campus. 9 drums of oily sludge water will be shipped out.]
3. TRAININGS – No report

VII. ANNOUNCEMENTS – No report

VIII. NEXT AGENDA

IX. ADJOURNMENT