



# DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

## MINUTES

Thursday, August 17<sup>th</sup>, 2017  
Pedroncelli Center, Room 3600  
10:30 am – 12:00 pm

**Committee Members:** Tim Bell, Paul Bielen, Leslie Crane, Jason Escher, Douglas Kuula, Richard Lehrer, Robin McHale, Robert Brownlee

**Committee Members Absent:** Mary Barton, Joseph Corcoran, Lorenzo Dueñas, Susan Quinn, Javier Rodriguez-Aguilera, Gary Watts, Scott Lorbeer

**Committee Members Excused:** Leonard Diggs, Doug Roberts, Susan Muskar

**Also Attending:** Juanita Dreiling, Toni Chase

**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 for Susan Quinn.

### II. HOUSEKEEPING

### III. APPROVAL OF PAST MINUTES: May 18<sup>th</sup> and July 20<sup>th</sup>, 2017

*[Kuula – Motion to approve the minutes?]*

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

### IV. OPEN COMMENTS – *[Kuula – Lewellyn is conducting Arc Flash risk assessment on the SR campus. Reports from Lewellyn will inform SRJC electrician’s what type of PPE to wear when working on electrical panels.]*

### V. OLD BUSINESS

*SAFETY SURVEY – Kuula – [Where are we with the safety survey? We did a safety survey in 2013. There was a reorganization of the custodial staff to work more in the evening. Due to the reorganization we now have more than 300 more hours for custodial staff to have access to classrooms and less interactions with people. Switched managers/custodial staff to the evening shift. There were several custodians who wanted to work full-time (they were part-time) and we were able to convert them to the full-time night-time shift. Another aspect of the safety survey was lighting on all campuses. Solar panels will be added to the Santa Rosa Campus parking lots at Emeritus, Bech, and the Zumwalt parking pavilion. Another benefit will be that SRJC will get rebates from PG&E.]*

AED UPDATE – [Kuula – Kuula has contacted a company that maintains our AED's. The company does our AED maintenance and does the AED function tests. They also check the AED pads and batteries to make sure they have not expired. The Furniture Fixtures and Equipment committee is working on setting up standards for new buildings to have AED's installed. AED's are costly to purchase and maintain and AED's should be in on every floor. AED's are in the SRJC Police vehicles. The SRJC Adult Education Department sets up our CPR/First Aid/AED trainings. **Kuula to bring the AED policy to the next meeting.**]

FACILITIES UPDATE – [Bielen – The ELC and Lark expansion portables are being installed. Let Paul know if we see any red flags, near misses. The area near EHS will be a dirt parking lot. Other construction projects are the Barnett Hall replacement and remodel of Maggini Hall 3<sup>rd</sup> floor.]

EV CHARGING STATIONS [Kuula - Reviewed the car charging station in the parking structure. The charging cord is a trip hazard while being used to charge cars. The charging station is very close to the elevator and is a high traffic area. The committee reviewed a photo of the charging station at the parking structure. Brownlee reported seeing someone charge their car at a light pole (the person had removed the electrical cover off of the light pole to access the plug).]

V. NEW BUSINESS – No new business

## VI. REPORTS

### FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)

[Escher – The Santa Rosa Fire Department conducted hazmat inspections today at Bech, Quinn and Trade Technology. There will be a campus wide 6-hour inspection in September. Kuula – we need to find a different way doing building inspections. For example, Bech Hall – we would do a wall-to-wall safety inspection which is very challenging and generates a ton of work for facilities. Can we do this a different way? For example, one month we can inspect all areas on campus that have labs. **Kuula to draft a document telling departments of what safety issues to look for in their work areas when they do their own inspections.**]

### INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

- **Shone Farm Employee** –employee fell off truck while loading a refrigerator onto a truck – there were lift gate issues.
- **7/20/17 - Dance Floor in Tauzer Room 951 (near miss)** – While shutting west windows a window pane shattered and small chunks of glass fell everywhere including on employee - employee was not injured. Facilities Ops barricaded the area and taped glass panels to prevent further incidents until glass panel is replaced.

### SAFETY REPORTS

[Tim Bell – there was a chair rack incident at PSTC where the rack fell over and toppled an employee's foot.]

### EMERGENCY MANAGEMENT

[Kuula –

- Great Shake-Out exercise on October 19<sup>th</sup>
- SEMS/NIMS/ICS and BSC/ASC Training
- EOC/DOC Functional Exercise on October 19<sup>th</sup>

- *Radio system – each site has a walkie talkie. Our current radio technology is very old. The cost for new radios for all sites is \$8,000.00.]*

## ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

1. GENERAL UPDATE – *[Kuula] – No report.*
2. HAZARDOUS MATERIALS/HAZARDOUS WASTE – *[Escher – There is a pickup next Friday at Chemistry. There will be a fire department inspection on September 15<sup>th</sup> and 22<sup>nd</sup> on the Santa Rosa Campus. Fire Department was out on August 17 to inspect Doyle & Burdo. EHS just had a HazMat inspection and renewed our HazMat permit.]*
3. TRAININGS - *[Kuula – No report.]*

**VII. ANNOUNCEMENTS -** *[Kuula – No announcements.]*

**VIII. NEXT AGENDA** *[Kuula – No new items for the next agenda.]*

**IX. ADJOURNMENT**