



SAFETY COMMITTEE MEETING

Agenda (Proposed)

Date: October 4, 2017
 Meeting Place: HS-194
 Time – 1:00 to 2:30 pm

Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/Bring: Copy of 4/19/17 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
Steven Pulley	Alternate
Talia Grimes	Member – ASO Representative
Dianna Williams	Alternate
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		
II. Introduction	<i>Terry Cleveland</i>	Welcome – Introductory Remarks by Director of Risk Management, Terry Cleveland
III. Approval of Previous Minutes	<i>All</i>	April 19, 2017
IV. Old Business		<u>Item to Discuss:</u> No old business to discuss.
V. New Business	Terry Cleveland	<u>Item to Discuss:</u> 1. Reviews of the following by Terry Cleveland: <ol style="list-style-type: none"> Reported work-related accidents since the last Safety Committee Meeting. Current year-to-date work-related accident statistics including identification of trends (if any). Results of scheduled periodic safety inspection. Current year-to-date Property & Liability Accident Log used to assist in identification and mitigation of trip and fall hazards regarding 2017 SCG #1.



	T.Cleveland & R. Murgatroyd	2. Emergency Drill Program for AVC – Status report by T. Cleveland and R. Murgatroyd.
	All	3. Status report on 2016/2017 Safety Committee Goals.
	All	4. Review of current AED program.
	All	5. Discussion to determine if the Committee will continue with the current goals or develop new goals for 2017/2018.
VI. Open Discussion		
VII. Next Meeting Date		November 15, 2017
VIII. Check Out		



SAFETY COMMITTEE MEETING Minutes

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Meeting Place: HS 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	Absent	Alternate
Deputy Ray Murgatroyd	Absent	Member – Campus Law Enforcement Representative
Steven Pulley	Absent	Alternate
Talia Grimes	Absent	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 1:13 p.m. by Terry Cleveland, Director of Risk Management & Environmental Health
II. Introduction	Terry Cleveland	Introductory remarks by Director of Risk Management, Terry Cleveland.
III. Approval of Previous Minutes of (Date).	All	Motion to approve prior minutes by Jared Simmons with a 2 nd by Michael Hutchinson.
IV. Old Business	Terry Cleveland	<u>Item Discussed:</u> There were no Old Business items to discuss.
V. New Business	Terry Cleveland	<u>Item Discussed:</u> 1. Review of the following by Terry Cleveland: a. Work related accidents reported since the last Safety Committee Meeting on April 19, 2017: 3 first aid cases; 5 medical cases; 4 lost time cases; Total of 12 cases. Terry Cleveland reported the injuries in detail at the meeting. b. Year-to-date work-related accident statistics (calendar year

