



## DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC) MINUTES

Thursday, May 17, 2018  
EH&S Training Room  
1808 Albany Drive  
10:30 am – 12:00 pm

**Committee Members:** Joseph Corcoran, Robin McHale, Susan Quinn, Leslie Crane, Robert Brownlee – Proxy for Lorenzo Dueñas, Scott Lorbeer

**Absent:** Mary Barton, Tim Bell, Richard Lehrer, Lorenzo Dueñas, Doug Roberts, Javier Rodriguez-Aguilera, Gary Watts, Jason Escher, Susan Muskar, Leonard Diggs

**Excused:**

**Also Attending:** Tallulah Kuula, Brian Chetcuti, Toni Chase, Leigh Sata

**Quorum:** Greater than 50% of membership represented in person or by proxy. (Current = 6)

### I. CALL TO ORDER

PROXIES – *Robert Brownlee for Lorenzo Dueñas*

### II. HOUSEKEEPING

- 1. Committee Structure – McHale spoke about updating the committee webpage with new roster and position titles. [McHale – Paul’s position will not be refilled and Doug’s position is not exactly replaced. The EH&S Specialist has become Emergency Management Specialist.] There will be no DSHC meetings in June and July, which needs to be changed on the DSHC committee website.*
- 2. Meeting Schedule – proposed to make Emergency Management a sub-committee. [Brownlee – remove EM from this committee and make a new committee. McHale – Others opposed this because members of this committee would then need to make time to be on two committees. Another alternative would be to shorten the committee meeting and tie in EM in the same day.] McHale will put the two options together and send them out via email to be discussed in the fall.*

### III. APPROVAL OF PAST MINUTES: *January 18, February 22, & March 15, 2018*

*No quorum.*

### IV. OPEN COMMENTS

*[McHale – We will be changing the August meeting date from August 16<sup>th</sup> to August 23<sup>rd</sup>.]*

## V. OLD BUSINESS

### FACILITIES UPDATE

- *[Sata– Burbank: There will be a large concrete wall pouring for the Burbank project. The walkway from the parking garage will be shifted and students will potentially walk across the track. This will go into summer, during the time that the track and field will be replaced.*
- *Solar Panel Project: Beginning in the end of May and ending in the end of July, Bech and Emeritus lots will be closed. There will be drilling and concrete pouring. Rows will be reopened row-by-row. McHale – Showed map of Solar Panel Project. Crane – Will the disabled parking around Plover and Race still be accessible? What about the electric car spaces? There are two programs this summer in Race that will be impacted by the project. Sata and McHale – Six spaces around Plover will be open and the electric spaces appear to be unaffected. There will be additional parking at the 7<sup>th</sup> Street Parking Structure with a bus available every 15 minutes. Assume that spaces won't be available and plan to find alternative areas to park.*
- *Sata - Greenway: We want to close the street between Baker and Bussman, which would make the campus feel more connected. We are about a year and a half away from beginning the new STEM building. We could potentially turn the street in front of Baker into a parking lot and people could just turn around to come back out. McHale will send out information to the DSHC members for review.*
- *McHale – Fire Life Safety Programs: We will have a new company doing our fire panel monitoring.*
- *Baker Roofing Project and Bailey Field will continue into the summer.*
- *Sata – Other Campuses: Petaluma: Converting a lab into a vet tech classroom. This project just started. Also regarding the main science project we will be hiring a Design Builder. A year from now construction will start in Petaluma. The photovoltaics are done. McHale – Shone farm had a handoff this week. Sata – We had a hiccup with PG&E in Petaluma but we are back on track and should be done any day now. PSTC: McHale – They are building a multipurpose room. Santa Rosa: Sata – Gravel parking lot will be closed and made into a swing space building for Shuhaw.*
- *Sata – Elliott: The goal will be to close Elliott Ave. permanently. For now we will add in two new crosswalks and make sidewalks ADA compliant around the new swing space building. Brownlee – We could add in a stop sign to slow down drivers. We have written many tickets on Elliott for speeders, but a common theme is that students are late and they want to get to class quickly.*
- *McHale – Motorcycle parking problems near Analy Village. Area will be restriped on south side of Analy Village. Hank Lankford will be managing this project.]*

