



SAFETY COMMITTEE MEETING

Agenda

Date: April 17, 2019
 Meeting Place: UH-194
 Time – 1:30 to 2:30 pm

Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/Bring: Copy of February 20, 2019 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
David Pine/George Zavala	Alternates
Ryan Johnson	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
Bill Bailey	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	February 20, 2019
IV. Old Business	Terry Cleveland	<u>Item to Discuss:</u> 1. Status of updated First Aid Kit and tourniquet/glove box locations.
	Susie Herman	2. Status of 4-hour CPR/AED and First Aid Training classes provided on campus.
	Jared Simmons	3. Status of water overspray by sprinklers on northeast side of BE Building.
	Jared Simmons	4. Status of Safety Data Sheet QR code postings at District locations.



V. New Business	Terry Cleveland Terry Cleveland & R. Murgatroyd	<p><u>Item to Discuss:</u></p> <ol style="list-style-type: none"> 1. Reviews of the following by Terry Cleveland: <ol style="list-style-type: none"> 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. 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 2019 SCG#4. 2. Emergency Drill Program for AVC – Status report by T. Cleveland and R. Murgatroyd.
VI. Open Discussion	All	
VII. Next Meeting Date		
VIII. Check Out		

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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	Absent	Member – Campus Law Enforcement Representative
David Pine/Jorge Zavala	Absent	Alternates
Ryan Johnson		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		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	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 February 20, 2019, were approved with a motion by Jared Simmons and a second by Louis Lucero.
IV. Old Business	Terry Cleveland Susie Herman	<p><u>Issues Discussed:</u></p> <p>1. Terry informed the committee that all First Aid Kits, tourniquet boxes and SDS signs have been installed. An updated list of all First Aid Kit, Tourniquet and SDS QR Code locations was provided to each member and is attached hereto.</p> <p>2. Susie Herman gave a status report on CPR/AED courses which were offered since the last Safety Committee meeting in February. Two days of CPR/AED training and two days of First Aid training were held in February. 50 people participated in the CPR/AED training and 25 people participated in the First Aid training. Additional CPR/AED training has been scheduled for May 7th and May 8th. There are 60 spaces available to all</p>

	<p>Jared Simmons</p> <p>Jared Simmons</p>	<p>employees. No First Aid training will be offered in May due to a diminished interest in the First Aid Training.</p> <p>3. Jared gave a status on water overspray by sprinklers on the northeast side of the BE building, indicating that a broken sprinkler in that area has been corrected. There was also a domestic water leak nearby, which has also been corrected, but is being monitored.</p> <p>4. Jared discussed the placement of Safety Data Sheet QR Codes at District locations. He indicated that the QR Codes have been posted in areas that have a lot of materials (mostly labs) along with other common areas around the campus. The QR Codes near the labs and areas that have a lot of materials are specific to those areas, whereas other QR Codes that have been placed in common areas will give access to campus wide SDS information.</p>
<p>V. New Business</p>	<p>Terry Cleveland</p> <p>Terry Cleveland</p>	<p><u>Issues Discussed:</u></p> <p>1. Review of the following by Terry Cleveland:</p> <ol style="list-style-type: none"> a. Work related accidents reported since the last Safety Committee Meeting on February 20, 2019: 0 first aid cases; 0 medical cases; 0 lost time cases; Total of 0 cases. b. Year-to-date work related accident statistics (calendar year 2019): 0 first aid cases; 1 medical case; 0 lost time cases; Total of 1 case. c. Terry discussed the findings of the latest scheduled periodic Safety Inspection, which was on April 3, 2019. A copy of the report is attached. d. There were no new year-to-date Property and Liability Incidents reported as of the date of this meeting. <p>2. Terry gave a status report on the Emergency Drill Program for AVC. A copy of the report is attached.</p>
<p>VI. Open Discussion</p>	<p>Ryan Johnson</p> <p>Ryan Johnson</p>	<p><u>Item Discussed:</u></p> <p>1. Ryan Johnson posed a few questions about security cameras and if they were going to be installed in the parking lots. Jared indicated that ITS has a large plan for cameras throughout the campus eventually. It is an ongoing effort. Parking lots are on the list, but not on the top of the list. The new buildings will have them in the original construction. Parking lots will be done after the buildings are done at some time in the future.</p> <p>2. Ryan reported observing water on the pathway in between the BE building and SSV and that the sprinklers are squirting too high. He also observed the doors in APL are open after 2:00 p.m. on Saturdays. Jared indicated that he will turn in work requests to address the sprinkler overspray and the door issues.</p>



VII.	Next Meeting Date		September 25, 2019
VIII.	Check Out	<i>All</i>	Motion to adjourn the meeting by Louis Lucero, with a 2 nd by Michael Hutchison. Meeting was adjourned at 2:02 p.m.

