



SAFETY COMMITTEE MEETING

Agenda

Date: September 25, 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 April 17, 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
Jacob Holtrop	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	April 17, 2019
IV. Old Business	Susie Herman	<u>Item to Discuss:</u> 1. Status of provision of 4-hour CPR/AED classes provided on campus. Status report by Susie Herman.



<p>V. New Business</p>	<p>Terry Cleveland</p> <p>Terry Cleveland & R. Murgatroyd</p>	<p><u>Item to Discuss:</u></p> <p>1. Reviews of the following by Terry Cleveland:</p> <ul 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. e. Review of Safety Committee Goals for 2018/2019 and establishment of Goals for 2019/2020. <p>2. Emergency Drill Program for AVC – Status report by T. Cleveland and R. Murgatroyd.</p>
<p>VI. Open Discussion</p>	<p>All</p>	
<p>VII. Next Meeting Date</p>		<p>November 20, 2019</p>
<p>VIII. Check Out</p>		



SAFETY COMMITTEE MEETING

Minutes

Date: September 25, 2019
 Meeting Place: UH-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	Alternate
Deputy Ray Murgatroyd	Member – Campus Law Enforcement Representative
David Pine/Jorge Zavala	Alternates
Jacob Holtrop	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	Meeting was called to order at 1:43 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 April 17, 2019 were approved with a motion from Ray Murgatroyd and a second by Michael Hutchison.
IV. Old Business	Susie Herman	<u>Issues Discussed:</u> 1. Susie Herman gave a status report on the CPR/AED courses which have been provided since January 2019. 102 people have taken the CPR/AED course and 62 people have taken the First Aid Training. Joseph Esdin suggested that the best time to offer additional courses to faculty might be toward the end of Spring semester, when faculty may have continuing education to complete or possibly the week after the semester is over in December.
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

	Terry Cleveland	<p>Committee Meeting on April 17, 2019: 1 first aid case; 5 medical cases; 1 lost time case; Total of 7 cases.</p> <p>b. Year-to-date work related accident statistics (calendar year 2019): 3 first aid cases; 6 medical cases; 1 lost time case.</p> <p>c. Terry discussed the finding of the bi-annual SWACC report. An excerpt of the report is attached.</p> <p>d. Three new Property and Liability incidents were discussed. A copy of the 2019 Property and Liability Accident log is attached for your review.</p> <p>2. Terry gave a status report on the Emergency Drill Program for AVC. A copy of the report is attached.</p>
VI. Open Discussion	<p>Terry Cleveland</p> <p>Jacob Holtrop</p> <p>Jacob Holtrop</p>	<p><u>Item Discussed:</u></p> <p>1. Terry discussed the 2018/2019 Annual Report. He discussed the original goals that were set and discussed how all the goals for 2018/2019 have been met. There was further discussion of new goals for 2019/2020. Please see the attached list of proposed Goals for 2019/2020.</p> <p>2. New ASO member Jacob Holtrop voiced some concerns about water fountains on campus, indicating that some of the water coming from the drinking fountains doesn't taste very good. Mike Maher informed the committee that all drinking fountains will eventually be changed out and new filtered fountains will be installed, but this is not a quick process and not all buildings will get them due to the ongoing construction and budgetary issues.</p> <p>3. Jacob Holtrop also indicated that he had heard complaints of mold and waterbugs in the men's showers in the locker room. Terry Cleveland indicated that he would place a work order to have these concerns addressed.</p>
VII. Next Meeting Date		November 20, 2019
VIII. Check Out	All	Motion to adjourn the meeting by Ray Murgatroyd, with a 2 nd by Mike Maher. Meeting was adjourned at 2:40 p.m.



9-25-2019 Safety Committee Meeting Report on Emergency Drill Program for AVC since last Safety Committee Meeting on April 17, 2019

May 1, 2019 - Results of Daytime and Nighttime Combination Lock Down/Evacuation Drills at Palmdale Regional Airport Terminal Training Facility

DAYTIME DRILL RESULTS - The Daytime Drill this year included Antelope Valley College students & Instructor and Desert Haven Enterprises, Inc. Custodial crew & Supervisor.

It took only 2 minutes 5 seconds from the time the alarms were sounded to the time that headcounts were completed at the Evacuation Assembly Area. This compares to 1 minute 45 seconds for the daytime drill in 2018 which was the first time these emergency drills were conducted at this location by AVC.

NIGHTTIME DRILL RESULTS - The Nighttime Drill included only AVC students and Instructor.

It took only 1 minute 55 seconds from the time the alarms were sounded to the time the headcount was completed at the Evacuation Assembly Area. This compares to 2 minutes 34 seconds for the nighttime drill in 2018 which was the first time these emergency drills were conducted during the evening hours at this location by AVC.

