



SAFETY COMMITTEE MEETING

Agenda

Date: November 18, 2020
 Meeting Place: Zoom Conference
 Time – 1:30 to 2:30 pm

Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/: October 7, 2020 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 Jorge Zavala	Alternate
Tina Alaberkyan	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
	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	October 7, 2020 Minutes
IV. Old Business	Terry Cleveland	<u>Item to Discuss:</u> 1. No Old Business.
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 on October 7, 2020. b. Current year-to-date work-related accident statistics including identification of trends (if any). c. Review of results of scheduled periodic safety inspections.

	<p>Terry Cleveland</p> <p>IHE Task Force Committee</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 2020/2021 SCG#2.</p> <p>2. Emergency Drill Program for AVC – Status report by T. Cleveland.</p> <p>3. Safe return to work briefing by IHE Task Force Committee (2:30 p.m.).</p>
VI. Open Discussion	All	
VII. Next Meeting Date		February 17, 2021
VIII. Check Out		



SAFETY COMMITTEE MEETING Minutes

Date: November 18, 2020
 Meeting Place: Zoom Conference
 Time – 1:30 to 3:00 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 David Pine		Member – Campus Law Enforcement Representative
		Alternate – No Alternate at this time.
Tina Alaberkyan		Member – ASO Representative
		Alternate – No Alternate at this time
Joseph Esdin	Absent	Member - Academic Senate
		Alternate – No Alternate at this time
Jared Simmons		Member – Confidential Management
Michael Maher	Absent	Alternate – No Alternate at this time
Yvonne Harvey		Member - Classified Union
		Alternate – No Alternate at this time
Dr. Louis Lucero		Member – Educational Administrator
		Alternate – No Alternate at this time
Michael Hutchison		Member – Faculty Union
		Alternate – No Alternate at this time

Items	Person	Action
I. Check In	Terry Cleveland	Meeting was called to order at 1:32 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 October 7, 2020 were approved with a motion from Jared Simmons and a second by Louis Lucero.
IV. Old Business		<u>Issues Discussed:</u> 1. There was no old business to discuss.
V. New Business	Terry Cleveland	<u>Issues Discussed:</u> 1. Review of the following by Terry Cleveland: a. Work related accidents reported since the last Safety Committee Meeting on October 7, 2020: 0 first aid cases; 1 medical case; 0 lost time cases; Total of 1 case. b. Year-to-date work related accident statistics (calendar year 2020): 3 first aid cases; 6 medical cases; 0 lost time cases Total of 9 cases.

	Terry Cleveland	<p>c. Terry informed the committee that a Hazardous Materials Inventory was performed by Keenan & Associates, but we have not received the report as of the date of this meeting. Terry was informed that there were no major findings. A copy of the report will be disbursed to all Safety Committee Members once it is received.</p> <p>d. There have been no new Property and Liability incidents to report since the October 7, 2020 meeting.</p> <p>2. On October 15, 2020 the District participated in the Great ShakeOut Drill, which was followed by Evacuation Drills at all campuses for all employees on campus. Maintenance & Operations performed an Earthquake Sweep of all campuses following the Evacuation Drills. On October 23, 2020, the annual Table-Top Exercise was held via Zoom. The scenario topic was Killer Flu Pandemic.</p>
VI. Open Discussion	Harmony Miller	<p>1. There was no new business to discuss.</p> <p>2. The IHE Compliance Committee, consisting of Jennifer Burchett, Terry Cleveland, Harmony Miller and Casey Scudmore joined the Safety Committee meeting at 2:30 p.m. to discuss their plan for safely returning classified employees to campus. The IHE Compliance Committee asked all Safety Committee members to take the information they shared back to their constituencies.</p>
VII. Next Meeting Date		February 17, 2021 via Zoom Conference
VIII. Check Out	All	The meeting was adjourned at 3:00 p.m.