



SAFETY COMMITTEE MEETING AGENDA

Date: September 22, 2021
Meeting Place: Zoom Conference
Time – 1:30 to 2:30 pm

Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/: April 28, 2021 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
TBD by ASO	Member – ASO Representative
	Alternate – None provided
Joseph Esdin	Member - Academic Senate
TBD by Academic Senate	Alternate
Erin Tague	Member – Confidential Management
Michael Maher	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 – 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	April 28, 2021 Minutes
IV. Old Business	Terry Cleveland	<u>Item to Discuss:</u> 1. Review of finalized 2020/2021 Safety Committee Goals and suggestion to continue with same for 2021/2022 due to COVID-19 interruption of progress on Goal #1 and continuing usefulness of Goal #2.
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 April 28, 2021. b. Current year-to-date work-related accident statistics including identification of trends (if any).



	Terry Cleveland	<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 2020/2021 SCG#2.</p> <p>2. Emergency Drill Program for AVC – Status report by T. Cleveland and Deputy David Pine.</p>
VI. Open Discussion	All	
VII. Next Meeting Date		November 17, 2021
VIII. Check Out		



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Type of Meeting: Regular
Note Taker: Susan Herman

Committee Members:

Terry Cleveland	Present	Member - Director of Risk Management & Environmental Health
Susan Herman	Present	Member & Note Taker – HR– Department of Risk Management
Kim Correa		Alternate
Deputy David Pine	Present	Member – Campus Law Enforcement Representative
Deputy Jorge Zavala		Alternate
TBD by ASO		Member – ASO Representative
		Alternate – None provided
Joseph Esdin		Member - Academic Senate
TBD by Academic Senate		Alternate
Erin Tague		Member – Confidential Management
Michael Maher	Present	Alternate
Yvonne Harvey	Present	Member - Classified Union
		Alternate – None Provided
Dr. Louis Lucero	Present	Member – Educational Administrator
		Alternate – None Provided
Jonet Leighton		Member – Faculty Union
Gabrielle Poorman		Alternate

Items	Person	Action
I. Check In	Terry Cleveland	Meeting was called to order at 1:35 p.m.
II. Introduction	Terry Cleveland	Welcome and Introductory Remarks by Director of Risk Management, Terry Cleveland.
III. Approval of Previous Minutes	All	The minutes from April 28, 2021 were approved with a motion from David Pine with a second by Louis Lucero.
IV. Old Business	Terry Cleveland	<p><u>Item to Discuss:</u></p> <p>1. The Committee reviewed the 2020/2021 Safety Committee Annual Report and agreed to keep the same goals for the 2021/2022 program year. Goal 1: Continue arranging 4-hour CPR/AED & First Aid Classes on campus for Full Time Employees; Goal 2: Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations.</p>
V. New Business	Terry Cleveland	<p><u>Item to Discuss:</u></p> <p>1. Reviews of the following by Terry Cleveland:</p> <p style="margin-left: 20px;">a. Work related accidents reported since the last Safety Committee Meeting on April 28, 2021: 4 first aid cases; 3 medical cases; 2 lost time cases; Total of 9 cases.</p>

	Terry Cleveland	<p>b. Year-to-date work-related accident statistics (calendar year 2021): 8 first aid cases; 3 medical cases; 3 lost time case. Total of 14 cases. A trend was detected: Slips/Trips/Falls.</p> <p>c. Terry discussed the findings of the latest Keenan & Associates Quarterly Site Inspections of all three campus locations which were completed on September 7, 2021. The Quarterly Site Inspection report is attached.</p> <p>d. There have been no new Property and Liability incidents to report since the April 28, 2021 meeting.</p> <p>2. Emergency Drill Program for AVC – Terry informed the Committee that all three AVC locations will participate in the Great California Shake Out, a one minute earthquake drill, on October 21, 2021, at 10:21 a.m. Employees and students will be asked to “Drop, Cover and Hold On.” The voluntary earthquake drill will be followed by a mandatory Evacuation Drill at 10:22 a.m. All campuses will participate in the Evacuation Drill at the same time. This will be the second time we have done an Evacuation Drill with the entire main campus participating and, although we are not yet up to full capacity, we have many more students, staff and faculty on campus this year. All entrances and exits will be blocked off during the evacuation drill.</p>
VI. Open Discussion	All	There was no new business to discuss.
VII. Next Meeting Date		November 17, 2021
VIII. Check Out	All	A motion was made to end the meeting by Louis Lucero with a second by David Pine. The meeting was adjourned.