May 14, 2019 - Results of Fox Field combination Lock Down (aka Active Shooter)/Emergency Evacuation Drills

DAYTIME DRILL RESULTS The Emergency Evacuation component of the 8:15 AM combination drill took 1 minute 40 seconds from the beginning of the evacuation to the time roll-call was completed in the Evacuation Assembly Area. This compares to previous year's evacuation times of 1 minute 14 seconds on May 2, 2018, 1 minute 22 seconds on May 2, 2017, 1 minute 27 seconds on May 11, 2016, and 1 minute 30 seconds on May 12, 2015.

NIGHTTIME DRILL RESULTS The Emergency Evacuation component of the 4:15 PM combination drill took 1 minute 25 seconds from the beginning of the evacuation to the time roll-call was completed in the Evacuation Assembly Area. This compares to previous years' evacuation times of 1 minute 30 seconds on May 2, 2018, 1 minute 31 seconds on May 2, 2017, 1 minute 35 seconds on May 11, 2016, and 1 minute 17 seconds on May 12, 2015.

September 16, 2019 - Results of Daytime and Nighttime Evacuation Drill for Drill Zones 6 & 8

DAYTIME DRILL RESULTS – Semi-surprise evacuation drill for Drill Zones 6 and 8 (6 = APL; CDC; CSUB; T300 Modular Buildings; 8 = FS; GH1-4; RW; T503-4; TE3-4; TE7; NCP; T400 Modular Buildings) for which only the week of the drill was pre-announced. Drill Zone 6 has the additional Swing Space represented by the T300 Modular Buildings and Drill Zone 8 has the additional Swing Space represented by the T400 Modular Buildings. The Child Development Center also had a completely different evacuation route to a completely different Evacuation Assembly Area from that of previous years.

It took only 11 minutes from the time the alarms were sounded to the time the "All Clear" was given for the drill this morning. Previous years' daytime drill times were as follows: 9-13-2018 fully-announced drill = 8 minutes 40 seconds; 9-25-2017 semi-announced drill = 10 minutes.

NIGHTTIME DRILL RESULTS - Semi-surprise evacuation drill for Drill Zones 6 and 8 (6 = APL; CDC; CSUB; T300 Modular Buildings; 8 = FS; GH1-4; RW; T503-4; TE3-4; TE7; NCP; T400 Modular Buildings) for which only the week of the drill was pre-announced. Drill Zone 6 has the additional Swing Space represented by the T300 Modular Buildings and Drill Zone 8 has the additional Swing Space represented by the T400 Modular Buildings. The Child Development Center also had a completely different evacuation route to a completely different Evacuation Assembly Area from that of previous years.

It took only 7 minutes and 12 seconds from the time the alarms were sounded to the time the "All Clear" was given. This compares to 7 minutes and 8 seconds for the 9-13-2018 fully-announced drill and 13 minutes for the 9-25-2017 semi-announced drill.



Emergency Drill Schedule for Remainder of the 2019 Fall Semester (drills in October and November):

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

Tuesday, October 22, 2019

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).

Tuesday, November 19, 2019

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

IX. PROGRAM REVIEW

Security

Priority:

Survey Findings:

The Antelope Valley College Safety and Security Office is supported by the Los Angeles County Sheriff's Department. All major security and police services are contracted with the Sheriff's Department. Deputies and officers are armed and POST certified. The Sheriff oversees student workers who serve as uniformed cadets and are assigned to observe and report on Main AVC campus security matters only. The Cashier's Office, Library, and Student Services Building have alarm systems. Surveillance cameras are located at the Receiving Warehouse, Cashier's Office, Student Services Building Lobby and first floor hallways. Lighting is adequate in the parking lots, most campus walkways, and athletic fields. Emergency telephone booths are located throughout the campus but are not all operational.

Corrective Action:

It is recommended that all emergency telephone booths be brought to an operational status as soon as possible.

Emergency Preparedness

Priority:

Survey Findings:

The District has an Emergency Response & Preparedness Plan. The primary location of the Emergency Operations Center (EOC) is the Student Services Building. The second EOC is the police station. Selected are trained in NIMS/SEMS. Emergency drills are conducted by drill zones. There are a total of twenty-seven drills per year; both day and night drills are conducted. AEDs are provided by the District, but without any current written plan on use and/or maintenance. Emergency supplies are located at the UH Building, Bookstore Warehouse, Receiving Warehouse, Fox Field Site, and at the Palmdale Regional Airport Terminal Training Facility.

Corrective Action:

No corrective action required at this time.

Fire Prevention

Priority:

Survey Findings:

All District buildings are protected by electronically monitored fire alarms. Fire alarms are tested on an annual basis by an outside contractor and during each evacuation drill by District employees. Sprinkler systems are serviced annually and in-depth inspections are conducted every 5 years. Kitchen hoods are inspected on a quarterly basis. Portable fire extinguishers are serviced annually by an outside contractor and visually inspected by select M&O employees. At the time of the inspection, all dumpsters were being stored away from buildings.

Corrective Action:

No corrective action required at this time.