Safety Committee Meeting 4-17-2019 Report on Emergency Drill Program for AVC

2-25-2019 Emergency Evacuation Drills of Drill Zones 2 & 4 (DZ 2 = FA1-FA4, PA, NORTH & SOUTH ATHLETIC FIELDS, MS1-4, T850-1; DZ 4 = LH, OF1, GYM, T800, SA, S1 – S9, SR, SBS, TE6, TE8):

DAYTIME DRILL RESULTS - It took only 10 minutes 15 seconds from the time the alarms were sounded to the time the "All Clear" was given. This represents a new record for the Drill Zone 2 & 4 Daytime Emergency Evacuation Drill! For the daytime drill last year (2018), which was a semi-announced drill, it took 15 minutes from the time the alarms were sounded to the time the "All Clear" was given. This compares to 12 minutes 15 seconds for the daytime drill in 2017 and 18 minutes for the semi-announced daytime drill in 2016 and 14 minutes 30 seconds for the daytime drill in 2015.

NIGHTTIME DRILL RESULTS - It took only 7 minutes 15 seconds from the time the alarms were sounded to the time the "All Clear" was given. This represents a new record for the Drill Zone 2 & 4 nighttime Emergency Evacuation Drill! For the nighttime drill last year (2018), which was a semi-announced drill, it took 8 minutes 3 seconds from the time the alarms were sounded to the time the "All Clear" was given. This compares to 10 minutes 20 seconds for the nighttime drill in 2017 and 16 minutes for the semi-announced nighttime drill in 2016 and 19 minutes for the nighttime drill in 2015.

Note: The following buildings were not occupied during the nighttime drill or during the previous years' nighttime drill: SOAR High School.

March 6, 2019 Emergency Evacuation Drills of the Palmdale Center (entire Center)

DAYTIME DRILL RESULTS

It took only 3 minutes 30 seconds from the time the alarms were sounded to the time the "All Clear" was given to evacuate both Buildings A and B! No anomalies were observed.

However, due to rain and several deep (2" to 3") and wide channels of runoff in the parking lot between the buildings and the Evacuation Assembly Area, we performed an "abbreviated" drill by having evacuating personnel congregate in the common areas inside the front ends of Buildings "A" and "B" rather than traveling to the Evacuation Assembly Area in the southern perimeter of the parking lot.

Last year (2018) was the first time that we performed a daytime evacuation drill at our new Palmdale Center and it was a complete drill in which the participants traversed to the Evacuation Assembly Area in the southern perimeter of the parking lot. That drill took 6 minutes from the time the alarms were sounded to the time the "All Clear" was given.

NIGHTTIME DRILL RESULTS

Although Building A was not occupied and, therefore, not part of the evacuation drill, it took only 3 minutes 46 seconds from the time the alarms were sounded to the time the "All Clear" was given to evacuate Building B. No anomalies were observed. However, due to remaining rain puddles in the parking lot en route to the Evacuation Assembly Area, we performed an "abbreviated" drill as was done with the morning drill today.

Last year (2018) was the first time that we performed a nighttime evacuation drill at our new Palmdale Center and it was a complete drill in which the participants traversed to the Evacuation Assembly Area in the southern perimeter of the parking lot. That drill took 6 minutes from the time the alarms were sounded to the time the "All Clear" was given.



March 19, 2019 - Lock Down Drills (aka Active Shooter Drills) – Main Campus (entire campus) – 10:20 AM to 10:35 AM and again from 7:30 PM to 7:45 PM.

DAYTIME DRILL RESULTS - 17 incidents of non-compliance were noted during this drill. This compares to the following incidents on non-compliance noted during previous daytime drills: 25 on March 14, 2018; 44 on March 14, 2017; 31 on March 16, 2016; 39 on March 3, 2015.

NIGHTTIME DRILL RESULTS – There were 9 incidents of non-compliance were noted during this drill. This compares to the following incidents on non-compliance noted during previous nighttime drills: 12 on March 14, 2018; 25 on March 14, 2017; 29 on March 16, 2016; 32 on March 3, 2015.

4-17-2019 Emergency Evacuation Drills – Drill Zones 5 & 7 (**DZ 5** = LS1, LS2, ME, OF2, OF3, SS1, TE1, TE2, **DZ 7** = UH, UH001) – Sometime during the week of April 15, 2019 – This is the area for this semester that has the semi-surprise drills for which we announce only the week of the drills and not the specific date(s) and times.

