



# SAFETY COMMITTEE MEETING

## Agenda

**Date:** November 20, 2019  
**Meeting Place:** UH-194  
**Time – 1:30 to 2:30 pm**

**Type of Meeting:** Regular  
**Note Taker:** Susan Herman  
**Please Review/Bring:** Copy of September 25, 2019 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 Ray Murgatroyd	Member – Campus Law Enforcement Representative
David Pine	Alternate
Jacob Holtrop	Member – ASO Representative
	Alternate – None provided
Joseph Esdin	Member - Academic Senate
TBD by Academic Senate	Alternate
Jared Simmons	Member – Confidential Management
Michael Maher	Alternate
Yvonne Harvey	Member - Classified Union
	Alternate – None Provided
Dr. Louis Lucero	Member – Educational Administrator
	Alternate – None Provided
Michael Hutchison	Member – Faculty Union
Bill Bailey	Alternate

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 25, 2019
IV. Old Business	Terry Cleveland	<p><b><u>Item to Discuss:</u></b></p> <p>1. Review of finalized 2019/2020 Safety Committee Goals.</p>





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## Minutes

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**Type of Meeting:** Regular  
**Note Taker:** Susan Herman

**Committee Members:**

Terry Cleveland		Member - Director of Risk Management & Environmental Health
Susan Herman		Member & Note Taker – HR– Department of Risk Management
Kim Correa	Absent	Alternate
Deputy Ray Murgatroyd	Absent	Member – Campus Law Enforcement Representative
David Pine	Absent	Alternates
Jacob Holtrop		Member – ASO Representative Alternate – No Alternate at this time
Joseph Esdin		Member - Academic Senate
TBD by Academic Senate		Alternate
Jared Simmons		Member – Confidential Management
Michael Maher	Absent	Alternate
Yvonne Harvey		Member - Classified Union Alternate – None Provided
Dr. Louis Lucero	Absent	Member – Educational Administrator Alternate – None Provided
Michael Hutchison		Member – Faculty Union
Bill Bailey	Absent	Alternate

Items	Person	Action
I. Check In	Terry Cleveland	Meeting was called to order at 1:30 p.m.
II. Introduction	Terry Cleveland	Welcome and introductory remarks by Director of Risk Management, Terry Cleveland.
III. Approval of Previous Minutes of (Date).	All	The minutes from September 25, 2019 were approved with a motion from Jared Simmons and a second by Michael Hutchison.
IV. Old Business	Terry Cleveland	<b><u>Issues Discussed:</u></b> 1. There was a review of the finalized 2019/2020 Safety Committee Goals. Motion to approve the goals as written was made by Jared Simmons with a second by Michael Hutchison.
V. New Business	Terry Cleveland	<b><u>Issues Discussed:</u></b> 1. Review of the following by Terry Cleveland: a. Work related accidents reported since the last Safety Committee Meeting on September 25, 2019: 4 first aid cases; 2 medical cases; 2 lost time cases; Total of 8 cases. b. Year-to-date work related accident statistics (calendar year 2019): 7 first aid cases; 8 medical cases; 3 lost time

