



# DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

## MINUTES

Thursday, May 19<sup>th</sup>, 2016  
Doyle Library, Room 4245  
10:30 am – 12:00 pm

**Committee Members:** Tim Bell, Paul Bielen, Casandra Chavez, Joseph Corcoran, Jason Escher, Douglas Kuula, Scott Lorbeer, Susan Muskar, Susan Quinn, Keith Waxman

**Committee Members Absent:** Lorenzo Dueñas, Mary Barton, Leonard Diggs, Mehari Haile, Gary Watts

**Committee Members Excused:** Juanita Dreiling, Doug Roberts, Richard Lehrer

**Also Attending:** Toni Chase, Robin McHale, Robert Brownlee

### I. CALL TO ORDER

PROXY – Robert Brownlee proxy for Lorenzo Dueñas

### II. HOUSEKEEPING – *No report on housekeeping*

### III. APPROVAL OF PAST MINUTES: February 18<sup>th</sup>, 2016, March 17<sup>th</sup>, 2016 and April 21, 2016

*[Kuula – Motion to approve the minutes from 2/18/16, 3/17/16, 4/21/16? Minutes approved by DSHC.]*

*M* Bielen, *S* Corcoran, 11 (Yes), 0 (No), 0 (Abstention)]

### IV. OPEN COMMENTS

*[Kuula - Casandra Chavez will be going to UCLA and this will be her last DSHC meeting.]*

### V. OLD BUSINESS

#### SAFETY SURVEY

*[Kuula - Dr. Chong sent the campus community an email survey on the Facilities Master Plan. Kuula asked the DSHC if they would like to do a safety survey in the Fall? The committee agreed to do a safety survey in the fall. What survey vehicle are we going to use? There are survey's that are free and there are some that cost money. The last safety survey we did last year we posted on the survey the definition of "health" and "safety". We asked the survey participants what are the top 5 concerns they have. Kuula thought the open ended answers from the survey participants were very good. We got around 200 responses from the survey – would like to have more responses. Call for Health and Safety volunteers for the survey subcommittee.]*

## FACILITIES MASTER PLAN – HEALTH AND SAFETY SUB-COMMITTEE UPDATE

*[The Health and Safety subcommittee update waiting for consultant to report back to use so we can report to the 2030 Plan Steering Committee. What kind of deliverable system can we do for health and safety? We will need to engineer out as much as we can. Kuula will report to the DSHC the 2030 outcome at the next DSHC meeting.]*

### DSHC STRUCTURE

*[Kuula – Motion to approve - to add Robin McHale as a permanent member of the DSHC?*

*M*     Bielen    , *S*     Corcoran    ,     11     (Yes),     0     (No),     0     (Abstention)

*Kuula will forward DSHC approval of adding Robin McHale as a permanent member of the DSHC to the College Council for approval.]*

## V. NEW BUSINESS

### FRAGRANCES IN THE WORKPLACE

*[Kuula - There are a couple of employees who have chemical sensitivities. We are doing an air monitoring of the workplace. There are many chemicals in products such as perfumes, cologne, laundry soap, fabric softener sheets, etc. which are recirculated through buildings with recirculated air. The employee will get symptoms such as headaches. In this case, we have provided several air purifiers. Can we have a fragrance free workplace at SRJC? It is not considered a reasonable accommodation to ban fragrances from the workplace. The committee suggested this topic for future newsletters.]*

## VI. REPORTS

### FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)

- [Lawrence Moglia from Keenan and Associates will be conducting SWACC (Statewide Association of Community Colleges) inspections this week. SWACC inspections will take place at the Santa Rosa campus, Petaluma Campus, Shone Farm and PSTC.*
- No Building Safety Inspections will be scheduled until the SWACC inspections have been completed.*
- 6 Month Re-inspection of PSTC is due. Chase will schedule after the SWACC inspections have been completed.]*

### INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

*[Kuula – Hold until next month.]*

### SAFETY REPORTS

*[No safety reports]*

### EMERGENCY PREPAREDNESS

*[Kuula – There is an emergency preparedness meeting next week for finance/administration at the Pedroncelli EOC.]*

ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

1. GENERAL UPDATE – *[Kuula – **Accident Investigation Training** - Jason Escher, Robin McHale and Toni Chase attended an 8- hour accident investigation training this week with the Cal OSHA Training Center (Chabot-Las Positas Community College). EHS lets the Cal OSHA training center use our training room for trainings and in return we get 3 free seats in each training that is offered. McHale spoke about the training – we got a review and comfort from the training that we are doing what we should be doing with our accident investigations. **CSTI Training: Essential Emergency Management Concepts – Earthquake** - Kuula and 5 employees will be attending a 4 day training at CSTI (California Specialized Training Institute) Training. CSTI will be running an earthquake scenario and a functional tabletop exercise – the training cost \$10,000. We want to see if we need to bring this training to SRJC – the training will cost \$50,000 to train 60 employees if we do this training at SRJC. **Safety Data Sheets Management System (SDS)** - Kuula is working on a proposal for a SDS (Safety Data Sheet) management system. Currently SRJC has 2,000 chemicals on campus. The Chemistry department alone has 950 chemicals. EHS must retain a SDS for every chemical and retain it for 30 years. **We are contracting with a company who will put all our SDS's online for us to access.**]*

2. HAZARDOUS MATERIALS/HAZARDOUS WASTE

*[Escher –Shipped out 150 gallons of photo chemicals out last week. Shipping out 2 pallets of universal waste (universal waste is light tubes, lamps, and batteries.)]*

3. TRAININGS

*[Kuula – **EHS is working on setting up forklift and aerial lift trainings.**]*

**VII. ANNOUNCEMENTS** – *No announcements.*

**VIII. NEXT AGENDA**

**IX. ADJOURNMENT**