DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

MINUTES

Thursday, August 21th, 2014
Doyle Library, Room 4245
10:30 am – 12:00 pm

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

Committee Members Absent: Doug Roberts, Daniel Salinas, Scott Wimmer

Also Attending: Lawrence Moglia (Keenan and Associates), Toni Chase, Juanita Dreiling

I. CALL TO ORDER

PROXIES – No proxies assigned for meeting.

II. HOUSEKEEPING

BYLAWS

1. Vote – Kuula

[Kuula – Motion to approve the revised bylaws?]

[M Bielen , S Bell , 11 (Yes), 0 (No), 0 (Abstention)]

DSHC MEMBERSHIP CONFIRMATION

1. Update – [Kuula – Waiting to hear from Joshua Pinaula on the student appointments. We will stick with Daniel Salinas and Scott Wimmer until we hear otherwise.]

COMMITTEE BEST PRACTICES

1. Review – [Kuula – Please review the Committee System Best Practices document that I sent out. For Fall all monthly meetings are 10:30 am – 12 noon, third Thursday in Doyle 4245, except December is second Thursday, 12/11.]

III. APPROVAL OF PAST MINUTES: May 15th, 2014

[Kuula – Motion to approve the minutes?]

[M Bielen , S Lehrer , 11 (Yes), 0 (No), 0 (Abstention)]
OPEN COMMENTS

1. Anyone may address the DSHC. [Diggs – In light of the shooting tragedy in Ferguson, MO; How does the DSHC become more approachable and inclusive. Is there a way to expand our involvement in the Ask Me Campaign? Kuula – If anyone would like to bring this forward as an agenda item at the next meeting, please contact me.]

IV. OLD BUSINESS

AED PROGRAM (Phase 3)

1. Update – [Kuula – Finalizing quotes on FA/CPR/AED classes, AED Monitoring Program, and the purchase of two new AEDs for Doyle and Emeritus, as well as 26 replacement pads. The AED subcommittee will need to review the AED Program (we need to review the AED program annually). Toni Chase will set up an appointment with myself, Ty and Susan Quinn. We will ask other responsible parties if they want to attend. Otherwise, we will inform others by email. We will share the updated program with the DSHC for approval.]

LOCKDOWN/ACTIVE SHOOTER

1. Update – [Kuula – Sent the DSHC a report from the Active Shooter/Lockdown Sub-Committee titled: Active Shooter Lockdown Sub-Committee Report 8-21-14 (Draft 2 8-14-14). Reviewed the recommendations and asked DSHC for next steps. Chase will send out the email announcements and order rooms for the Surviving an Active Shooter training on October 1st (2 sessions Santa Rosa Campus) and October 8th (1 session Petaluma Campus). Chase will attach the Active Shooter subcommittee report with the email announcements. EHS will add a section of the Emergency Preparedness Handbook on prevention.]

SAFETY SURVEY

1. Update – [Kuula – Sent the DSHC a report from the Safety Survey Sub-Committee titled: Safety Survey Report 8-21-14 (Draft 1 7-24-14). Reviewed the report and asked DSHC for next steps. Chase will get together the sub-committee adding Matt and make some recommendations for the DSHC to review.]

SRJC VEHICLES ON PEDESTRIAN WALKWAYS

1. Update – [Kuula – Sent the DSHC a document titled: Safe Vehicle Use Best Practices 8-21-14 (3). Reviewed the document and asked DSHC for next steps. The committee decided the next step is to email the document out to the campus community. Kuula has sent an email to the campus community on 8/26/14.]

SHONE FARM HOUSING

1. Update – [Kuula – Leonard Diggs and I postponed the fire drill at Shone Farm, because Don Silverek and I needed more time to prepare. We are shooting for 9/5/14, 8 – 9:30 am. We are hoping to expand the training to include all the folks at Shone Farm.]

GREAT SHAKEOUT/GREAT POWER OUTAGE/EMERGENCY PHONES

1. Update – [Kuula – Meeting was held on 5/29/14 and attended by Ryan Lewman, Mike Seibold, Sasun Torikian, and myself. In general we agreed that the District needs a professional Security/Communications Master Plan so that all the elements (phones, emergency phones, CCTV, elevators, fire panels, etc.) are part of a complete plan, and not piecemealed. I agreed to
bring this up with Tony Ichsan and report back to the group. The Great Shakeout will take place on 10/16/14 at 10:16 am.]

SAFETY AT ALTERNATIVE SITES

1. Update – [Reviewed the draft document with Tony. Kuula will be making edits/changes to the Safety at Alternative Sites document and bring back to the next meeting for the committee to review.]

GOALS AND OBJECTIVES – HEALTH AND WELLNESS/SAFETY AND AWARENESS

1. Update – [Kuula – Table until next meeting.]

V. NEW BUSINESS

VI. REPORTS

FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)

1. Update – [Kuula -

   a. **Lark Hall:** Reviewing progress on items, and scheduling a re-inspection.

   b. **Petaluma:** Gary Watts, Scott Lorbeer and I have agreed to perform building safety inspections at Petaluma on a monthly basis, rotating buildings. Gary and Scott have done the first one, and are processing the information.

   c. **Baker Hall:** The committee agreed Baker Hall will be the next building to inspect.]

INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

1. Incident Reports – Quinn/Muskar/Dreiling/Kuula

   a. **Bird Nest Eye Irritation 4/18/14:** [Kuula - Following up with supervisor on eye protection availability and use.

   b. **Custodian Cut Finger Reaching into Garbage 5/16/14:** Kuula will talk to the Facilities Operations management at the next Fac Ops meeting.

   c. **Utility Cart on Pathway Injury** – Dreiling – Dreiling reported that an incident report was received stating that a visitor had stepped awkwardly off a pathway causing injury to her knee after she tried to get out of the way of a utility cart passing by. The incident was filmed by a campus camera and the footage was reviewed by District Police. It was noted that it did not appear as if she moved off the path for the cart. Later, Dreiling was advised that she also had a pre-existing knee injury."

   d. **Theatre Arts Electrical Shock 6/28/14:** A SRT student was shocked by cutting a wire sheath. Kuula stated that electrical safety is an on-going issue with Theatre Arts and he is working with the department with the safety issues.

   e. **Trip on Chain Barrier in Front of Bertolini Student Center 6/30/14** – A student’s flip flop shoe got caught on the chain link barrier while student was stepping over the chain barrier and student fell. The student injured their knee and ankle. Committee members discussed would it be possible to make the cross walk wider? For example the length could be from Plover to Emeritus? This would discourage people from taking short cuts stepping over the chain link barrier.
f. **Trip over Garden Hose on Sidewalk 7/15/14**: An employee tripped over a garden hose while working near the Bertolini Student Center back stairs. Kuula will talk with the grounds crew about working safely and keeping hoses off of walkways/sidewalks.

g. **Needle Stick in Dental Clinic 7/10/14** – Discussed the dental hygiene student who was stuck by needle returning syringe to tray. Student went to Kaiser for medical treatment.

h. **Shone Farm Employee 50 Pound Feed Bag Lifting Injury 5/30/14** – Employee was injured while lifting a 50 pound bag of feed and felt pain in their back. Kuula – EHS will setup a training with Keenan to do a back safety/lifting training at Shone Farm.]

2. Accident/Exposure Investigations – [Kuula -

   a. **Burdo Culinary Scullery Slip 4/19/14**: [Decided this didn’t need follow-up. Instructor is addressing the issue, and floor slipperiness is a current discussion in the Culinary Department.]

   b. **PSTC-Burn 4/19/14**: [Followed up with Randy Collins and the instructor Kim Thompson. Still don’t know why this incident occurred. Many other students went through same situation and no problem. SOPs are in place and student had appropriate gear. Response was quick and thorough.]

SAFETY REPORTS

1. Safety Reports – [Kuula – Nothing received.]

EMERGENCY PREPAREDNESS

1. Update – [Kuula – Finalizing the BSC/ASC list for the District. Had a great PDA workshop that focused on creating a communication web for Facilities Operations. This would create a link between the BSCs/ASCs and Facilities Operations at the Emergency Evacuation Areas. Working with Don Silverek and Tony Ichsan to come up with the plans.]

ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

1. GENERAL UPDATE – Kuula

2. HAZARDOUS MATERIALS/HAZARDOUS WASTE – Escher [SR Fire Department inspection last week went very well. Still working on a light tube and battery shipment.]

3. TRAININGS – Chase/Kuula [Chase working on setting up CPR/AED/First Aid trainings.]

VII. ANNOUNCEMENTS - Committee Members – Tim Bell [The crosswalk in front of the PSTC has been completed.]

VIII. NEXT AGENDA – Committee Members

IX. ADJOURNMENT – Kuula