	<p>Terry Cleveland Jared Simmons</p> <p>Susie Herman</p> <p>Jacob Holtrop</p> <p>Jared Simmons</p> <p>Terry Cleveland</p>	<p>cases Total of 18 cases.</p> <p>c. Terry discussed the finding of the latest RASP Quarterly Site Inspection, which was completed on September 3, 2019. The full report is attached.</p> <p>d. One new Property and Liability incident since the September 25, 2019 meeting was discussed. A copy of the 2019 Property and Liability Accident log is attached for your review.</p> <p>2. Terry gave a status report on the Emergency Drill Program for AVC. A copy of the report is attached.</p> <p>3. The newest trip and fall incident reported was the result of a student who tripped over a piece of wood, which was covering a hole where a bollard was removed on a sidewalk. Michael Hutchison questioned whether or not there might be “plugs” for the holes created when a bollard is removed. The removal of these bollards is becoming more commonplace due to the construction on campus. Jared Simmons indicated that he would check into the plugs. Jared stated he may be able to order something, but would also check with Travis Lee in the welding shop to see if it was possible for them to make some type of a plug.</p> <p>4. Susie Herman informed the committee that there will be a Stop the Bleed class held on December 9, 2019 for approximately 40 employees, and free CPR/AED Training for 20 employees is scheduled for December 11, 2019.</p> <p>5. Jacob Holtrop informed the committee that he is involved in a program where students are asked how they can improve AVC. One of the complaints heard from students is that they don’t feel safe in some parts of the campus that are not well lit at night. Jacob wants to do a survey with students to find out where the most common areas are that they are not feeling safe. He asked about a list of where cameras are placed on campus. He was referred to the ITS department to see if they might have a list that he can view. Jacob asked about cameras in the parking lots. Jared Simmons indicated that there eventually will be cameras in the parking lots, but they will be installed in other areas first.</p> <p>6. Jared Simmons indicated that Facilities has recently purchased a light meter and that once he receives it he will be walking around campus at night to get a reading of where the darkest places on campus are, so that the lighting issue may be addressed.</p> <p>7. Terry Cleveland discussed draft text for Board Policy for the use of space heaters on all AVCCD premises. After discussion with the committee it was determined that more research is needed before we can come to an agreement as to any written policy.</p>
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VI. Open Discussion	Michael Hutchison	1. Michael Hutchison questioned the complaints the District has been receiving about sewage smell in front of the Palmdale Center. He would like to provide a status on the situation to instructors that have asked him about it. Jared Simmons indicated that the City of Palmdale has been out to the Palmdale Center twice to check into the matter. The City says it's not their problem and that Abbey Company is responsible for the problem. Per Jared, the Abbey Company and the City are both checking into the matter.
VII. Next Meeting Date		February 19, 2020
VIII. Check Out	<i>All</i>	Motion to adjourn the meeting by Michael Hutchison with a second by Susie Herman. Meeting was adjourned at 2:40 p.m.

**11-20-2019 Safety Committee Meeting Report on Emergency Drill Program for AVC  
since last Safety Committee Meeting on September 25, 2019**

**Tuesday, October 22, 2019**

Palmdale Center (entire Center) 15-minute Lock Down (aka Active Shooter) Drills.

Drill start times of 11:15 AM and 7:30 PM

There were 5 non-compliance issues during the Daytime Drill.

There were 5 non-compliance issues during the Nighttime Drill.

**Tuesday, November 19, 2019**

Main Campus Emergency Evacuation Drills for Drill Zones 1 & 3 (1 = A; SSV; SCT; 3 = BE; L; LC; T100).

Drill start times of 9:45 AM and 7:30 PM

DAYTIME DRILL RESULTS - Tuesday (11-19-2019)

Congratulations to the participants in this morning's drill! It took only 8 minutes 49 seconds from the time the alarms were sounded to the time the "All Clear" was given which represents a new record for the Drill Zone 1 & 3 Daytime Emergency Evacuation Drill! During this fully-announced drill, all occupants of Drill Zones 1 & 3 were safely and efficiently evacuated, simulations of shutting off the utilities and then restoring them were performed by Maintenance & Operations personnel which are part of the procedures if a true emergency occurs which requires evacuation, and the alarms were silenced within this 8-minute 49-second period this morning.

Previous years' daytime drill times were as follows:

11-07-2018 semi-announced drill = 11 minutes 51 seconds.

11-14-2017 fully-announced drill = 10 minutes 45 seconds.

11-02-2016 semi-announced drill = 13 minutes.

11-05-2015 fully-announced drill = 15 minutes 31 seconds.



### NIGHTTIME DRILL RESULTS - Tuesday (11-19-2019)

Congratulations to the participants in this evening's drill! It took only 6 minutes 7 seconds from the time the alarms were sounded to the time the "All Clear" was given which represents a new record for the Drill Zone 1 & 3 Nighttime Emergency Evacuation Drill! During this fully-announced drill, all occupants of Drill Zones 1 & 3 (with the exceptions noted below) were safely and efficiently evacuated, simulations of shutting off the utilities and then restoring them were performed by Maintenance & Operations personnel which are part of the procedures if a true emergency occurs which requires evacuation, and the alarms were silenced within this 6-minute 7-second period this evening.