## VI. NEW BUSINESS

*[McHale – No new business at the moment.]*

## VII. REPORTS

### FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)

1. *Audits: [McHale – Came up with a list, including lab safety (starting in August). New idea is to do functional audits rather than building by building audits. Sonoma State University is facing a lawsuit for asbestos management. Also at SSU, the track was being replaced, but it was discovered after the fact that there was asbestos. They were cited by OSHA, and we are watching that and learning from their mistakes. Many agreed with the functional approach for building inspections.*
2. *Evening Stroll – Will be implemented in the fall. Facilities is severely understaffed. In NESO, McHale is working with employees to encourage them to speak up if they see a safety issue on campus.*
3. *On-Campus Housing: Susan Quinn – Brought up the stabbing incident at SSU, opening up the debate about having on-campus housing at SRJC. Sata – Were the dorms mixed housing or traditional dorms? McHale, Quinn, Brownlee, Sata – There were many options given for on campus housing, including offering housing to faculty and staff as well as students. The dorms could even be offered to people not related to the college. Sata – The dorms may be safer with a larger variety of people. Quinn – RA's are trained to be active bystanders to stop dangerous situations. Crane – Supports idea of a mixed-use dorm because it is difficult to attract new employees due to the high price of living in Sonoma County. Traditional dorms are generally the "party place to be," so the mixed-use idea may be a better option.]*

#### INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

1. *Incident Reporting Process Review/Update*
  - a. *On-line Incident Reporting System Plans- Maxient [Brownlee asked about status of Maxient. McHale – Very close to being done. Quinn – Wants Maxient to be put in place as soon as possible.]*
  - b. *Incident Reports [McHale – Pointed out the incidents listed below.]*
    - *2/25/2018 - IFO 601 – Student tripped and fell to knees when leaving the classroom. **EHS to investigate.***
    - *2/26/2018 - Quinn Pool – Student stumbled down the stairs when she felt a large pain in her knee. **EHS to investigate.***
    - *3/1/2018 - Petaluma (PC 657) – Student was leaving class and grabbed the door handle, cutting the pad of her third finger. **EHS to investigate.***
    - *3/5/2018 - Lark Temps (2218T) – The sewing machine needle broke and may have hit student's right eye. **EHS to investigate.***
    - *3/13/2018 Cafeteria – Student walked into the main building, wiped her feet on the rugs, and then slipped and fell onto her behind with her wrist bent backwards. **EHS to investigate.***
    - *3/16/2018 Lark Temps (2214T) – Student stepped from one cement block to another and the second rolled forward, causing the student to fall backwards, landing on her back and left arm. **EHS to investigate.***
    - *3/30/2018 Warehouse – A student employee was lifting a box and heard a "pop" in his back. **EHS to investigate.***
    - *4/4/2018 Analy Hall – Student was running on the grass east of Analy Hall and tripped near a sculpture. **EHS to investigate.***

- **4/5/2018 Petaluma Campus (PC 313)** – An instructor was talking to his class and stepped backward, catching his foot on a grate. This was a near miss; he almost fell. **EHS to investigate.**
- **4/9/2018 Chun Family Dentistry** – Health Sciences student was breaking down a syringe in sterilization and the needle cap came off and stuck her right index finger. **EHS to investigate.**
- **4/11/2018 Bailey Field** – Student was running on an uneven surface and his right ankle rolled inward. **EHS to investigate.**
- **4/20/2018 Retail Bakery (Burdo)** – Visitor slipped on the floor and fell on her behind. **EHS to investigate.**

#### SAFETY REPORTS

*None to report.*

#### EMERGENCY MANAGEMENT

*NEXT DSHC MEETING (August 23, 2018)*

#### ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

1. *GENERAL UPDATE – No report.*
2. *HAZARDOUS MATERIALS/HAZARDOUS WASTE – No report.*
3. *TRAININGS – No report.*

#### VIII. ANNOUNCEMENTS

#### IX. NEXT AGENDA

#### X. ADJOURNMENT – 12:15 pm