September 16, 2021

Mr. Terry Cleveland
Director, Risk Management & Environmental Health
ANTELOPE VALLEY COMMUNITY COLLEGE
3041 West Avenue K
Lancaster, CA 93536

RE: QUARTERLY SITE INSPECTIONS

Dear Mr. Cleveland:

On September 7, 2021, I performed a Safety Inspection for Antelope Valley College. The purpose of the visit was to conduct site safety inspections at all three campuses and identify potential Workers' Compensation hazards and/or Property and Liability hazards. The areas visited during this quarterly inspection are listed below:

LANCASTER MAIN CAMPUS

3041 West Avenue K
Lancaster, CA 93536

FOX FIELD

4555 W. Avenue G
Lancaster, CA 93536

PALMDALE CENTER

2301 E. Palmdale Blvd.
Palmdale, CA 93550

SITE: LANCASTER MAIN CAMPUS

Location: SSV – Trip Fall Hazard Near ADA Ramp. The hole pictured in Photos 1 and 2 is approximately 3 inches wide and approximately 1/2 inch deep. The common walkway is utilized by several pedestrians throughout the day. Consider filling the hole to reduce trip fall risk.

Location: Crosswalk between BE and CDC Parallel with Parking Lot. The barriers used to direct pedestrians creates a trip fall hazard (Photo 3). Each barricade has a bar at the base which protrudes into the walkway creating a trip hazard. There are protruding footers on both sides of the walkway.

This report prepared by Keenan & Associates is intended strictly for the use of legal counsel and only those employed by the District having a need to know in order to address conditions assessed in this report and/or confer with legal counsel. To preserve and protect the confidential and privileged nature of this report, the report should not be copied or distributed by the District and should be filed and maintained in strict confidence by the District.

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The goal of our assessment was to (i) promote safety awareness, (ii) assist in the identification of conditions which may pose a risk of injury and/or property damage, and (iii) provide recommendations and/or suggestions to help mitigate the risks identified. Keenan does not guarantee that it has identified every potentially hazardous condition existing on the client's premises. Similarly, it does not promise that following the recommendations contained in this report will eliminate all risk of injury or property damage.

Location: TE7-128 – Unsecured Bookcase (Photo 4). Unsecured bookcases and storage cabinets present an elevated risk of struck by injuries. They can also block emergency egress if they tip over. Bookcases and storage cabinets should be secured in a manner that prevents them from tipping over to reduce this hazard.

Location: TE7 – Refrigeration Prep Area (Photo 5). Water stained and damaged light covers should be replaced for better visibility.

Location: TE7-101 – Exterior Door (Photo 6). Brick used to prop open door creates trip fall hazard. The security door should not be held open with miscellaneous objects.

Location: Maintenance Shop (Photo 7) – Obstructed Access to Eyewash Station. The area should remain clear at all times.

Location: Maintenance Shop (Photo 8). Compressed gas cylinders should always be secured in the upright position with a strong securing device such as a chain, strap, or clamp below the neck/collar.



Photo 1

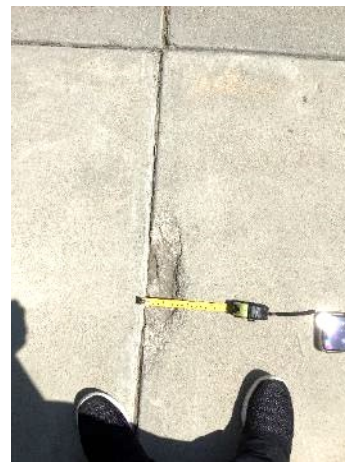


Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8

SITE: FOX FIELD

Location: Main Gate Photo 9

Recommendation: Consider installing a motorized gate at the Fox Field entrance. Although FAA requires a means to restrict access to the air strip, the current manual gate and sign is not adequate. The current system will not ensure the gate is secure after each vehicle passes through. A manual gate in this area is also a risk for injury. Individuals manually opening and closing may be struck by the gate or a vehicle operating near the gate entrance. Drivers should not exit their vehicle to open and close the gate.

No Photos taken. Two trip fall hazards observed and immediately corrected during safety inspection. No safety hazards to report at this location.



Photo 9

SITE: PALMDALE CENTER

Location: Administrative Offices

Recommendation: No hazards observed during this inspection.

Location: Administrative Offices

Recommendation: Access to emergency exits clear on both sides of door (Photo 10). No hazards to report.

Recommendation: Unisex restroom clean and well illuminated. Consider installing a privacy lock with display to show vacant/occupied (Photo 11).

Location: Suite 230 Machine Shop

Recommendation: Trip fall hazard near eyewash station (Photo 12).

Location: Suite 230 Machine Shop Storage 104

Recommendation: Heavy overhead storage (Photo 13). Heavy items should be stored on low shelves.

Location: Suite 230 Machine Shop

Recommendation: Obstructed fire extinguisher (Photo 14). Access to emergency equipment should be clear at all times.