DAYTIME DRILL RESULTS – It took 12 minutes from the time the alarms were sounded to the time the “All Clear” was given for this semi-announced drill. For the daytime drill last year (2018), for which the date and time were pre-announced, it took 10 minutes 13 seconds from the time the alarms were sounded to the time the “All Clear” was given. This compares to 10 minutes for the daytime drill in 2017 which was a semi-announced drill and 13 minutes for the fully pre-announced daytime drill in 2016 and 13 minutes for the semi-announced daytime drill in 2015.

Drills Remaining during 2019 Spring Semester:

Nighttime Evacuation Drill

Drill Zones 5 & 7 (**DZ 5** = LS1, LS2, ME, OF2, OF3, SS1, TE1, TE2; **DZ 7** = HS, HS001)

Sometime during the **week of April 15, 2019** - This is the area for this semester that has the semi-surprise drills for which we announce only the week of the drills and not the specific date(s) and times.

Lock Down Drills (aka Active Shooter Drills) immediately followed by Evacuation Drills
Palmdale Regional Airport (PRA) Terminal Training Facility (entire Facility/all classes)
9:45 AM and 6:15 PM on **Wednesday, May 1, 2019**.

Lock Down Drills (aka Active Shooter Drills) immediately followed by Evacuation Drills
Fox Field Site (all classes)

8:15 AM and 4:15 PM on **Tuesday, May 14, 2019**

	A	B	C	D	E
1	FIRST AID KIT & TOURNIQUET & SDS QR CODE LOCATIONS				SDS
2					
3	BUILDING	LOCATION	DEAN/DIRECTOR/ MANAGER	CONTACT TO ORDER REFILLS	SDS QR CODES
4	Column1	Column2	Column3	Column4	QR Code Location
5	Administration	Staff Lounge - A-138	Terry Cleveland	Susan Herman	Main Campus
6	APL	Room 221 B	Duane Rumsey	Tangie Hunter	Main Campus
7	BE - 2nd Floor	Staff Lounge	Irit Gat	Casey Farris	Main Campus
8	CDC	Front Desk	Katarina Orlic-Babic	Tina Pullum	Main Campus
9	FA3	Room 173	Duane Rumsey	Tangie Hunter	Main Campus
10	FA1	Art Gallery	Duane Rumsey	Tangie Hunter	FA1
11	FA2	FA2-127	Duane Rumsey	Tangie Hunter	FA2
12	Facilities Services	Near FS-121	Jared Simmons	Jared Simmons	FS
13	Library	Circulation Desk	Meeta Goel	Dawn Vargas	Main Campus
14	LS1	Room 121	Riley Dwyer	Samantha Darby	Main Campus
15	Gym	Gym 140 (Dance Room)	Duane Rumsey	Tangie Hunter	GYM
16	ME	ME-100	Les Uhazy	Wendy Cios	
17	PAT	Room 119	Michael White	Cliff Leighton - Technical Director	PAT
18	Gym	Pool Area	Thomas Gang	Sheri Langaman	GYM
19	SSV - 1st Floor	Room 160 - Staff Lounge	LaDonna Trimble	LaTara Edmondson	Main Campus
20	SSV - 2nd Floor	Room 221 - Staff Lounge	Rashitta Brown-Elize	Linda Rose	Main Campus
21	TE1 - Electronics	TE1-103	Laureano Flores	Jana Crawford	TE1
22	TE2 - Welding	Office South of TE2-127	Laureano Flores	Jana Crawford	TE2
23	TE6	Parts Room	Laureano Flores	Jana Crawford	TE6
24	TE7	Break Room	Laureano Flores	Jana Crawford	TE7
25	TE8 - Auto Body	Tool Roomn	Laureano Flores	Jana Crawford	TE8
26					
27	Fox Field	Office - Large F/A Kit	Laureano Flores	Jana Crawford	FOX
28	Fox Field	B-11 Hanger	Laureano Flores	Jana Crawford	FOX
29	Fox Field	Main Hanger	Laureano Flores	Jana Crawford	FOX
30					
31	Palmdale Center	Staff Lounge	Cathy Hart	Keina Young	PALMDL
32	Palmdale Center - Library	Library (Above Fire Extingisher)	Cathy Hart	Keina Young	PALMDL
33					
34	PRA	Instructor's office	Laureano Flores	Jana Crawford	PRA
35					
36	The following locations do NOT have First Aid Kits or Tourniquets mounted there but do have SDS QR Codes posted.				
37	PA-104	Stage Storage	Michael White	Cliff Leighton - Technical Director	PA-104
38	FA-101	Art Class	Duane Rumsey	Tangie Hunter	FA-101
39	FA-120	Pottery Class	Duane Rumsey	Tangie Hunter	FA-120
40	UH-161	Biology Lab	Les Uhazy	Wendy Cios	UH-161
41	UH-235	Chemistry Lab	Les Uhazy	Wendy Cios	UH-235
42	TE3	Agriculture Hallway	Laureano Flores	Jana Crawford	TE4
43	TE6-160	Automotive Shop	Laureano Flores	Jana Crawford	TE6
44	TE7-101	Structures Lab	Laureano Flores	Jana Crawford	TE7
45	TE7-125	Composites Lab	Laureano Flores	Jana Crawford	TE7
46	PALMDL-172	Lab Prep area	Cathy Hart	Keina Young	PALMDL-172
47					
48					
49					
50					
51					

