



SAFETY COMMITTEE MEETING

Agenda

Date: September 19, 2018
Meeting Place: UH-194
Time – 1:30 to 2:30 pm

Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/Bring: Copy of May 16, 2018 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
Steven Pulley	Alternate
Pedro Rodriguez	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	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	Welcome.
II. Introduction	Terry Cleveland	Introductory Remarks by Director of Risk Management, Terry Cleveland
III. Approval of Previous Minutes of	All	May 16, 2018
IV. Old Business	Terry Cleveland Terry Cleveland	<u>Item to Discuss:</u> 1. Status of Tourniquet/glove additions at First Aid box locations – Status report by Terry Cleveland. 2. Status of provision of 4 hour CPR/AED classes on campus – Status Report by Terry Cleveland.
V. 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. b. Current year-to-date work-related accident statistics

	T. Cleveland & R. Murgatroyd	<p>including identification of trends (if any).</p> <p>c. Review of results of scheduled periodic safety inspections.</p> <p>d. Current year-to-date Property & Liability Accident Log used to assist in identification and mitigation of slip, trip and fall hazards regarding 2018 SCG #1.</p> <p>e. Review of Safety Committee Goals for 2017/2018 and establishment of Goals for 2018/2019.</p> <p>2. Emergency Drill Program for AVC – Status report by T. Cleveland and R. Murgatroyd.</p>
VI. Open Discussion		
VII. Next Meeting Date		November 14, 2018
VIII. Check Out		



SAFETY COMMITTEE MEETING

Minutes

Date: September 19, 2018
Meeting Place: HS 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
Kim Correa	Absent	Alternate
Deputy Ray Murgatroyd		Member – Campus Law Enforcement Representative
Steven Pulley	Absent	Alternate
Pedro Rodriguez		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	Absent	Member - Classified Union Alternate – None Provided
Dr. Louis Lucero		Member – Educational Administrator Alternate – None Provided
Michael Hutchison		Member – Faculty Union
Bill Bailey	Absent	Alternate

Items	Person	Action
I. Check In	Terry Cleveland	
II. Introduction	Terry Cleveland	Introductory remarks by Director of Risk Management, Terry Cleveland. Terry welcomed our newest member, Pedro Rodriguez to the Committee.
III. Approval of Previous Minutes of (Date).	All	The May 16, 2018 minutes were approved. Motion to approve minutes by Pedro Rodriguez with a second from Jared Simmons.
IV. Old Business	Terry Cleveland Terry Cleveland	<p><u>Issues Discussed:</u></p> <p>1. Status of tourniquet/glove additions at the first aid boxes was discussed. A label design for the tourniquet box was agreed upon and Terry indicated that new larger storage boxes would be purchased to hold the tourniquets and gloves. The storage boxes will be mounted above the existing First Aid Boxes around the campus.</p> <p>2. Terry reported that Annuvia can provide CPR and First Aid training. There was discussion as to when would be the best time to offer these classes to faculty and staff. Michael and Joseph both suggested offering faculty Flex Credit as an incentive and indicated that Friday’s may be a good date for some of the</p>

	Osburn, Luis Lucero	with the elevators in the BE building. She and Louis Lucero indicate that there needs to be some procedure to make faculty and students aware when there is an issue with the elevators. Kathy indicated that instructors are usually notified only when students tell them that the elevators are not working and/or disabled students are trying to get to their classes via the stairs with crutches, walkers, etc. Kathy is concerned that someone will be hurt while trying to use the stairs by themselves. This matter was not on the agenda for this meeting and Terry advised Kathy that the President had sent Louis an email on September 7, 2018, saying that he would have signs made to post at each elevator stating what to do and where to go for assistance in the event that both elevators are not working. Dr. Lucero will ask the President for a meeting at some time in the future to address concerns about disabled students when the elevators are non-operational.
VII. Next Meeting Date		November 28, 2018
VIII. Check Out	<i>All</i>	Motion to adjourn the meeting by Louis Lucero, with a 2 nd by Michael Hutchinson. Meeting was adjourned at 2:52 p.m.