Playground Safety

Priority: **EFFECTIVE**

Survey Findings:

Playground safety inspections are conducted by Maintenance & Operations (M&O) personnel. Specific playground items are inspected on a quarterly basis and are reported on monthly inspection forms. Checklists are used and documentation is maintained at the M&O Office. No documentation is used or maintained by the Child Development Center personnel. The District purchases equipment for ages 2 years and higher. There are two playground supervisors for every fifteen children; all staff is trained upon hire. Excessive cobwebs are present on some playground equipment. The District has provided strict guidelines on appropriate weather conditions and the allotted time spent outdoors by the children.

Corrective Action:

Please remind staff to inspect for pests within playhouses and other play equipment. No corrective action required at this time.

Chemical Safety

Priority: **EFFECTIVE**

Survey Findings:

The District has a written Hazard Communications Program (HAZCOM) and Chemical Hygiene Plan (CHP). Through the assistance of Keenan & Associates, the District maintains an inventory of hazardous materials annually and discloses surpassed threshold quantities to Certified Unified Program Agencies (CUPA) using the California Environmental Reporting System (CERS). Safety Data Sheets (SDS) are available via QR codes posted throughout campus locations where hazardous materials are stored. The District has multiple hazardous waste satellite storage areas on the main campus and the Palmdale Regional Airport terminal site. All hazardous waste storage areas are in compliance.

Corrective Action:

No corrective action required at this time.

Forklift/Utility Cart

Priority: **EFFECTIVE**

Survey Findings:

No visible damage to forklifts or utility carts was noticed throughout the main campus. The District has both a forklift and utility cart safety program in place. Forklift operators are certified and refresher training is given every three years or sooner. The District does not have an official key control program in place for either forklifts or utility carts. Supervisors of areas where forklifts are stored/operated are given ownership of a single key to operate device(s); Motor Pool has keys to all forklifts in case of emergency.

Corrective Action:

It is recommended that a written Forklift/Utility Cart Operation Plan be developed and implemented. This plan should include but not be limited to:

- Key Control
- Training
- Operation/Troubleshooting

- Preventative Maintenance
- Records of Maintenance/Repair

Pest Management

Priority:

Survey Findings:

The District has an Integrated Pesticide Management (IPM) Program in place. The Director of Risk Management takes responsibility as the IPM Coordinator. The District uses less potent chemicals whenever possible. Chemicals are applied according to safety regulations and guidelines. Pesticides are not applied at or near the Child Development Center (CDC). Disinfectant wipes are not used in the CDC.

Corrective Action:

No corrective action required at this time.

Self Inspection

Priority:

Survey Findings:

The District has a formal self-inspection program. Monthly inspections are typically carried out by M&O Supervisors, but they can assign the inspections to their employees. Inspection checklists are utilized and work orders for their findings are generated and rectified within a reasonable amount of time. The goal is always to complete each work order within 30 days.

Corrective Action:

No corrective action required at this time.

Injury and Illness Prevention Plan

Priority:

Survey Findings:

The IIPP was last updated in January 2018. The written program is reviewed annually. Program sections include: Responsibility, Compliance, Communication, Hazard Assessment, Accident/Exposure Investigation, Hazard Correction, Training and Instruction, and Recordkeeping.

Corrective Action:

No corrective action required at this time.

	A	B	C	D	E
1	PROPERTY AND LIABILITY ACCIDENT LOG - 2019 - FOR SAFETY COMMITTEE				
2					
3	DATE	LOCATION	DESCRIPTION OF INCIDENT	SOLUTION	CLAIM FILED?
4	2/6/2019	Front of FA 1 building	Student was walking to class at approx. 7:30 a.m. on the south side of FA1, when she slipped and fell on black ice, landing on her buttock.	Facilities personnel spread salt around the buildings in the Fine Arts Quad.	
5	4/9/2019	Parking Lot 3	Student was walking with her roller bag out to her car when she tripped and fell because of a large crack in the pavement in Parking lot 3	Maintenance was notified of the hazard.	
6	May 2, 2019	Walkway between APL and CDC	Student was skateboarding between APL and CDC going west bound when his skateboard hit part of the pavement that was lifted. Student fell on his right side hitting his right hip and catching him self with both hands - which were scraped.	Jared Simmons initiated a work order for the raised cement.	
7	July 2, 2019	Woman's Locker Room	Floor was wet and student fell hitting her left side, thigh, hip, shoulder and head.	No one was assigned to mop the floor since Denise Warr retired. A student worker will now be assigned to mop the floors when wet until a replacement for Denise is found.	
8	September 18, 2019	Grass area between APL & CDC	While walking through the grass area between APL and CDC, a student stepped into a depression in the grass which caused her to trip and fall. She put her hands out in front of her to catch her fall but scratched her right knee and hit the upper right side of her head on the concrete. She was transported to AVH for evaluation.	The depressed area was filled in by the Grounds Department.	

Safety Committee

Goals for 2019/2020

- Goal #1:** Continue arranging and mount at First Aid Kit/tourniquet locations additional containers or dispensers of commercially-prepared packages of gauze that has been impregnated with a hemostatic agent for wound packing to quickly control severe bleeding.

- Goal #2:** Continue arranging 4-hour CPR/AED & First Aid Classes on campus for Full-Time Employees.

- Goal #3:** Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations.