



SAFETY COMMITTEE MEETING AGENDA

Date: February 15, 2023
Meeting Place: UH-194
Time – 1:30 to 2:30 pm

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
Sabrina Burgess	Alternate
Deputy David Pine	Member – Campus Law Enforcement Representative
Deputy Andres Guardado	Alternate
Rosario Corona	Member – ASO Representative
	Alternate – None provided
Joseph Esdin	Member - Academic Senate
TBD by Academic Senate	Alternate
Michael Maher	Member – Confidential Management
	Alternate- None provided
Joe Orosco	Member - Classified Union
Marvin Guzman/Ken Ritchie	Alternates
Dr. Louis Lucero	Member – Educational Administrator
	Alternate – None Provided
Jonet Leighton	Member – Faculty Union
Gabrielle Poorman	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	November 16, 2022 Minutes
IV. Old Business	Terry Cleveland	<u>Item to Discuss:</u> 1. Report on Stop the Bleed Training.
1. New Business	Terry Cleveland	<u>Item to Discuss:</u> 1. Reviews of the following by Terry Cleveland: a. Reported work-related accidents since the last Safety Committee Meeting on November 16, 2022. 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 2022/2023 SCG#2.



	Terry Cleveland	2. Emergency Drill Program for AVC – Status report by T. Cleveland, M. Maher, & Deputy David Pine.
2. Open Discussion	All	
3. Next Meeting Date		April 19, 2023
4. 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
Sabrina Burgess		Alternate
Deputy David Pine	Present	Member – Campus Law Enforcement Representative
Deputy Andres Guardado		Alternate
Rosario Corona	Present	Member – ASO Representative
		Alternate – None provided
Joseph Esdin		Member – Academic Senate
TBD by Academic Senate		Alternate
Michael Maher	Present	Member – Confidential Management
		Alternate – None provided
Joe Orosco		Member – Classified Union
Marvin Guzman/ <u>Ken Ritchie</u>	Present	Alternates
Dr. Louis Lucero		Member – Educational Administrator
		Alternate – None provided
Jonet Leighton	Present	Member – Faculty Union
Gabrielle Poorman		Alternate

Items	Person	Action
I. Check In	Terry Cleveland	Meeting was called to order at 1:32 pm.
II. Introduction	Terry Cleveland	Welcome and Introductory Remarks by Director of Risk Management, Terry Cleveland
III. Approval of Previous Minutes	All	The minutes from November 16, 2022, were approved with a motion by David Pine and a second by Michael Maher.
IV. Old Business	Terry Cleveland	<u>Item Discussed:</u> 1. Terry Cleveland shared that two Stop the Bleed classes were held on January 25, 2023 and January 26, 2023. Approximately 27 people participated in each class.

V.	New Business	<p>Terry Cleveland</p> <p>Susan Herman</p> <p>Terry Cleveland</p>	<p><u>Items Discussed:</u></p> <p>1. Review of the following by Terry Cleveland:</p> <ol style="list-style-type: none"> a. Reported work-related accidents since the last Safety Committee Meeting on November 16, 2022: 6 first aid cases; 2 medical cases; 2 lost time cases; Total of 10 cases. b. Calendar year 2022 work related accidents: 16 first aid cases; 4 medical cases; 5 lost time cases; Total of 25 cases. c. Year-to-date (2023) work-related accident statistics including identification of trends (if any). 3 first aid cases; 0 medical cases; 2 lost time cases. Total of 5 cases. No trend noted. d. Terry discussed the findings of the February 1, 2023 Quarterly Site Inspections, which was conducted by Keenan & Associates. Excerpts of the report are attached for review. The full report will be provided once it is received. e. There were three new incidents to report for the Property & Liability Accident Log, which is used to assist in identification and mitigation of slip, trip and fall hazards regarding 2022/2023 SCG#2. <p>2. There have not been any Emergency Drills conducted since the November 16, 2022, meeting to report on.</p>
VI.	Open Discussion	<p>David Pine</p> <p>David Pine</p> <p>Mike Maher</p>	<p>1. David Pine reported that the area between the new SSV building and the Learning Center needs something more permanent to block the area so that no one can drive onto campus. There is also a similar area between SSV and YH. Mike Maher will check into the matter to see what can be done. In the meantime, Ken Ritchie will place orange K-Rails in those areas to act as temporary barriers.</p> <p>2. David Pine reported that the placement of the new fencing around the old SSV building and between SCT, has taken away access to the sidewalk. Mike will look at the area to see if the fence can be moved back to make the sidewalk more accessible.</p> <p>3. Mike Maher indicated that in parking lot F-2 near the Par Course, there is a tall curb that is lifted and has a large gouge out of it, and it needs repair. Maintenance staff painted the area to identify it and Mike is in the process of contacting a cement contractor to make the repair.</p>
VII.	Next Meeting Date		April 19, 2023
VIII.	Check Out	All	A motion was made to end the meeting by Michael Maher with a second by David Pine. The meeting was adjourned at 2:00 pm.



Quarterly Safety Inspection Excerpts from February 1, 2023, Inspection

Palmdale Center

Consider updating IIPP program with current date. Maintaining the document without updating the date creates input or implies the document is obsolete.

The current document states the form was revised October 2001 although sections may have been updated by your organization a cover page should reflect the most recent year.

Palmdale Center study area

Consider attaching Plexiglas partitions to prevent leaning or trip hazards.

Prior inspection identified obstructed eyewash - correction made since last inspection

Main campus

Administrative building break room - consider relocating fire extinguisher away from the doorway.

Kitchen appliances observed plugged into one power strip.

Administrative building exit near a A144 mount emergency evacuation documents.

Trip fall hazard torn carpet in office A139.

Trip fall hazard about 21" wide

Exit near 114 will lite emergency inf.ormation mounted.

Bookstore

Wood pallet storage

Cafeteria trip hazard.

Standing waste oil/water outside cafeteria.

Portable building T 700-E - open skirting access for rodents.

FOX field emergency area

Well lit and accessible.

Consider placing vending machine outside with awning.

Improved from last inspection.

Lecture room 101.

Blocked eyewash station corrected from prior inspection.