Location: Science Wet Lab

Recommendation: Provide a legible chemical hygiene plan. Although the lab has a copy of the chemical hygiene plan posted, the document was not printed properly. The entire document was misaligned and cut off portions of information.

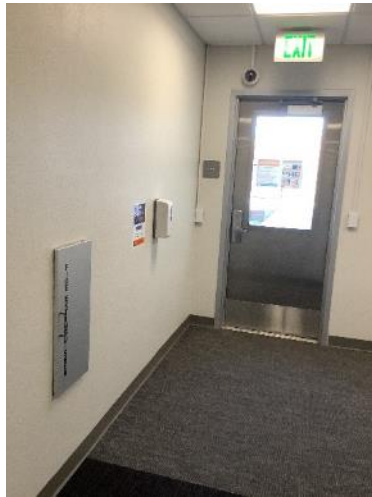


Photo 10

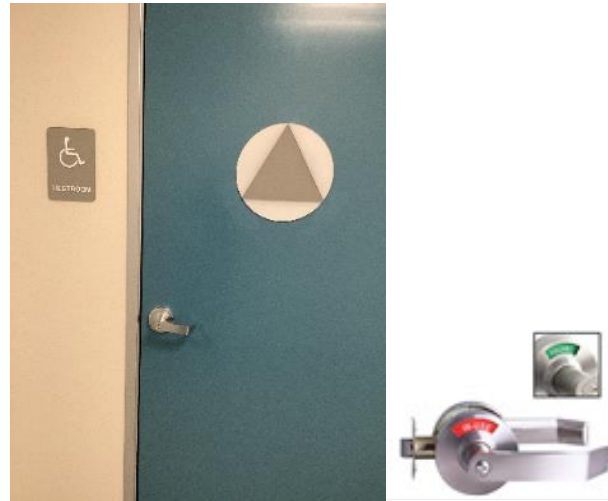


Photo 11

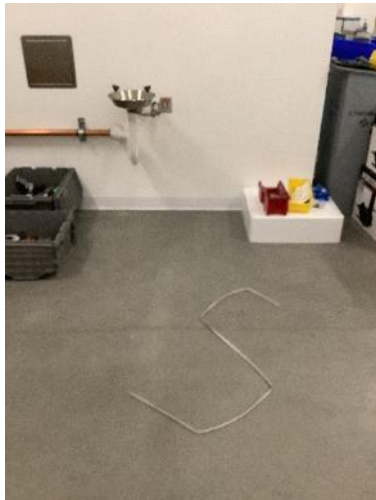


Photo 12



Photo 13



Photo 14

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CLOSING

Keenan's inspection services are intended to help clients identify and mitigate hazards and potential liability exposures. While we are confident that our services will help our clients create a safer environment, we do not represent or guarantee that we were able to identify all potential hazards, or offer a fail-safe mechanism for dealing with them. Consequently, we make no promise or representation that clients will recognize improved loss experience or premium savings as a result of these services.

It is always a pleasure to be of service to the College in the area of Loss Control/Risk Management and to assist you with providing a safe environment for faculty, staff, students, and campus visitors. If you have any questions regarding the enclosed, please do not hesitate to contact me at (310) 212-0363, extension 2641.

Sincerely,

Patricia Swint

Patricia Swint, CPSI
Senior Loss Control Consultant
Loss Control/Risk Management

PS/cb

cc: Craig Farmer, Attorney, Farmer Curtis LLP
Susan Herman, Clerical Assistant III, Risk Management, Antelope Valley CCD
Brad Keenan, Keenan & Associates, Torrance
Susan Langston, Keenan & Associates, Torrance

Safety Committee

Chairs/Co-Chairs:
Terry Cleveland

Annual Report 2020/2021

List Committee Goals for 2020/2021

I.	Continue arranging 4-hour CPR/AED & First Aid Classes on campus for Full-Time Employees.
II.	Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations.
III.	
IV.	

Describe accomplishments made to meet your committee goals:

I.	The Covid-19 Pandemic prohibited accomplishments from being made to meet this goal.
II.	Maintenance & Operations personnel continued to maintain a heightened level of alertness to these conditions and addressed them when detected. This goal has been met.
III.	
IV.	

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 3 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 2020/2021 College Goals?

Goal 1: Continue arranging 4-hour CPR/AED & First Aid Classes on campus for Full-Time Employees.

Accomplishments: The Covid-19 Pandemic prohibited accomplishments from being made to meet this goal.

Goal 2: Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations.

Accomplishments: Maintenance & Operations personnel continued to maintain a heightened level of alertness to these conditions and addressed them when detected. This goal has been met.

Goal 3:

Accomplishments:

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

Despite the continuing Covid-19 Pandemic, the Safety Committee will evaluate the pursuit of these same goals for 2021/2022.

Recommendations for change in membership or function:

None.