	<p>Terry Cleveland</p> <p>Terry Cleveland</p>	<p>2017): 3 first aid cases; 7 medical cases; 5 Lost time cases; Total of 15 cases.</p> <p>c. Terry gave a status report on the SWACC Safety Program Review that was conducted as a result of the District switching from SIRMA II to SWACC. Keenan & Associates conducted a comprehensive program review and inspection on the Main Campus, Fox Field and the Palmdale Regional Airport Terminal training facility. The new Palmdale Center was not yet open when the inspection took place. Keenan & Associates determined that all AVC programs were effective, but that we did not have an Asbestos Hazard Emergency Response Act (AHERA) program, which K-12 schools are required to have. However, the Committee discussed implementing a formal Asbestos Operations and Management Program and recommended that it be included as a Safety Goal for 2017/2018 .</p> <p>d. Terry reviewed the year-to-date Property & Liability Accident Log and described the District's 1 reported Slip/Trip/Fall incident so far in 2017 compared to 9 such incidents reported in 2016.</p> <p>2. Terry gave a status report on the Emergency Drill Program for AVC. Report is attached hereto.</p> <p>3. Terry gave a final status report on the 2016/2017 Safety Committee Goals:</p> <p>a. Goal 1: Increase the identification and mitigation of trip and fall hazards at the Main Campus, Palmdale Center and Fox Field site:</p> <p>1) There was one slip and fall incident reported since the last Safety Committee meeting on April 19, 2017. The Committee determined that Goal #1 had been met.</p> <p>b. Goal 2: Reduce the accident incident rate of Reportable Injuries for the District.</p> <p>1) We calculated a reportable injury rate of 7.60, which is year-to-date up through September 2017. This compares to the 2016 figure of 5.96. The Committee did not meet the Goal #2. However, the higher rate was not due to Slip/Trip/Fall type incidents.</p> <p>c. Goal 3: Perform a feasibility study on an Automatic External Defibrillator (AED) Program for implementation at the Main Campus, Palmdale Center and Fox Field site.</p> <p>1) Terry gave a status report: 14 AED units have been purchased. At the time of the meeting, 11 units have</p>
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		<p>been deployed on the Main Campus, 2 units have been deployed at the Fox Field site and 1 unit was purchased for deployment at the Palmdale Center, pending receipt of a Shok Box to store it in. Since the meeting the Shok Box has been received and the unit has been deployed to the Palmdale Center. The Committee has met Goal #3.</p> <p>The Safety Committee 2016/2017 Annual Report is attached.</p>
VI. Open Discussion	<p>All</p> <p>All</p>	<p><u>Item Discussed:</u></p> <p>1. There was further discussion about continuing the AED program. The Committee determined that the current AED program is viable and should be expanded with the placement of additional units in areas that were previously not covered, including the Palmdale Regional Airport Terminal training facility. It was also determined that an additional AED unit for the Athletics Department, which would be used at away games, will need to be purchased with the Athletic Department's budget rather than with the Disaster Preparedness budget.</p> <p>2. There was open discussion about 2017/2018 Safety Committee Goals. It was determined that the Committee would pursue 4 goals for 2017/2018.</p> <p>(1) Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations and reduce the accident incident rate of reportable injuries for slips, trips and falls.</p> <p>(2) Continue implementation of AED placements and ongoing review of their locations and effectiveness.</p> <p>(3) Contract with a properly certified vendor to prepare an Asbestos Operations & Maintenance Plan for the District.</p> <p>(4) Review the distribution campus-wide of our emergency medical trauma equipment and supplies and determine if we need to purchase additional emergency products or locate additional caches and prepare notification list for distribution to Incident Command Staff.</p>
VII. Next Meeting Date		November 15, 2017
VIII. Check Out	All	Motion to adjourn the meeting by Louis Lucero, with a 2 nd by Jared Simmons. Meeting was adjourned at 2:33 pm



Emergency Drill Program for AVC – Status Report for Re-scheduled 10-04-2017 Safety Committee Meeting (originally scheduled for September 20, 2017) – Covers Drills conducted since April 19, 2017

Evacuation Drills

Drill Zones 5 & 7 (**DZ 5** = LS1, LS2, ME, OF2, OF3, SS1, TE1, TE2; **DZ 7** = HS, HS001) sometime during the week of April 24, 2017 - **This is the area that has the semi-surprise drills this semester for which we announce only the week of the drills and not the specific date(s) and times.**

The actual drills were conducted on Monday, April 24, 2017 beginning at 9:45 AM and 7:30 PM.

It took only 10 minutes from the time the alarms were sounded to the time the "All Clear" was given during our daytime emergency evacuation drill. This time represents a new record for evacuating the combined area of Drill Zones 5 and 7! This compares to times of 13 minutes for the daytime drill in 2016 and 13 minutes for the daytime drill in 2015.

During our nighttime emergency evacuation drill, it took 14 minutes from the time the alarms were sounded to the time the "All Clear" was given. The elapsed time would have been shorter had it not been for an alarm re-set problem involving the ME, TE1, and TE2 Buildings. The problem was diagnosed in the field and found to be caused by unfamiliarity of an individual with the proper re-set sequence which was then initiated to silence the alarms and turn off the strobe lights. This compares to times of 9 minutes and 30 seconds for the nighttime drill in 2016 and 13 minutes for the nighttime drill in 2015.

Active Shooter Drills immediately followed by Evacuation Drills

Fox Field Site (all classes)

8:30 AM and 4:30 PM on Tuesday, May 2, 2017

Nothing drew the attention of outside observers to the hiding places of those in Lock Down during the Active Shooter component of the morning drill. The Emergency Evacuation component of the 8:30 AM combination drill took 1 minute 22 seconds (compared to 1 minute 27 seconds on May 11, 2016 and 1 minute 30 seconds on May 12, 2015) from the beginning of the evacuation to the time roll-call was completed in the Evacuation Assembly Area.