[External Sender] RE: Quarterly Safety Inspection for April 3, 2019

1 message

Patricia Swint <Pswint@keenan.com>
To: Terry Cleveland <tcleveland@avc.edu>
Cc: Susan Herman <sherman@avc.edu>

Tue, Apr 16, 2019 at 10:32 AM

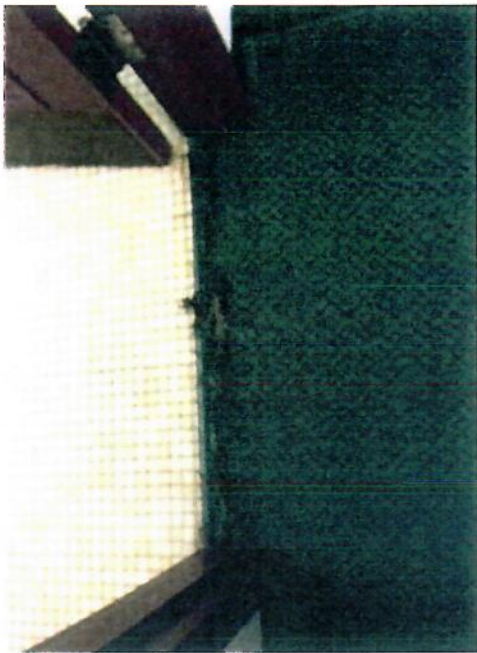
Hi Terry,

I'm sending over a few pictures you may find useful at the next campus safety committee meeting.

Palmdale Center Secure lockers in the Sheriff's Office –Palmdale Center Tutor Desk -Secure file cabinet



Reginal Palmdale Airport- torn carpet at the threshold of the men's restroom- Slip, trip, and fall frequency is common at most sites, trip hazards in high traffic areas should be address.



PALMDALE CENTER

Exterior path to the administrative office- trip fall hazard. Slip, trip, and fall frequency is common at most sites, trip hazards in high traffic areas should be address.

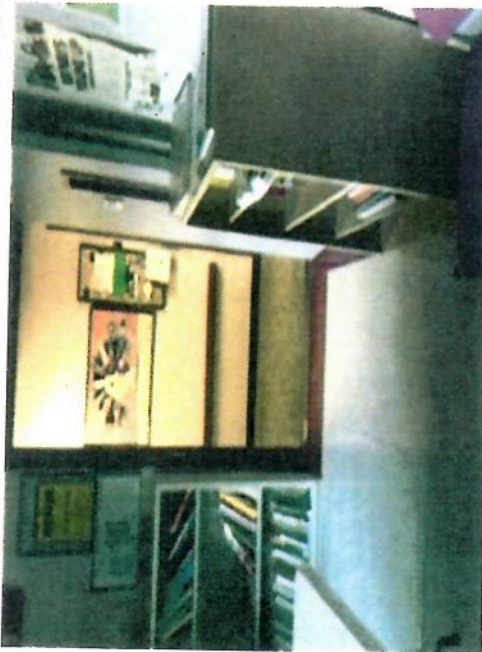


CS4B

Main Campus CDC exterior wall- Consider sealing the exposed wall to prevent water damage and other issues related to water intrusion



Main Campus CDC -secure bookcases near exit in the staff lounge Room 119, remove storage near emergency exit in the kitchen



Main Campus CDC - Heavy items should not be stored overhead, the site should also encourage staff to reduce clutter. Reducing clutter is crucial with a good Integrated Pest Manage (IPM) program



Main Campus- limit vehicle access on campus property, the traffic pillars should be in place at all times.



Main Campus- TE7 124 consider relocating the first aide box, relocate boxes away from electrical panel

