

## SAFETY COMMITTEE MEETING Agenda

February 22, 2017 Meeting Place: HS 194 Time: 1:30 to 2:30PM

Type of Meeting: Regular			
Note Taker: Susan Herman			
Please Review/Bring: Copy of 11/16/16 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 Manchen - Commune Lang Enforcement Democratication		
Deputy Ray Murgatroyd	Member – Campus Law Enforcement Representative		
Steven Pulley	Alternate		
TBD by ASO	Member – ASO Representative		
TBD by ASO	Alternate		
Joseph Esdin	Member - Academic Senate		
Jared Simmons	Member – Confidential Management		
Michael Maher	Alternate		
Steve Lose	Member - Classified Union		
Dr. Louis Lucero	Member – Educational Administrator		
Michael Hutchison	Member – Faculty Union		
Bill Bailey	Alternate		

	Items	Person	Action
I.	Check In		
II.	Introduction	Terry	Welcome – Introductory Remarks by Director of Risk
		Cleveland	Management, Terry Cleveland
III.	Approval of Minutes	All	November 16, 2016
IV.	Old Business		<ol> <li>Item to Discuss:         <ol> <li>Water reported to pool during winter months at top of exterior stairs at southeast corner of H.S. Building – Status report by Jared Simmons.</li> <li>Report of utility cart drivers driving too fast and in a dangerous manner – Status report by Terry Cleveland and Deputy Murgatroyd.</li> <li>Feedback from Grounds Department on Main campus decorative fences – Status Report by Jared Simmons.</li> <li>Tiered shelter-in-place/lockdown procedure and questions asked after 10/5/2016 lockdown – Status report by Terry Cleveland.</li> </ol> </li> </ol>
V.	New Business		Items to Discuss:1. Reviews of the following by Terry Cleveland:a. Reported work-related accidents since the last Safety Committee Meeting.b. Current year-to-date work-related accident statistics including identification of trends (if any).c. Incidence Rate of Reportable Injuries regarding 2017 Safety Committee Goal (SCG) #2.



VI. Open Discussion	T. Cleveland and R. Murgatoyd.
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	2. Emergency Drill Program for AVC – Status report by
	f. Progress on AED Feasibility Study regarding 2017 SCG #3.
	fall hazards regarding 2017 SCG #1.
	used to assist in identification and mitigation of trip and
	<ul><li>d. Results of scheduled periodic safety inspection.</li><li>e. Current year-to-date Property &amp; Liability Accident Log</li></ul>



## SAFETY COMMITTEE MEETING Minutes

**DATE: February 22, 2017** Meeting Place: HS 194 Time: 1:30 to 2:30PM

Type of Meeting: Regular			
Note Taker: Susan Herman			
<b><u>Committee Members:</u></b>			
Terry Cleveland	Member - Director of Risk Management & Environmental Health		
Susan Herman	Member & Chief Note Taker – Human Resources		
Kim Correa Absent	Alternate		
Deputy Ray Murgatroyd	Member – Campus Law Enforcement Representative		
Steven Pulley Absent	Alternate		
TBD by ASO	Member – ASO Representative		
TBD by ASO	Alternate		
Joseph Esdin Absent	Member - Academic Senate		
TBD by Academic Senate	Alternate – Attendance not required due to member attended		
Jared Simmons	Member – Confidential Management		
Michael Maher Absent	Alternate – Attendance not required due to member attended		
Steve Lose	Classified Union		
Dr. Louis Lucero	Member – Educational Administrator		
Michael Hutchison	Member – Faculty Union		
Bill Bailey Absent	Alternate – Attendance not required due to member attended		

		Person	Action
I.	Check In	Terry	Meeting was called to order at 1:34 p.m. by Terry Cleveland,
		Cleveland	Director of Risk Management & Environmental Health
II.	Introduction	Terry	Welcome – Introductory remarks by Director of Risk
		Cleveland	Management, Terry Cleveland
III.	Approval of Minutes	All	Motion to approve prior minutes by Jared Simmons with a 2 <sup>nd</sup> by
			Dr. Louis Lucero.
IV.	Old Business	Jared Simmons	<b>Item Discussed:</b> 1. Jared indicated that the report of water pooling during the winter months at the top of the exterior stairs at the southeast corner of the HS building has not been addressed yet. He will try to check on it, in the next week or so, after the next rain, to see if it presents any more of a problem than any other puddle that forms on campus after a rain.
		Terry Cleveland	2. Terry gave a status on the report of Utility Cart drivers driving too fast. On January 25, 2017, a meeting was held with Dean Chege, Dr. Vines, Dr. Suderman, Gary Roggenstein and Crystal Ellis to discuss the matter. It was agreed at the meeting that an email notice would go to all supervisors who have student workers. The notice will be a reminder of the Utility Cart rules and will ask all supervisors to review the rules with their student workers. A copy of the email will go to all Directors, Deans and



