

SAFETY COMMITTEE MEETING AGENDA

Date: November 17, 2021
Meeting Place: Zoom Conference
Time – 1:30 to 2:30 pm

Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/: September 22, 2021 Minutes

Committee Members:

Terry Cleveland	Member - Director of Risk Management & Environmental Health
Susan Herman	Member & Note Taker – HR– Department of Risk Management
Kim Correa	Alternate
Deputy David Pine	Member – Campus Law Enforcement Representative
Deputy Andres Guardado	Alternate
Candace Karasarkisian	Member – ASO Representative
	Alternate – None provided
Joseph Esdin	Member - Academic Senate
TBD by Academic Senate	Alternate
Erin Tague	Member – Confidential Management
Michael Maher	Alternate
Yvonne Harvey	Member - Classified Union
	Alternate – None Provided
Dr. Louis Lucero	Member – Educational Administrator
	Alternate – None Provided
Jonet Leighton	Member – Faculty Union
Gabrielle Poorman	Alternate – None Provided

Items	Person	Action
I. Check In	Terry Cleveland	
II. Introduction	Terry Cleveland	Welcome and Introductory Remarks by Director of Risk Management, Terry Cleveland.
III. Approval of Previous Minutes	All	September 22, 2021 Minutes
IV. Old Business		<u>Item to Discuss:</u> No Old Business to discuss.
V. New Business	Terry Cleveland	<u>Item to Discuss:</u> 1. Reviews of the following by Terry Cleveland: <ol style="list-style-type: none"> a. Reported work-related accidents since the last Safety Committee Meeting on April 28, 2021. b. Current year-to-date work-related accident statistics including identification of trends (if any). c. Review of results of scheduled periodic safety inspections. d. Current year-to-date Property & Liability Accident Log used to assist in identification and mitigation of slip, trip and fall hazards regarding 2020/2021 SCG#2.



	Terry Cleveland	2. Emergency Drill Program for AVC – Status report by T. Cleveland and Deputy David Pine.
VI. Open Discussion	All	
VII. Next Meeting Date		February 16, 2022
VIII. Check Out		



SAFETY COMMITTEE MEETING MINUTES

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Type of Meeting: Regular
Note Taker: Susan Herman

Committee Members:

Terry Cleveland	Present	Member - Director of Risk Management & Environmental Health
Susan Herman	Present	Member & Note Taker – HR– Department of Risk Management
Kim Correa		Alternate
Deputy David Pine	Present	Member – Campus Law Enforcement Representative
Deputy Andres Guardado		Alternate
Bryan Llanes	Present	Member – ASO Representative
		Alternate – None provided
Joseph Esdin	Present	Member - Academic Senate
TBD by Academic Senate		Alternate
Erin Tague	Present	Member – Confidential Management
Michael Maher		Alternate
Yvonne Harvey		Member - Classified Union
		Alternate – None Provided
Dr. Louis Lucero		Member – Educational Administrator
		Alternate – None Provided
Jonet Leighton		Member – Faculty Union
Gabrielle Poorman		Alternate – None Provided

Items	Person	Action
I. Check In	Terry Cleveland	Meeting was called to order at 1:35 p.m.
II. Introduction	Terry Cleveland	Welcome and Introductory Remarks by Director of Risk Management, Terry Cleveland. Terry welcomed the newest member of the Safety Committee, ASO Representative Bryan Llanes.
III. Approval of Previous Minutes	All	The minutes from September 22, 2021 were approved with a motion by Erin Tague with a second from David Pine.
IV. Old Business		<u>Items Discussed:</u> No Old Business to discuss.
V. New Business	Terry Cleveland	<u>Items Discussed:</u> 1. Reviews of the following by Terry Cleveland: <ol style="list-style-type: none"> a. Reported work-related accidents since the last Safety Committee Meeting on September 22, 2021: 0 first aid cases; 3 medical cases; 0 lost time cases; Total of 3 cases. b. Year-to-date work-related accident statistics including identification of trends (if any). 8 first aid cases; 6 medical cases; 3 lost time cases. Total

	<p>Susie Herman</p> <p>Terry Cleveland</p>	<p>of 17 cases.</p> <p>c. Terry indicated that after a tour of Sage Hall it was noted that some type of a barrier is needed at the top of the outside stairs, where there is a separation between the actual stairs and the larger seating area so that someone doesn't mistake the seating area for a step. Ron Benedetti is going to have a hand rail put at the top of the seating area. Both of the new AEDs in Sage Hall were activated and have been registered with our monitoring system.</p> <p>d. There was 1 new Property & Liability incident to report. A SOAR HS student was riding his skateboard through the FA Quad when he hit an uneven piece of the sidewalk causing him to fall off his skateboard and injure his ankle. An Onuma request was initiated to have the raised sidewalk ground down or repaired. The Property & Liability Accident Log is used to assist in identification and mitigation of slip, trip and fall hazards regarding 2020/2021 SCG#2.</p> <p>2. Emergency Drill Program for AVC – Terry informed the Committee that Emergency Evacuation Drills will resume and have been scheduled for the Spring Semester. A copy of the drill schedule is attached for review.</p>
VI. Open Discussion	All	There was no new business to discuss.
VII. Next Meeting Date		February 16, 2022
VIII. Check Out	All	A motion was made to end the meeting by David Pine with a second by Erin Tague. The meeting was adjourned.

Evacuation Drill Schedule for Spring Semester 2022

Evacuation Drill

Drill Zones 2 & 4 (DZ 2 = FA1-FA4, PA, NORTH & SOUTH ATHLETIC FIELDS, MS1-4, MC1-6;

DZ 4 = LH, SH, GYM, SA, S1 – S9, SR, SBS, TE6, TE8)

1:15 PM on Wednesday, February 9, 2022

Evacuation Drill

Palmdale Center/Palmdale Technical Center (entire Center)

1:15 PM on Wednesday, March 16, 2022

Evacuation Drill

Drill Zones 5 & 7 (DZ 5 = ME, OF2, SS1, TE1, TE2; DZ 7 = UH, UH001)

1:15 PM on Wednesday, April 13, 2022

Evacuation Drill

Fox Field Site (all classes)

4:30 PM on Tuesday, May 3, 2022