During the Active Shooter component of the afternoon drill, the only condition that attracted the attention of an outside observer peering through a partially broken window blind was a paper cup with a straw protruding from it in front of a lit computer monitor screen. However, no occupants were visible. The Emergency Evacuation component of the 4:30 PM combination drill took 1 minute 31 seconds (compared to 1 minute 35 seconds on May 11, 2016 and 1 minute 17 seconds on May 12, 2015) from the beginning of the evacuation to the time roll-call was completed in the Evacuation Assembly Area.

Evacuation Drills

Drill Zones 6 & 8 (**DZ 6** = APL; CDC; CSUB; **DZ 8** = FS; GH1-4; RW; T501-4; TE3-4; TE7; NCP) sometime during the week of September 25, 2017 - This is the area selected for this semester to have the semi-surprise drills for which we announce only the week of the drills and not the specific date(s) and times.

The actual drills were conducted on Monday, September 25, 2017 beginning at 9:45 AM and 7:15 PM.

It took only 10 minutes from the time the alarms were sounded to the time the "All Clear" was given during our daytime emergency evacuation drill. This is a new record for the daytime evacuation of Drill Zones 6 & 8. The time it took for last year's daytime drill (9/15/2016), for which the date and time were announced during the previous semester with numerous reminders, was 15 minutes 10 seconds. The year before that (9/16/2015), for which only the week of the drill was pre-announced, was 14 minutes. One mobility-challenged individual was observed on the 2nd floor of the APL Building during the drill so it is presumed that there are a sufficient number of EVAC-Chairs positioned in the building.



Note: The Emergency Evacuation Drills for the Child Development Center were conducted on separate days from the rest of the occupants in Drill Zones 6 & 8 in 2016 and 2015 and their evacuation times from start to "All Clear" were 11 minutes (9/13/2016) and 11 minutes 21 seconds (9/14/2015) respectively. Therefore, this year's evacuation time for the CDC was also shorter than the previous two years.

During our nighttime emergency evacuation drill, it took 13 minutes from the time the alarms were sounded to the time the "All Clear" was given. The time it took for last year's nighttime drill (9/15/2016), for which the date and time were announced during the previous semester with numerous reminders, was 7 minutes 19 seconds. The year before that (9/16/2015), for which only the week of the drill was pre-announced, was 8 minutes 39 seconds.

All occupants of **Drill Zones 6 & 8 (DZ6 = APL; CDC; CSUB; DZ8 = FS; GH1-4; RW; T501-4; TE3-4; TE7; NCP)**, with the exceptions of the Child Development Center, the Facilities Services/Receiving Warehouse complex, and the North Central Plant which were empty at that time of night, were safely evacuated, simulations of shutting off the utilities and then restoring them were performed by Maintenance & Operations personnel which are part of the procedures if a true emergency occurs which requires evacuation, and the alarms were silenced within this 13-minute period last night. No mobility-challenged individual was observed on the 2nd floor of the APL Building during the drill so it is presumed that there are a sufficient number of EVAC-Chairs positioned in the building. The drill would have taken 2 minutes less if not for the delay experienced when it was discovered that a different key was needed to access the small room in TE7 that houses the alarm re-set control used to silence the alarms.

Remaining Emergency Drills during 2017 Fall Semester (drills in October and November)

Lock Down Drills (AKA Active Shooter Drills)

Palmdale Center (entire Center)

10:30 AM and 7:30 PM on Tuesday, October 17, 2017

Evacuation Drills

Drill Zones 1 & 3 (**DZ 1 = A; SSV; SCT; DZ 3 = BE; L; LC; T100**)

9:45 AM and 7:30 PM on Tuesday, November 14, 2017

Annual Table-Top Exercise for Incident Command Staff

Friday, October 27, 2017 from 8:30 AM to 11:30 AM; Primary Emergency Operations Center - SSV-151

Safety Committee

Chairs/Co-Chairs:
Terry Cleveland

Annual Report

2016/17

List Committee Goals for 2016/17

I.	Increase the identification and mitigation of trip and fall hazards at the Main Campus, Palmdale Center (to the extent that we have control in the leased space), and Fox Field Site (to the extent that we have control in the leased space).
II.	Reduce the accident rate of Reportable Injuries for the District.
III.	Perform a feasibility study on an Automatic External Defibrillator (AED) Program for implementation at the Main Campus, Palmdale Center and Fox Field Site.