		LOPE VALLEY COLLEGE
		VPs. The email was scheduled to be sent out on February 22, 2017.
	Jared Simmons	3. Jared presented feedback from the grounds department about the decorative fencing around the campus. Jared indicates that people do sometimes sit on the fences or occasionally lean against them, but it doesn't appear that any once fence is being leaned on/sit on more than any other. The Grounds Department will keep an eye on the decorative fences when they are performing their regular grounds duties, to make sure that they remain sturdy. Jared does not recommend removal of any of the decorative fences. <b>This item will be closed.</b>
	Terry Cleveland	4. Terry Cleveland was to give a status report on the tiered shelter-in-place/lockdown procedure. Terry indicated that the ITS Department is working on a program that will allow a pop up on every AVC computer screen in the event of an emergency. It will appear as a banner across the center of the computer screen with the emergency message. It will continue to display until you click out of it. Deputy Murgatroyd inquired as to an audible sound in conjunction with the emergency banner on the computer. Jared stated that the ShoreTel phone system may have an audible function, since not all computers have sound. Jared indicated that Rick Shaw and Mike Dioquino of the ITS Department have been checking into the ability of the ShoreTel System to act as a panic button for the SSV cashier's office and the Child Development Center. Terry will check with ITS to see if the ShoreTel system can be utilized for emergency notifications campus wide. After much discussion about the tiered shelter-in-place/lockdown procedure among the committee members as to the relevance of a tiered system, Terry indicated that he will consult with Liz Diachun about the progress of the tiered system and will ask that another meeting be set up with her and Deputy Murgatroyd to discuss concerns about the tiered system.
V. New Business	Terry Cleveland	<ul> <li>Item Discussed:</li> <li>1. Review of the following by Terry Cleveland: <ul> <li>a. Work related accidents reported since the last Safety</li> <li>Committee Meeting on November 16, 2016:</li> <li>0 first aid cases; 1 medical case; 1 lost time case;</li> <li>Total of 2 cases. Terry Cleveland reported the injuries in detail at the meeting.</li> <li>b. Year-to-date work-related accident statistics (calendar year 2017):</li> <li>0 first aid cases; 0 medical cases; 1 lost time case.</li> <li>Total of 1 case.</li> <li>c. The latest Keenan &amp; Associates Quarterly Inspection Report was distributed to each committee member that was</li> </ul> </li> </ul>



	Terry Cleveland	<ul> <li>work orders for all issues listed in the quarterly site inspection that M&amp;O is responsible for correcting and will contact Deans or Supervisor's as necessary to remedy all problems cited in the report.</li> <li>2. Status report on the Emergency Drill Program for AVC. No status report was provided at this meeting since there have not been any Emergency Drills performed since the last Safety Committee meeting on November 16, 2016.</li> <li>3. Terry gave a status report on the pursuit of this year's Safety Committee goals.</li> <li>a. Goal 1: Increase the identification and mitigation of trip and fall hazards at the Main Campus, Palmdale Center and Fox Field Site. <ol> <li>There have been no new slip/trip and fall incidents reported since the last Safety Committee meeting on November 16, 2016.</li> </ol> </li> <li>b. Goal 2: Reduce the accident incident rate of Reportable Injuries for the District. <ol> <li>Prior to this calendar year, employee work hours were not compiled on a cumulative monthly basis and so there are no statistics from separate months in 2016 with which to make comparisons. There is, however, an annual statistic for 2016 as was the practice at that time.</li> <li>Goal 3: Perform a feasibility study on an Automatic External Defibrillator (AED) Program for implementation at the Main Campus, Palmdale Center and Fox Field site. <ol> <li>After discussion among the present Safety Committee members, a vote was taken on the brand of AED to further investigate the Zoll AED. We discussed the necessity of individual training and will investigate the pricing for such training. Jared asked for the specifications for the alarmed cabinets that would house the AED units. Specs were provided to Jared on March 6, 2017.</li> </ol> </li> </ol></li></ul>
VI. Open Discussion		Item Discussed: There was no other new business to discuss.
VII. Next Meeting Date		April 19, 2017 HS-194
VIII. Check Out	All	Motion to adjourn the meeting by Dr. Louis Lucero with a 2 <sup>nd</sup> by Michael Hutchison. Meeting was adjourned at 2:57 p.m.