Emergency Drill Program for AVC

Emergency Drills since last Safety Committee Meeting on May 16, 2018:

Main Campus Emergency Evacuation Drills for Drill Zones 6 & 8 (6 = APL; CDC; CSUB; 8 = FS; GH1-4; RW; T501-4; TE3-4; TE7; NCP).

Thursday, September 13, 2018

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

DAYTIME DRILL RESULTS - Thursday (9-13-2018)

It took only 8 minutes and 40 seconds from the time the alarms were sounded to the time the "All Clear" was given. This is a new record for the daytime evacuation of Drill Zones 6 & 8. The time it took for last year's daytime drill (9/25/2017), for which only the week of the drill was pre-announced, was 10 minutes which also set a new record at that point in time for the daytime evacuation of Drill Zones 6 & 8. The year before that (9/15/2016), for which the date and time were announced during the previous semester with numerous reminders, was 15 minutes 10 seconds. The year before that (9/16/2015), for which only the week of the drill was pre-announced, was 14 minutes.

Note: The Emergency Evacuation Drills for the Child Development Center were conducted on separate days from the rest of the occupants in Drill Zones 6 & 8 in 2016 and 2015 and their evacuation times during those two years from start to "All Clear" were 11 minutes (9/13/2016) and 11 minutes 21 seconds (9/14/2015) respectively.

NIGHTTIME DRILL RESULTS - Thursday (9-13-2018)

It took only 7 minutes and 8 seconds from the time the alarms were sounded to the time the "All Clear" was given. This is a new record for the nighttime evacuation of Drill Zones 6 & 8. The time it took for last year's nighttime drill (9/25/2017), for which only the week of the drill was pre-announced, was 13 minutes. The year before that (9/15/2016), for which the date and time were announced during the previous semester with numerous reminders, was 7 minutes 19 seconds. The year before that (9/16/2015), for which only the week of the drill was pre-announced, was 8 minutes and 39 seconds.

Drills Remaining in the 2018 Fall Semester:

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

Wednesday, October 24, 2018

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

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

Sometime during the week of November 5, 2018 - This is the area selected for this semester to have the semi-surprise drills for which we announce only the week of the drills and not the specific date(s) and times.

Annual Table-Top Exercise for Incident Command Staff

Friday, October 26, 2018 from 8:30 AM to 10:30 AM

Primary Emergency Operations Center – SSV-151

PROGRAM REVIEW

Hazardous Communication

Priority: **EFFECTIVE**

Survey Findings:

The District continues to have a chemical inventory conducted by Keenan & Associates annually, maintaining an accurate record between inventories and reporting any changes. A district-wide Hazard Communication Program has been developed and implemented, aiding in minimizing accidental exposures along with other hazards. A majority of hazardous material was properly labeled and legible at all sites. Campus custodial storage locations were observed to be in organized condition and locked at all times, preventing unauthorized access. Safety Data Sheets (SDS) were observed at all locations containing hazardous material; all were accessible and in legible condition. The District provides hazard communication training to all employees who may work with or be exposed to hazardous material.

Corrective Action:

No corrective action required. Maintain clear walkways and accessibility to all emergency eyewash and shower stations. Ensure all NFPA signage is up-to-date and legible.

Chemical Hygiene

Priority: **EFFECTIVE**

Survey Findings:

The District Chemical Hygiene Plan is up-to-date and easily accessible to all employees who may work with or come across hazardous material. Standard Operating Procedures are set in place for handling hazardous material and are expected to be adhered to by all faculty and staff. All fume hoods are inspected annually and are in proper functioning order. Chemical spill kits are readily available in areas where potential chemical spills can occur. Inspection tags are missing on some emergency eyewash and shower stations.

Corrective Action:

Install inspection tags on all emergency eyewash and shower stations. Ensure a proper inspection is performed on a monthly basis to meet safety compliance criteria. Many items are available to aid in testing the emergency eyewash and shower stations, while limiting clean-up.