Describe accomplishments made to meet your committee goals:

I.	M&O Personnel continued to maintain a heightened level of alertness to these conditions and Safety Committee Members heightened the awareness of their constituencies. The District had 9 reported Slip/Trip/Fall Type incidents in 2016 and only 1 has been reported so far in 2017.
II.	We have not met this goal.
III.	The Safety Committee plus 2 additional employees who are in the medical component of the District Incident Command Staff for Disaster Preparedness & Emergency Response performed a feasibility study, identified available funding and recommended to the college President that we purchase and deploy 14 AEDs at locations on the Main Campus, the new Palmdale Center (after opening) and the Fox Field Site. Since the opening of the new Palmdale Center, we are waiting on delivery of a rugged carrying case for deployment with the L.A. County Sheriff's Department-AVC Unit Palmdale Center staff.

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 4 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 2016/17 College Goals?

Goal 1: Increase the identification and mitigation of trip and fall hazards at the Main Campus, Palmdale Center (to the extent that we have control in the leased space), and Fox Field Site (to the extent that we have control in the leased space).

Accomplishments: *M&O Personnel continued to maintain a heightened level of alertness to these conditions and Safety Committee Members heightened the awareness of their constituencies. The District had 9 reported Slip/Trip/Fall Type incidents in 2016 and only 1 has been reported so far in 2017.*

Goal 2: Reduce the accident rate of Reportable Injuries for the District.

Accomplishments: *We have not met this goal. We calculated a reportable injury rate of 7.60, which is year-to-date up through September 2017. This compares to the 2016 figure of 5.96.*

Goal 3: Perform a feasibility study on an Automatic External Defibrillator (AED) Program for implementation at the Main Campus, Palmdale Center and Fox Field Site.

Accomplishments: *The Safety Committee plus 2 additional employees who are in the medical component of the District Incident Command staff for Disaster Preparedness & Emergency Response performed a feasibility study, identified available funding and recommended to the college President that we purchase and deploy 14 AEDs at locations on the Main Campus, the new Palmdale Center (after opening) and the Fox Field Site. Since the opening of the new Palmdale Center, we are waiting on delivery of a rugged carrying case for deployment with the L.A. County Sheriff's Department-AVC Unit Palmdale Center staff.*

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

The Safety Committee will evaluate the formulation and pursuit of new goals vs continuing with some or all of the same 3 goals for 2017/2018.

Recommendations for change in membership or function:

None.

VIII. PROGRAM REVIEW

Security

Priority: **EFFECTIVE**

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 campus security matters. The Cashier's Office and the Student Services Building have individual alarm systems. Surveillance cameras are located at the Cashier's Office and the Receiving Warehouse. Lighting is adequate in the parking lots, campus walkways and athletic fields when they are being used. Emergency phones are located throughout the college campus. They are routinely checked for operation, but not all are operational.

Corrective Action:

The District meets the minimum requirements for this program. Consider implementing a District-wide video surveillance policy to ensure the proper use of surveillance cameras. Emergency phones should be checked during campus-wide internal inspections.

Emergency Preparedness

Priority: **EFFECTIVE**

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 secondary EOC is the police station. Selected staff are trained in NIMS/SEMS. Emergency drills (including active shooter drills) are conducted by drill zones. There are a total of twenty-seven drills per year (day/night). Emergency supplies are located in a storage bin near the Baseball Field, the Health Sciences Building, the Student Center, the Receiving Warehouse, and at the each of the satellite sites. The District has a written plan identifying the locations of AEDs at the main campus and the Fox Field site. Emergency evacuation maps were noted over the five campuses inspected.

Corrective Action:

The District meets the minimum requirements for this program.

Fire Prevention

Priority: **EFFECTIVE**

Survey Findings:

All District buildings are protected by electronically monitored fire alarms. Fire alarms are tested on an annual basis by a contractor and during each evacuation drill by District employees. Sprinkler systems are serviced annually and in-depth inspections are conducted every 5 years. Portable fire extinguishers are serviced annually. Monthly visual inspections are not conducted. It was noted that all dumpsters were being stored away from buildings.

Corrective Action:

The District meets the minimum requirements for this program. Ensure that monthly visual inspections of fire extinguishers are being performed.