Previous years' nighttime drill times were as follows:

- 11-07-2018 semi-announced drill = 8 minutes.
- 11-14-2017 fully-announced drill = 12 minutes.
- 11-02-2016 semi-announced drill = 8 minutes 2 seconds.
- 11-05-2015 fully-announced drill = 9 minutes 6 seconds.

Note: The following buildings were not occupied during this evening's drill: A, SCT, LC, and T100. The following buildings were not occupied during the previous years' nighttime drills (i.e. 2015, 2016, 2017, & 2018): A, LC, and T100.

Table-Top Exercise (TTX) for Incident Command Staff – Friday, 11/15/2019 – 8:30 AM to 10:30 AM  
The TTX consisted of several lessons, two scenarios making use of the lesson material, and two debriefs:  
The first scenario involved a series of earthquakes and a power outage and a water outage.  
The second scenario involved several incidents of Civil Unrest.

November 19, 2019

Mr. Terry Cleveland  
Director, Risk Management & Environmental Health  
**ANTELOPE VALLEY COMMUNITY COLLEGE**  
3041 West Avenue K  
Lancaster, CA 93536

**RE: RASP QUARTERLY SITE INSPECTIONS**

Dear Terry:

On September 3, 2019 I conducted a safety inspection for the Antelope Valley College. The purpose of the visit was to conduct site safety inspections at all four campuses and identify potential workers' compensation hazards and/or property and liability hazards. The areas visited during this quarterly inspection are listed below:

**LANCASTER MAIN CAMPUS**

3041 West Avenue K  
Lancaster, CA 93536

**FOX Field**

4555 W Avenue G,  
Lancaster 93536

No hazards for this report

**PALMDALE CENTER**

2301 E Palmdale Blvd.  
Palmdale, CA 93550





**PALMDALE REGINAL AIRPORT**

41000 20<sup>th</sup> East,  
Lancaster, CA 93550

No hazards for this report

**SITE:** Main Campus  
**Location:** Lot 8

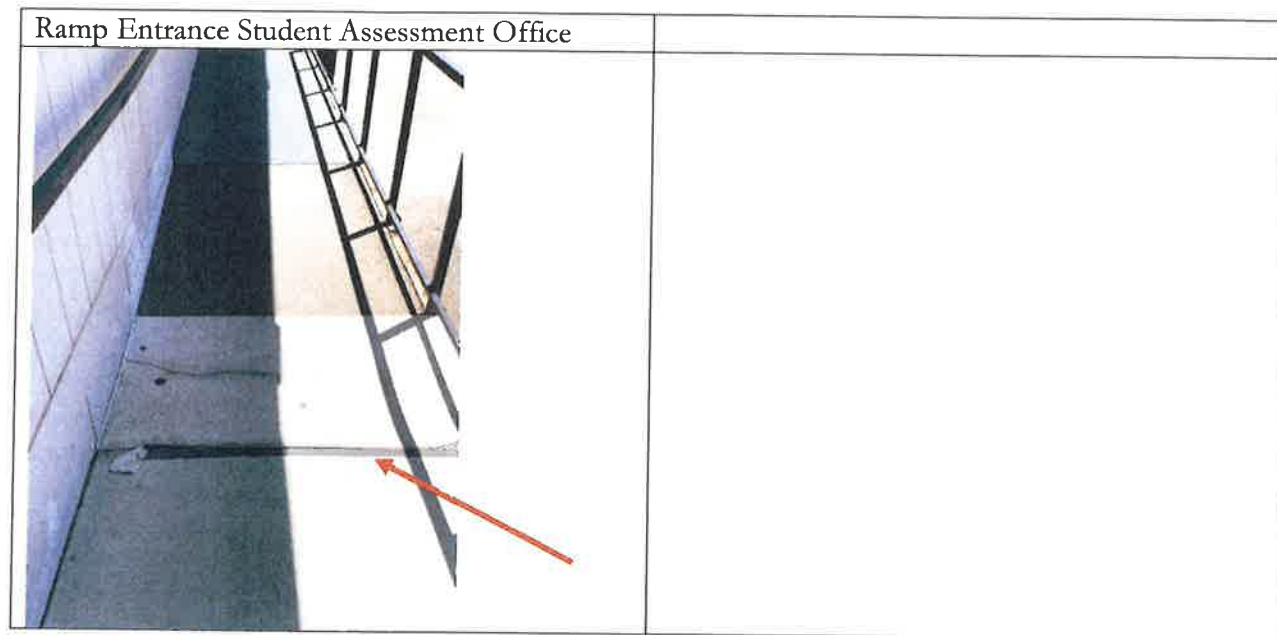
Trip fall hazard observed in Lot 8, beginning at staff parking section and runs the length of the parking lot. A gap or change in elevation greater than 1/4 inch is concerned a trip hazard. The district had at least two trip fall claims in recent years. The site has several large gaps in the parking lots 8, lot 6 and lot 5. Lot 5 is commonly used by visitors attending events at the Performing Art Center and pedestrian foot traffic tends to be higher this area. The site should consider repair options in areas with heavy foot traffic.