Hazardous Waste

Priority: **IN PROGRESS**

Survey Findings:

The Hazardous Waste Program is executed fairly well at AVCCD. At Antelope Valley College, waste oil is handled appropriately by Facilities Staff; waste oil generated by the Auto Shop is handled by Facilities Staff as well. All hazardous waste is collected twice per year as necessary; pickups are arranged by Facilities and Risk Management. All hazardous waste was labeled and contained secondary containment; a single barrel of hazardous waste was unlabeled in an Art classroom. Hazardous waste was found to be stored inside of chemical fume hoods in laboratories, allowed to evaporate.

Corrective Action:

Ensure all hazardous waste is properly labeled and stored in such a way as to prevent accidental exposure and unauthorized access. Remind all staff that hazardous waste containers are to be closed when additions are not being made. All containers containing hazardous waste should not be filled more than 75% as to allow for potential gas build up. Remind staff that chemical fume hoods are not storage devices for chemicals. Do not

continue to allow hazardous waste to evaporate off via chemical fume hood vacuum. All chemical fume hoods should be cleaned and shut down at the end of the day. Consider having staff review proper chemical fume hood practices.

	A	B	C	D	E
PROPERTY AND LIABILITY ACCIDENT LOG - 2018					
	DATE	LOCATION	DESCRIPTION OF INCIDENT	SOLUTION	CLAIM FILED?
1					
2					
3					
4					
5	March 6, 2018	Walkway between APL and the LS2 Building	Student and her son were walking on the sidewalk toward H.S., when her son stepped on the north side of a metal drain cover that then lifted the south side of the cover causing her to trip and fall. - student denied any medical treatment	Steve Epps was called and the drain cover was repaired.	
6	March 7, 2018	Dirt area near Quad Stage between the SCT and BE buildings.	Student was walking and looking around at activities, not paying attention to where he was walking. He stepped down with his right foot landing between the pavement and dirt causing him to fall.		
7	April 19, 2018	Sidewalk near the corner of the Learning Center and the BE Building. Crack in the sidewalk which has separated enough to create two elevations.	Adjunct faculty member tripped and fell presumably due to the crack in the sidewalk and the raised elevation.	M&O re-poured the concrete in this area.	
8	June 1, 2018	Walkway to Cafeteria - near the S/W door to the cafeteria	Former employee slipped in some water that was on the sidewalk due to nearby planter sprinklers.	Sprinklers were re-adjusted in the surrounding planters.	YES
9	August 28, 2018	Main Campus - Sidewalk outside of LH - walking toward Cafeteria.	Student fell after tripping on uneven sidewalk outside the LH Building hitting her knees, elbows and hit her head above her left eye.	Area will be inspected by M&O personnel	

Safety Committee

Chairs/Co-Chairs:
Terry Cleveland

Annual Report

2017/18

List Committee Goals for 2017/18

I.	Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations and reduce the accident incident rate of reportable injuries for slips, trips and falls.
II.	Continue implementation of AED placements and ongoing review of their locations and effectiveness.
III.	Contract with a properly certified vendor to prepare an Asbestos Operations & Maintenance Plan for the District.
IV.	Review the distribution campus-wide of emergency medical trauma equipment and supplies and determine if we need to purchase additional emergency products or locate additional caches and prepare notification list for distribution to Incident Command Staff.

Describe accomplishments made to meet your committee goals:

I.	M&O personnel continued to maintain a heightened level of alertness to these conditions and Safety Committee Members heightened the awareness of their constituencies. The District had 5 reported Slip/Trip/Fall incidents in the 2017/2018 Safety Committee Year (September through August) compared to 1 during the 2016/2017 Safety Committee Year. Therefore, the Committee did not meet the first portion of Goal #1. The District recordable rate for 2017/2018 was calculated at 1.97 compared to a recordable rate of 1.43 for the prior year so the Committee did not meet the second portion of Goal #1 either. However, the difference in actual numbers of recordable accidents between the two years was 3 for 2017/2018 and 2 for 2016/2017. The numbers used in these calculations are too small to be of statistical significance.
II.	The Safety Committee has placed a total of 28 AEDs throughout the District. The Committee believes that this represents excellent coverage of District educational facilities. To date, none have had to be utilized. This goal has been met.
III.	A properly certified vendor has been contracted to prepare an Asbestos Operations and Maintenance Plan for the District. The project has begun. This goal has been met.
IV.	Medical trauma equipment has been purchased and disbursed to the Main Campus, Palmdale Center, and Fox Field Site. The Main Campus trauma equipment was disbursed to several caches around campus and location maps have been prepared showing their locations. Additionally, First Aid Kits have been purchased and disbursed to the Main Campus, Palmdale Center, Fox Field Site, and Palmdale Regional Airport Terminal Training Facility. A notification list has been prepared for distribution to the Incident Command Staff. This goal has been met.

