

SAFETY COMMITTEE MEETING Agenda

Date: February 24, 2021

Meeting Place: Zoom Conference

Time - 1:30 to 2:30 pm

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

Please Review/: November 18, 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

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	Items	Person	Action
I.	Check In	Terry	
		Cleveland	
II.	Introduction	Terry	Welcome and Introductory Remarks by Director of Risk
		Cleveland	Management, Terry Cleveland.
III.	Approval of Previous	All	November 18, 2020 Minutes
	Minutes		
IV.	Old Business		<u>Item to Discuss:</u>
		Terry	1. No Old Business.
		Cleveland	
V.	New Business		Item to Discuss:
		Terry	1. Reviews of the following by Terry Cleveland:
		Cleveland	a. Reported work-related accidents since the last Safety
			Committee Meeting on November 18, 2020.
			b. Current year-to-date work-related accident statistics
			including identification of trends (if any).



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		 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 2020/2021 SCG#2.
	Terry Cleveland	 Emergency Drill Program for AVC – Status report by Cleveland.
	Terry Cleveland	3. COVID-19 Prevention Program for Antelope Valley Community College District – Invitation to participate via: Appendix A: Identification of COVID-19 Hazards Appendix B: COVID-19 Inspections
VI. Open Discussion	All	
VII. Next Meeting Date		April 21, 2021
VIII. Check Out		



SAFETY COMMITTEE MEETING MINUTES

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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 David Pine Member – Campus Law Enforcement Representative

Deputy Jorge Zavala Absent Alternate

Tina Alaberkyan Absent Member – ASO Representative

Alternate – None provided

Joseph Esdin Absent 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 Member – Educational Administrator

Alternate – None Provided

Jonet Leighton Member – Faculty Union

Gabrielle Poorman Alternate

	Items	Person	Action
l.	Check In	Terry	Meeting was called to order at 1:35 p.m.
		Cleveland	
II.	Introduction	Terry	Welcome and Introductory Remarks by Director of Risk
		Cleveland	Management, Terry Cleveland. Terry welcomed two new
			committee members, Jonet Leighton and Gabrielle Poorman, who
			will be representing the Faculty Union. Terry asked everyone to
			please remember to ask the leaders of the constituency groups
			they represent if they want feedback from them regarding our
			meetings.
III.	Approval of Previous	All	The minutes from November 18, 2020 were approved with a
	Minutes		motion from Jared Simmons and a second by Yvonne Harvey.
IV.	Old Business		<u>Item to Discuss:</u>
			1. There was no old business to discuss.
V.	New Business		<u>Item to Discuss:</u>
		Terry	1. Reviews of the following by Terry Cleveland:
		Cleveland	a. Work related accidents reported since the last Safety
			Committee Meeting on November 18, 2020:
			2 first aid cases; 0 medical cases; 1 lost time case; Total of
			3 cases.



- b. Year-to-date work-related accident statistics (calendar year 2021): 2 first aid cases; 0 medical cases; 0 lost time cases Total of 2 cases.
- c. Terry informed the committee that there have been numerous inspections since the last Safety Committee meeting. Some of our Safety Committee Members participated on a volunteer basis to inspect buildings on campus to determine what COVID-19 (C-19) signage is needed. Terry and Erin Tague have inspected various areas for application of C-19 virus barriers and signage among other items based on input received from a survey of Administrative Council personnel that was part of the IHE Committee presentation to the Safety Committee at our last meeting in November 2020 regarding preparing for a safe return of CMS and Classified employees to campus.
- d. There have been no new Property and Liability incidents to report since the November 18, 2020 meeting.
- 2. Emergency Drill Program for AVC There is nothing definitely planned but we should think about having at least one all-campus evacuation drill at each one of our three locations during the Spring 2021 semester whether all Classified employees are brought back or not. If all Classified employees are back, this will be a larger drill than the one we held on October 15, 2020 for the Great ShakeOut Drill which consisted of the opportunity to practice the Drop/Cover/Hold On procedure for one minute immediately followed by an evacuation drill with observance of proper social distancing on the way out and back from the parking lots and while in their Evacuation Assembly Areas in the parking lots. If they are not back, it will at least refresh the muscle memory of those present on evacuation procedures and get people used to maneuvering around the new buildings for evacuations. After discussion that it would be an evacuation drill only, with no Drop/Cover/Hold On component, that there will be sufficient Law Enforcement assets present to insure traffic control in the parking lots around campus, and that the evacuees will practice appropriate physical distancing of 6 foot minimum distance apart during travel to and from their respective Evacuation Assembly Areas and while waiting in their Areas, it was agreed to have a campus-wide evacuation drill sometime during the Spring semester during the daytime hours. 3. Terry introduced Appendix A: Identification of COVID-19

Hazards and Appendix B: COVID-19 Inspections forms from the COVID-19 Prevention Program for AVCCD to the committee. He invited committee members to participate in inspections of buildings while using these forms to identify C-19 Hazards. After

Terry Cleveland

Terry

Cleveland



			some discussion it was agreed that the committee would start with the Facilities Services Building, M&O areas and the Agricultural area, followed by SSV and then the Performing Arts Theater. A Doodle Poll will be sent to all committee members to find agreeable dates to tour/inspect the buildings listed above.
VI.	Open Discussion	All	There was no additional discussion.
VII.	Next Meeting Date		April 21, 2021 via Zoom Conference
VIII.	Check Out	All	A motion was made to end the meeting by Jonet Leighton with a second by Louis Lucero. The meeting was adjourned at 2:05 p.m.