<p>Lot 8</p> 	
<p>Lot 6</p> 	<p>Lot 5 Performing Arts Center</p> 



**SITE:** LANCASTER MAIN CAMPUS  
**Location:** T100 Assessment Office

The ramp leading to T100 Assessment office is loose and poses a trip fall hazard. In addition, the tape used to secure transition is lifting on one side.



**SITE:** FOX FIELD  
**Location:** No recommendations at this time

**SITE:** PALMDALE REGINAL AIRPORT  
**Location:** No recommendations at this time

**SITE:** PALMDALE CENTER  
**Location:** Admission Office

As noted in previous inspections, space heaters create a fire hazard. Space heaters create fire hazards as there is a risk for the employee to leave the device unattended. The device may overheat, or damage cords located under the employee's desk. The site had several offices with space heaters. The site should review the policy for bring personal home appliances into the work space.

Employees should be encouraged to use ergonomic guidelines when establishing office space. Desk with sharp 90° connection points create an awkward position for prolonged typing. Provide

ergonomic setup recommendations to prevent future ergonomic injuries. See attached flyer **Setting Up Your Workstation to Fit You.**

## CLOSING

Keenan's inspection services are intended to help clients identify and mitigate hazards and potential liability exposures. While we are confident that our services will help our clients create a safer environment, we do not represent or guarantee that we were able to identify all potential hazards or offer a fail-safe mechanism for dealing with them. Consequently, we make no promise or representation that clients will recognize improved loss experience or premium savings as a result of these services.

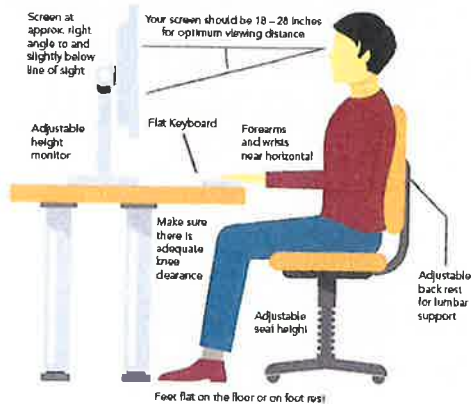
It is always a pleasure to be of service to the College in the area of Loss Control/Risk Management and to assist you with providing a safe environment for faculty, staff, students, and campus visitors. If you have any questions regarding the enclosed, please do not hesitate to contact me at (310) 212-0363, ext 2641.

Sincerely,

*Patricia Swint*

Senior Loss Control Consultant, CPSI  
Loss Control/Risk Management

## SETTING UP YOUR WORKSTATION TO FIT YOU



**Chair.** Office chairs are designed to provide seated support for employees working at the computer workstation. A good chair can provide comfort and support for the body. A properly adjusted chair can reduce fatigue by supporting the back, legs, and arms.

### Adjust Properly –

- **Height:** Correct chair height is when your feet are resting flat on the floor or a footrest, and the back of the knee is slightly higher than the seat of the chair. This will allow the blood in the legs to circulate freely.
- **Backrest:** The backrest should support the entire back comfortably. The rounded, curved section of the backrest should be adjusted to support your waistline or “belt” line. The backrest should be close enough to support your back during all desk activities.
- **Armrests (Optional):** The armrests should be adjusted high enough so the forearms rest lightly on them. If they are too low, you will find yourself slouching or leaning to one side to reach them. If they are too high, you will find yourself working with your shoulders elevated.

**Keyboard.** Keyboards either sit on top of the desk surface or on a pull-out keyboard platform. A good rule of thumb to remember when working at the keyboard is to keep your elbows level with the spacebar of the keyboard, with the elbows resting comfortably at your side. This allows you to work with your wrists in a straight, neutral position and your shoulders relaxed.

### Adjust Properly –

- **Keyboard:** Make sure the keyboard legs are flat. Keyboards should be flat on the desktop or pull-out keyboard tray or angled negatively with the back side slightly lower than the front.
- **Wrist rest:** This provides a soft place to rest on and helps to keep the wrists straight. **Remember to use only during pauses from keying.**

**Mouse.** Overuse of the mouse can cause fatigue. Remember that keyboard commands are a very effective alternative for excessive mouse usage.

### Use Properly –

- Ensure that the mouse is properly placed close to the keyboard.
- Don't over-grip the mouse. Use a relaxed hold.
- When using the mouse, don't just move the wrist! Move the entire arm to move the mouse around.
- Program the mouse to help with common functions.
- Use pull-down menus and keyboard commands to reduce mouse use.

**Monitor.** One monitor or two? Placement depends on this.

### Adjust Properly –

- **Location:** The monitor should be placed *directly in front of you!* Posture follows vision. If the monitor is in the corner, you will twist your neck and head to view the monitor.
- **Dual Monitors:** Which is your primary monitor? If you use both equally, set them directly in front of you. The point where the sides of the monitors meet should be directly in line with your nose. If you use one as a primary monitor and the other to view emails, place the primary monitor directly in front of you and the email monitor to side, on the left side of the primary. Angle the secondary monitor inward to minimize distance.
- **Distance:** The monitor should be at the correct viewing distance. Generally, it should be placed out 18 to 24 inches, or about an arm's distance away. If you find yourself leaning forward to read the monitor, it is too far away. Pull it closer.
- **Height:** For normal vision, typically the top of the monitor screen should be AT eye level. The top of the monitor screen should never be above eye level. If it is, it forces you to look up and places the neck into an awkward position. If your monitor is flat on the desktop and angled up, it may be too low, which pulls your posture forward. With the monitor angled up, it can catch too much glare which can create eyestrain.

**NOTE:** Bifocal users may have trouble if the monitor is too high as they will tilt their head back and lift their chin up to view the screen through the bottom portion of the glasses. One recommendation for bifocal users is to lower the monitor flat onto the desktop and angle it down a bit until it is easily read through the bottom portion of the glasses.

- **Article Link:**  
[http://www.osha.gov/SLTC/computerworkstations\\_ecat/index.html](http://www.osha.gov/SLTC/computerworkstations_ecat/index.html)

	A	B	C	D	E
1	<b>PROPERTY AND LIABILITY ACCIDENT LOG - 2019 - FOR SAFETY COMMITTEE</b>				
2					
3	DATE	LOCATION	DESCRIPTION OF INCIDENT	SOLUTION	CLAIM FILED?
4	2/6/2019	Front of FA 1 building	Student was walking to class at approx. 7:30 a.m. on the south side of FA1, when she slipped and fell on black ice, landing on her buttock.	Facilities personnel spread salt around the buildings in the Fine Arts Quad.	
5	4/9/2019	Parking Lot 3	Student was walking with her roller bag out to her car when she tripped and fell because of a large crack in the pavement in Parking lot 3	Maintenance was notified of the hazard.	
6	May 2, 2019	Walkway between APL and CDC	Student was skateboarding between APL and CDC going west bound when his skateboard hit part of the pavement that was lifted. Student fell on his right side hitting his right hip and catching him self with both hands - which were scraped.	Jared Simmons initiated a work order for the raised cement.	
7	July 2, 2019	Woman's Locker Room	Floor was wet and student fell hitting her left side, thigh, hip, shoulder and head.	No one was assigned to mop the floor since Denise Warr retired. A student worker will now be assigned to mop the floors when wet until a replacement for Denise is found.	
8	September 18, 2019	Grass area between APL & CDC	While walking through the grass area between APL and CDC, a student stepped into a depression in the grass which caused her to trip and fall. She put her hands out in front of her to catch her fall but scratched her right knee and hit the upper right side of her head on the concrete. She was transported to AVH for evaluation.	The depressed area was filled in by the Grounds Department.	
9	November 7, 2019	Walkway west of the Gym	SOAR HS student was walking back to the SOAR campus and miscalculated her step which resulted in her tripping over a small wooden board. The board was used to cover a bollard hole. She landed on her knee. She sought medical treatment with a parent.		

Reference:

## **NFPA 1**

### **11.5.3 Portable Electric Space Heater.**

**11.5.3.1** The AHJ (Authority Having Jurisdiction) shall be permitted to prohibit use of portable electric heaters in occupancies or situations where such use or operation would present an undue danger to life or property.

**11.5.3.2** Portable electric heaters shall be designed and located so that they cannot be easily overturned.

**11.5.3.3** All portable electric heaters shall be listed.

## **California Fire Code of Regulations Title 24**

**605.10** Portable, electric space heaters.

Where not prohibited by other sections of this code, portable, electric space heaters shall be permitted to be used in all occupancies other than Group I-2 and in accordance with Sections 605.10.1 through 605.10.4. Exception: The use of portable, electric space heaters in which the heating element cannot exceed a temperature of 212°F (100°C) shall be permitted in non-sleeping staff and employee areas in Group I-2 occupancies.

**605.10.1** Listed and labeled. Only listed and labeled portable, electric space heaters shall be used.

**605.10.2** Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle.

**605.10.3** Extension cords. Portable, electric space heaters shall not be plugged into extension cords.

**605.10.4** Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed.

The California Fire Code of Regulations Title 24 Group I-2 child care occupancies are prohibited from having portable electric space heaters. Therefore, portable electric space heaters will be excluded from the following areas as follows:

- No space heaters may be used in the Main Campus Child Development Center or in the Palmdale Center CFE classroom or lab.

Portable electric space heaters may be used in other areas if they meet the following criteria:

Each employee intending to use a space heater must notify his or her immediate Supervisor of the planned placement of the space heater so that the Supervisor can determine compliance with the following safeguards:

- Each space heater is certified by an independent testing laboratory (such as being UL or ETL approved) as being safe to operate and the tag attesting to that is clearly attached or affixed to the unit or its electrical cord or otherwise stamped into or molded upon the unit.
- Each space heater is equipped with the automatic shut-off in case of tip-over.
- Each space heater must have a guard over the heating element so that accidental contact of a body part (even that of a small child crawling on the floor) with the heating element cannot occur.
- Each space heater is positioned such that the heating element and guard over the heating element does not contact any combustible materials.
- The area around each space heater is kept free of paper and other combustible and flammable materials that could be accidentally blown or pushed by air currents in between openings in the space heater's heating element guard and contact the hot surface.
- Stacks of combustible materials (e.g. paper and cloth) must not be kept closer than 36 inches to a space heater.
- Each space heater and the electrical cord used to supply power to it will be positioned out of regular paths of travel so that it does not present a tripping hazard.
- Each space heater is connected to an electrical outlet by its own electrical cord or by no more than one power strip equipped with a surge protector between the unit's electrical cord and the electrical outlet.
- Any power strip utilized between a space heater electrical cord and the electrical outlet from which it derives its power must be equipped with a surge protector and be rated for the maximum power setting of the space heater and be certified by an independent testing laboratory (such as being UL or ETL approved) as being safe to operate and the tag attesting to that is clearly attached or affixed to the surge protector or its electrical cord or otherwise stamped into or molded upon the unit.

- No space heater **nor the power strip with surge protector it may be plugged into** is allowed to be used in the vicinity of pooled or running water (e.g. restrooms, kitchens, pool areas) or beneath surfaces on which indoor plants are placed and watered and no space heater is allowed to be used outdoors.
- Each space heater is turned off before the space in which it is being used is vacated temporarily (e.g. for restroom breaks) or overnight or for longer periods of time. (Space heaters heat up so fast that this will present no problems to users being cold for long periods of time after returning to their spaces to be heated. Therefore, that excuse will not be tolerated.) Also, please take time every night to unplug your space heater from **the power strip with surge protector or the wall** as an extra safety precaution.
- Any space heater that cannot meet the Independent testing laboratory requirement and that is not equipped with the automatic shut-off in case of tip-over and that does not have a proper guard over the heating element as described above will not be "Grandfathered-in" and cannot be used on District property.