What did your committee accomplish to further the College Mission?

Mission: Antelope Valley College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success offering value and opportunity, in service to our community.

Accomplishments: The Safety Committee has helped to maintain a safe and healthful learning and working environment for students, employees and visitors by maintaining a free exchange of information and ideas relating to health and safety at the District's 4 locations among the students, faculty and staff. This exchange of information and ideas helps facilitate an environment as free of hazards as is practicable under due diligence as well as mitigation of those hazardous conditions and actions that may be identified but that cannot be immediately eliminated. By eliminating and mitigating hazards, the losses that would otherwise occur are precluded and the cumulative result is a more effective institution.

What did your committee accomplish to further the 2017/18 College Goals?

Goal 1: Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations and reduce the accident incident rate of reportable injuries for slips, trips and falls.

Accomplishments: M&O personnel continued to maintain a heightened level of alertness to these conditions and Safety Committee Members heightened the awareness of their constituencies. The District had 5 reported Slip/Trip/Fall incidents in the 2017/2018 Safety Committee Year (September through August) compared to 1 during the 2016/2017 Safety Committee Year. Therefore, the Committee did not meet the first portion of Goal #1. The District recordable rate for 2017/2018 was calculated at 1.97 compared to a recordable rate of 1.43 for the prior year so the Committee did not meet the second portion of Goal #1 either. However, the difference in actual numbers of recordable accidents between the two years was 3 for 2017/2018 and 2 for 2016/2017. The numbers used in these calculations are too small to be of statistical significance.

Goal 2: Continue implementation of AED placements and ongoing review of their locations and effectiveness.

Accomplishments: The Safety Committee has placed a total of 28 AEDs throughout the District. The Committee believes that this represents excellent coverage of District educational facilities. To date, none have had to be utilized. This goal has been met.

Goal 3: Contract with a properly certified vendor to prepare an Asbestos Operations & Maintenance Plan for the District.

Accomplishments: A properly certified vendor has been contracted to prepare an Asbestos Operations and Maintenance Plan for the District. The project has begun. This goal has been met.

Goal 4: Review the distribution campus-wide of emergency medical trauma equipment and supplies and determine if we need to purchase additional emergency products or locate additional caches and prepare notification list for distribution to Incident Command Staff.

Accomplishments: Medical trauma equipment has been purchased and disbursed to the Main Campus, Palmdale Center, and Fox Field Site. The Main Campus trauma equipment was disbursed to several caches around campus and location maps have been prepared showing their locations. Additionally, First Aid Kits have been purchased and disbursed to the Main Campus, Palmdale Center, Fox Field Site, and Palmdale Regional Airport Terminal Training Facility. A notification list has been prepared for distribution to the Incident Command Staff. This goal has been met.

What issues do you foresee your committee working through in the upcoming year?

The Safety Committee will evaluate the formulation and pursuit of new goals for 2018/2019.

Recommendations for change in membership or function:

None

Goals for 2018/2019 Safety Committee Year (September 2018 through August 2019)

1. Continue oversight of vendor project to prepare an Asbestos Operations & Maintenance Plan for the District.
2. Mount boxes at locations of First Aid Kits and stock them with surgical gloves and tourniquets including instructions for use of the tourniquet.
3. Arrange for conducting CPR/AED & First Aid Training for Full-Time Employees.
4. Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations.