DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

MINUTES

Thursday, September 18th, 2014
Doyle Library, Room 4245
10:30 am – 12:00 pm

Committee Members: Mary Barton, Tim Bell, Paul Bielen, Joseph Corcoran, Jason Escher, Tony Ichsan, Douglas Kuula, Richard Lehrer, Matthew McCaffrey, Doug Roberts, Daniel Salinas, Gary Watts, Scott Lorbeer

Committee Members Absent: Scott Wimmer, Leonard Diggs, Susan Quinn, Juanita Dreiling, Susan Muskar, Monica Ohkubo

Also Attending: Toni Chase, Rick Ehlert

I. CALL TO ORDER

PROXIES – No proxies assigned.

II. HOUSEKEEPING

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.]

III. APPROVAL OF PAST MINUTES: August 21st, 2014

[Kuula – Motion to approve the minutes?]

\[\text{M Bielen , S Bell , 11 (Yes), 0 (No), 0 (Abstention)}\]

IV. OPEN COMMENTS

1. Joe Corcoran [CERT training is available online and also issues certificates after training is completed. Corcoran talked with his fire chief about SRJC having our own volunteer fire department. Do we want our own volunteer fire department? We are on our own after an earthquake for 72 hours. U.C. Davis has a fire department – maybe there is grant money available to build our own fire department? Is the committee interested in pursuing this? Our fire academy is 9 miles North of SRJC. Randy Collins is looking into the future having a fire station at the PSTC.]

V. OLD BUSINESS

AED PROGRAM (Phase 3)
1. Update – [Kuula – Created POs for FA/CPR/AED classes, AED Monitoring Program, and the purchase of two new AEDs for Doyle and Emeritus, as well as 26 replacement pads. Chase has sent an email announcement out to the campus community announcing the upcoming CPR/FA/AED trainings. The AED annual meeting has been set for Tuesday, October 7, 2014 at 8:00 am at the EHS house.]

LOCKDOWN/ACTIVE SHOOTER

1. Update – [Kuula – Sent the document titled: Active Shooter Lockdown Sub-Committee Report 8-21-14 out with the latest advertisement of the Active Shooter Trainings to DL.STAFF.ALL - no comments so far. Do we want to remove this topic?]

Kuula – Motion to remove this topic?

M Bielen, S Bell, 12 (Yes), 0 (No), 0 (Abstention)

SAFETY SURVEY

1. Update – [Kuula – Toni Chase is working on setting up a meeting of the Safety Survey Sub-Committee. Meeting has been set for Tuesday, October 7, 2014 at 10:00 am.]

SRJC VEHICLES ON PEDESTRIAN WALKWAYS

1. Update – [Kuula – Sent the DSHC a document titled: Safe Vehicle Use Best Practices 8-21-14 to DL.STAFF.ALL - positive feedback has been received. Do we want to remove this topic?]

Kuula – Motion to remove this topic?

M McCaffrey, S Bielen, 12 (Yes), 0 (No), 0 (Abstention)

SHONE FARM HOUSING

1. Update – [Kuula – Don Silverek, Rick Ehlert and I held the training at Shone Farm on 9/5/14. Need to update the Clery Act Report and create a Fire Safety Report and Fire Log for the Shone Farm Student Housing. Do we want to remove this topic?]

Kuula – Motion to remove this topic?

M Bielen, S Bell, 12 (Yes), 0 (No), 0 (Abstention)

GREAT SHAKEOUT/GREAT POWER OUTAGE/EMERGENCY PHONES

1. Update – [Kuula – IT is going to set up a meeting to discuss the current state of the emergency phones. Right now it is unclear who is responsible for their maintenance and repair. District Police is checking the operation of the phones every month, but phones have gone unrepaired for over a year. When emergency phones are no-operational – need to post an “out of order” sign. The Great Shakeout is scheduled for October 16, 2014 at 10:16 am.]

SAFETY AT ALTERNATIVE SITES

1. Update – [Still working on an update.]

GOALS AND OBJECTIVES – HEALTH AND WELLNESS/SAFETY AND AWARENESS
1. Update – [Kuula – I think we should remove this, and see what we get out of the Safety Survey Sub-Committee meeting.

Kuula – Motion to remove this topic?

M Bielen , S Bell , 12 (Yes), 0 (No), 0 (Abstention)

VI. NEW BUSINESS – No new business

VII. REPORTS

FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)

1. Update – [Kuula -

a. Lark Hall: Earth and Space Sciences department has requested a time extension for the re-inspection. EHS will set up a re-inspection with Katie Gerber in Earth and Space Sciences in late October. AG/NRM Lark Hall safety re-inspection will be on Friday, October 10, 2014 at 8:30 am.

b. Baker Hall: Chase working with Beth Johnstone to set up a date for the Baker Hall building inspection.

c. Petaluma: Gary and Scott have done the first of their rotation but need help, processing the information. Will have Toni Chase input.

d. SWACC Report: Just received, no high priority items.

e. Theater Rigging Inspection: Just received report from Sapsis Rigging Inc. and reviewing report.]

INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

1. Incident Reports – Quinn/Muskar

a. 8/7/14 – KAD Mailroom Scratch from Fire Extinguisher Metal Holder – reviewed incident report where an employee was scratched by a fire extinguisher wall bracket which is near a doorway. Chase has completed a service request to see if bracket and fire extinguisher could be moved. Chase received a Safety Report form from KAD stating that the fire extinguisher was always getting bumped into and falling off the wall. The department was storing the fire extinguisher on the ground to keep people from bumping into it.

b. 8/20/14 – Student Cut on Glass. Chase called student – student was walking in parking lot near Barnett Hall and was running her hand on a car window and cut her hand.

c. 8/20/14 – Student Fell While Walking Near Bailey Field on a Metal Pad – Chase called the number listed on the incident report and was told I dialed the wrong #. The phone number was very hard to read on the report. Chase will look into having access to student information in SIS to be able to lookup phone numbers.
d. 8/23/14 – PSTC Employees Taking Baton Strikes to Body – while practicing baton strikes to the body in a padded suit – employees were injured their thumbs, arms, ribs, stomach, upper back, hip and glutes.

e. 8/21/14 and 8/26/14 – Needle Stick Injuries in Phlebotomy classes – procedures were followed by department.

f. 7/29/14 – While Working Employee’s Sciatic nerve became inflamed. Employee was seen at Occupational Health and Safety.

2. Accident/Exposure Investigations – [Kuala – No reports received.]

SAFETY REPORTS

1. Safety Reports – [Kuala – No actual safety reports received, but:

   a. Wrestling Mats: Reviewing wrestling mats at Tauzer and PSTC. Student in the Judo Club broke his leg and there is no incident report. Student Affairs is working on training for club advisors.]

EMERGENCY PREPAREDNESS

1. Update – [Kuala – Tomorrow we will be exercising the Santa Rosa Fac. Ops. Communication Web working with BSCs/ASCs from a variety of buildings.]

ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

1. GENERAL UPDATE – Kuula

   a. Theater Arts: Assist in purchasing a new aerial lift to replace old one that is unsafe. Working to address electrical safety in Burbank.

   b. Vans - Bielen reported that we had an incident with one of our vans – Monica was able to get the van towed back to SRJC Fac Ops – it turned out to be a faculty alternator. Fac Ops installed emergency kits in the vans.

2. HAZARDOUS MATERIALS/HAZARDOUS WASTE – Escher [Tire pickup at PSTC. Photo waste pickup next week. Light tubes and batteries are being collected and working on shipping out soon. Per Kuala we are working on chemical inventories – currently our database lists that Chemistry has 1200 chemicals but only use 200 chemicals. We are going to switch from Material Safety Data Sheets to Safety Data Sheets.]

3. TRAININGS – Chase/Kuala [Chase is working on setting up CPR/AED/First Aid Trainings. Kuala is having a fire extinguisher training with the Child Development Department.]

VIII. ANNOUNCEMENTS - Committee Members [Ichsan stated the Emergency Preparedness PDA radio communication exercise with Facilities Operations staff was very well received and much needed.]

IX. NEXT AGENDA – Committee Members

X. ADJOURNMENT – Kuala