Playground Safety

Priority: **EFFECTIVE**

Survey Findings:

Playground safety inspections are conducted by Maintenance & Operations (M&O) personnel. Checklists are used and documentation is maintained at the M&O Office. The District purchases equipment for ages 2 years and higher. There are two playground supervisors for every fifteen children. They are trained upon hire and are given handouts on playground supervision during the second or third week of each semester.

The pour-in-place surfacing underneath the play structure is damaged and contains voids. According to the M&O Manager, the surfacing is slated for repair work.

Corrective Action:

The District meets the minimum requirements for this program. Ensure the pour-in-place surfacing is repaired and tested for impact attenuation.

Chemical Safety

Priority: **EFFECTIVE**

Survey Findings:

The District has a written Hazard Communications Program (HAZCOM) and Chemical Hygiene Plan (CHP). The CHP was last updated in 2011 by the Department Chair. Through the assistance of Keenan & Associates, the District maintains an inventory of hazardous materials annually and discloses the large quantities to Certified Unified Program Agencies (CUPA) using the California Environmental Reporting System (CERS). Safety Data Sheets (SDS) are available at the M&O Office.

The District has multiple hazardous waste satellite storage areas on the main campus and the Palmdale Regional Airport terminal site. The District anticipates formaldehyde waste being generated at the new Palmdale Center. The hazardous waste storage facility is located at the Facilities complex. All hazardous waste storage areas are in compliance; however, there are several waste containers with incomplete EPA labels.

M&O has a verbal policy prohibiting employees from bringing in outside chemicals with the exception of household cleaners with SDS provided and approved by the M&O manager. There is no written District policy on accepting or not accepting donations of chemicals.

Corrective Action:

The District meets the minimum requirements for this program. Consider updating both the HAZCOM and CHP. Consider establishing a District policy explaining the procedures for accepting or not accepting chemicals as donations.

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 a key control program in place. Forklift operators are responsible for managing their keys.

Corrective Action:

The District meets the minimum requirements for this program. Consider providing a District-wide key control program to issue and track keys for forklifts. The purpose of the program is to increase the safety and security

of the campus facilities.

AHERA

Priority: IN PROGRESS

Survey Findings:

There is no Asbestos Operations and Management Plan in place; however, annual asbestos awareness training is provided to personnel who could potentially come into contact or disturb asbestos during work activity. If they suspect asbestos, they are to report it for testing. Test results, monitoring, and abatement reports are maintained by the M&O Department.

Corrective Action:

Consider implementing a formal Asbestos Operations and Management Program.

Pest Management

Priority: EFFECTIVE

Survey Findings:

The District has an Integrated Pesticide Management (IPM) Program in place. 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. The program is current and all necessary notifications are performed as well as proper storage of pesticides.

Corrective Action:

The District meets the minimum requirements for this program.

Self Inspection

Priority: EFFECTIVE

Survey Findings:

The District has a formal self-inspection program. Weekly inspections are usually 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.

Corrective Action:

The District meets the minimum requirements for this program. Ensure that the self-inspection program is integrated into the District's IIPP. Per report recommendations, consider developing site-specific self-inspection programs for the following areas: Athletics Department, Fines Arts, and Airframe Manufacturing Technology.

Injury and Illness Prevention Plan

Priority: EFFECTIVE

Survey Findings:

The IIPP was last updated in January 2017. 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:

The District meets the minimum requirements for this program.

	A	B	C	D	E
1	PROPERTY AND LIABILITY ACCIDENT LOG - 2017				
2					
3	DATE	LOCATION	DESCRIPTION OF INCIDENT	SOLUTION	CLAIM FILED?
4	5/2/2017	Woman's locker room in the gym	After a swim class, student slipped and fell on the wet floor of the locker room, fracturing her leg.	Non slip strips are to be installed on the floor of the Woman's locker room.	Claim filed against AVCCD 6/20/17

Proposed Safety Committee Goals

2017/2018

1. Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations and reduce the accident incident rate of reportable injuries for slips, trips and falls.
2. Continue implementation of AED placements and ongoing review of their locations and effectiveness.
3. Contract with a properly certified vendor to prepare an Asbestos Operations & Maintenance Plan for the District.
4. Review the distribution campus-wide of our emergency medical trauma equipment and supplies and determine if we need to purchase additional emergency products or locate additional caches and prepare notification list for distribution to Incident Command Staff.