



# DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

## MINUTES

Thursday, September 21<sup>st</sup>, 2017  
Doyle Library, Room 4245  
10:30 am – 12:00 pm

**Committee Members:** Paul Bielen, Joseph Corcoran, Jason Escher, Douglas Kuula, Richard Lehrer, Scott Lorbeer, Robin McHale, Susan Muskar, Doug Roberts, Gary Watts, Robert Brownlee

**Committee Members Absent:** Mary Barton, Leonard Diggs, Lorenzo Dueñas, Javier Rodriguez-Aguilera

**Committee Members Excused:** Tim Bell, Leslie Crane, Susan Quinn, Juanita Dreiling

**Also Attending:** Toni Chase, Maleese Warner

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

### I. CALL TO ORDER

PROXIES – Lt. Brownlee proxy for Lorenzo Dueñas

### II. HOUSEKEEPING

#### COMMITTEE REVIEW

##### 1. Membership

- a. Reached out to Student Government Assembly VP of Committees, Robert Martinez for two students.
- b. Working with the Academic Senate - Rich Lehrer can't be with the DSHC in the spring. Rich is a member by position, but has a scheduling conflict. Does proxy need to know something about radiation safety?
- c. For some reason an additional manager was appointed by Dr. Chong as a non-voting member. Pointed out the DSHC meetings are open to anyone who wishes to attend.

##### 2. Structure and Function

- a. Reviewed the structure and function of the DSHC.

##### 3. Relationship to Strategic Plan

- a. Reviewed the Strategic Plan as it pertains to the DSHC

##### 4. Bylaws

- a. Reviewed proposed changes to the bylaws.

### III. APPROVAL OF PAST MINUTES: August 17<sup>th</sup>, 2017

[Kuula – Motion to approve the minutes? 8/17/17 minutes approved.]

M Bielen, S Roberts ; 11 (Yes), 0 (No), 0 (Abstention)]

#### IV. OPEN COMMENTS – no comments.

#### V. OLD BUSINESS

SAFETY SURVEY– [Kuula – At the Management Team Meeting Kuula saw a presentation about <https://fit.santarosa.edu/>. Started by Erin MaGee, Tara Jacobson and Catherine Williams as part of SRJC’s Leadership Academy. This is a very good example of a wellness program. Another example of why I don’t think we need a survey.

Kuula – Motion to remove this item? DSHC discussed not to remove the safety survey off of the agenda but to **add it back on the agenda around November to discuss if we need to do a new safety survey.**

M Bielen, S Roberts ; 11 (Yes), \_\_\_\_\_ (No), \_\_\_\_\_ (Abstention)]

AED UPDATE – [Kuula – Found out that the AED laws have changed and no longer need a written program, or medical supervision. The idea being that AEDs are very safe, and by creating onerous laws, it was discouraging AED placement. **Kuula will eliminate our AED written program**, and make sure we comply with the current laws. AED’s are inspected quarterly and bi-annually function tests are performed. EHS will be ordering AED signs that show how to use AED’s and posting signs next to AED’s. The SRJC Adult Ed department will be offering CPR/First Aid/AED trainings. The new law states that all new buildings will need to have AED’s installed in them. The new STEM building would have an AED installed. SRJC contracts with a company that does our AED inspections and function tests and they keep records of the maintenance. The company also keeps track of AED regulations and when there are recalls on AED’s. Malesse Warner will submit a request to add an AED at the Children’s Center.]

FACILITIES UPDATE [Bielen – There will be a crane at Baker Hall which will be blocked off with fencing. Per Paul, if you see any issues with construction projects let Paul know. The Lark Hall temp building area is fenced/blocked off. There are Concerns near the Lark Temps area – should the roadway be changed from 2 lanes to 1? DSHC members discussed if “Facilities Update” should be taken off the agenda as a line item. The committee would like to keep this on the agenda but change the title to “Facilities/Safety Updates” A safety issue was reported yesterday at Baker Hall with the roofing project. The exhaust from the re-roofing project was going back into the building. The issue has been corrected and building is now properly ventilated.]

EV CHARGING STATIONS – [Kuula – Doing service requests to install lights over the charging station in Zumwalt parking garage. Talked to Leigh Sata and he thought this would be better than trying to install and maintain reflective flags on the charging cords. Also going to have the bolts replaced with smaller ones that won’t cut people as they walk by the charging station.]

#### V. NEW BUSINESS

MENDOCINO CROSSWALK – [Kuula - Two employees were walking in the crosswalk on Mendocino Avenue (Across from Chick-fil-a) and thought a truck was going to stop but didn’t stop and employees had to jump out of the way. The City of Santa Rosa is working on improving this crosswalk. Reviewed Google.com map of crosswalk on Mendocino Avenue with the committee.]

#### VI. REPORTS

FACILITY INSPECTIONS (INTERNAL AND EXTERNAL) – [Kuula - Have not done any facilities inspections in a while. Trying to come up with a different way of doing inspections. We would like to use our ASL’s to do the inspections and we would have to train them. Not sure if this would work since they

have many other duties. Robin and Doug would like to do more focused inspections – for example, shop inspections. We would focus on any department that has shops and inspect them.]

INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS - [Doug and Robin are working with Matt Long with incident reports being online.

- 6/15/17 – **Student in HLC Phlebotomy class** - hit nerve during puncture and was vomiting and Syncope. **Rich Lehrer will follow-up with Juanita with this incident.**
- 6/28/17 – **Bertolini Interior Staircase** - Employee walking upstairs to office foot was caught on stair and fell injuring knee.
- 7/20/17 – **Tauzer 951 – Modern Dance class** - Employee closed window and window glass shattered – employee was not injured.
- 7/20/17 - **Tauzer 951 – Modern Dance** – Student stepped on broken glass from broken window and cut heel of foot.
- 7/20/17 - **Tauzer 951 – Modern Dance** – Student stepped on broken glass from broken window and cut heel of foot.]

SAFETY REPORTS - [Kuula – today a safety report was received by our office. It was reported that a forklift nearly interacted with a pedestrian on the corner of Bailey Hall (west side) where the bollards are located. It was reported that this is a blind corner and hard to see around the corner. **Kuula will talk to Fac Ops about this incident.** Chase reported that she was driving in her car on Scholar’s Drive (north) and a riding lawnmower operator didn’t look before crossing the Scholar’s Drive. **It was reported that the pathway near Shuhaw Hall is very dark and will need to have lights installed.]**

EMERGENCY MANAGEMENT - [Robin and Doug would like to have an emergency management committee formed. Would like to combine the District Safety and Health Committee with Emergency Management = changing name to District Safety Health and Emergency Management Committee.]

#### ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

1. GENERAL UPDATE - [No report.]
2. HAZARDOUS MATERIALS/HAZARDOUS WASTE - [No report.]
3. TRAININGS - [No report.]

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

**VIII. NEXT AGENDA**

**IX. ADJOURNMENT** – 12:00 pm.