



ANTELOPE VALLEY COLLEGE

<b>SAFETY COMMITTEE MEETING</b> <b>Agenda</b>	<b>February 22, 2017</b> <b>Meeting Place: HS 194</b> <b>Time: 1:30 to 2:30PM</b>
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**Type of Meeting:** Regular  
**Note Taker:** Susan Herman  
**Please Review/Bring:** Copy of 11/16/16 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
TBD by ASO	Member – ASO Representative
TBD by ASO	Alternate
Joseph Esdin	Member - Academic Senate
Jared Simmons	Member – Confidential Management
Michael Maher	Alternate
Steve Lose	Member - Classified Union
Dr. Louis Lucero	Member – Educational Administrator
Michael Hutchison	Member – Faculty Union
Bill Bailey	Alternate

Items	Person	Action
I. Check In		
II. Introduction	Terry Cleveland	Welcome – Introductory Remarks by Director of Risk Management, Terry Cleveland
III. Approval of Minutes	All	November 16, 2016
IV. Old Business		<p><b><u>Item to Discuss:</u></b></p> <ol style="list-style-type: none"> <li>1. Water reported to pool during winter months at top of exterior stairs at southeast corner of H.S. Building – Status report by Jared Simmons.</li> <li>2. Report of utility cart drivers driving too fast and in a dangerous manner – Status report by Terry Cleveland and Deputy Murgatroyd.</li> <li>3. Feedback from Grounds Department on Main campus decorative fences – Status Report by Jared Simmons.</li> <li>4. Tiered shelter-in-place/lockdown procedure and questions asked after 10/5/2016 lockdown – Status report by Terry Cleveland.</li> </ol>
V. New Business		<p><b><u>Items to Discuss:</u></b></p> <ol style="list-style-type: none"> <li>1. Reviews of the following by Terry Cleveland:               <ol style="list-style-type: none"> <li>a. Reported work-related accidents since the last Safety Committee Meeting.</li> <li>b. Current year-to-date work-related accident statistics including identification of trends (if any).</li> <li>c. Incidence Rate of Reportable Injuries regarding 2017 Safety Committee Goal (SCG) #2.</li> </ol> </li> </ol>



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		<ul style="list-style-type: none"><li>d. Results of scheduled periodic safety inspection.</li><li>e. Current year-to-date Property &amp; Liability Accident Log used to assist in identification and mitigation of trip and fall hazards regarding 2017 SCG #1.</li><li>f. Progress on AED Feasibility Study regarding 2017 SCG #3.</li></ul> <p>2. Emergency Drill Program for AVC – Status report by T. Cleveland and R. Murgatoyd.</p>
VI. Open Discussion		
VII. Next Meeting Date		April 19, 2017 HS-194
VIII. Check out		



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<b>SAFETY COMMITTEE MEETING</b> <b>Minutes</b>	<b>DATE: February 22, 2017</b> <b>Meeting Place: HS 194</b> <b>Time: 1:30 to 2:30PM</b>
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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 & Chief Note Taker – Human Resources
Kim Correa Absent	Alternate
Deputy Ray Murgatroyd	Member – Campus Law Enforcement Representative
Steven Pulley Absent	Alternate
TBD by ASO	Member – ASO Representative
TBD by ASO	Alternate
Joseph Esdin Absent	Member - Academic Senate
TBD by Academic Senate	Alternate – Attendance not required due to member attended
Jared Simmons	Member – Confidential Management
Michael Maher Absent	Alternate – Attendance not required due to member attended
Steve Lose	Classified Union
Dr. Louis Lucero	Member – Educational Administrator
Michael Hutchison	Member – Faculty Union
Bill Bailey Absent	Alternate – Attendance not required due to member attended

	Person	Action
I. Check In	Terry Cleveland	Meeting was called to order at 1:34 p.m. by Terry Cleveland, Director of Risk Management & Environmental Health
II. Introduction	Terry Cleveland	Welcome – Introductory remarks by Director of Risk Management, Terry Cleveland
III. Approval of Minutes	All	Motion to approve prior minutes by Jared Simmons with a 2 <sup>nd</sup> by Dr. Louis Lucero.
IV. Old Business	Jared Simmons	<b><u>Item Discussed:</u></b> 1. Jared indicated that the report of water pooling during the winter months at the top of the exterior stairs at the southeast corner of the HS building has not been addressed yet. He will try to check on it, in the next week or so, after the next rain, to see if it presents any more of a problem than any other puddle that forms on campus after a rain.
	Terry Cleveland	2. Terry gave a status on the report of Utility Cart drivers driving too fast. On January 25, 2017, a meeting was held with Dean Chege, Dr. Vines, Dr. Suderman, Gary Roggenstein and Crystal Ellis to discuss the matter. It was agreed at the meeting that an email notice would go to all supervisors who have student workers. The notice will be a reminder of the Utility Cart rules and will ask all supervisors to review the rules with their student workers. A copy of the email will go to all Directors, Deans and





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	<p>Terry Cleveland</p> <p>Terry Cleveland</p>	<p>present, for review. Jared advised that he had initiated work orders for all issues listed in the quarterly site inspection that M&amp;O is responsible for correcting and will contact Deans or Supervisor's as necessary to remedy all problems cited in the report.</p> <p>2. Status report on the Emergency Drill Program for AVC. No status report was provided at this meeting since there have not been any Emergency Drills performed since the last Safety Committee meeting on November 16, 2016.</p> <p>3. Terry gave a status report on the pursuit of this year's Safety Committee goals.</p> <p>a. <b>Goal 1:</b> Increase the identification and mitigation of trip and fall hazards at the Main Campus, Palmdale Center and Fox Field Site.</p> <p>1) There have been no new slip/trip and fall incidents reported since the last Safety Committee meeting on November 16, 2016.</p> <p>b. <b>Goal 2:</b> Reduce the accident incident rate of Reportable Injuries for the District.</p> <p>1) Prior to this calendar year, employee work hours were not compiled on a cumulative monthly basis and so there are no statistics from separate months in 2016 with which to make comparisons. There is, however, an annual statistic for 2016 as was the practice at that time.</p> <p>c. <b>Goal 3:</b> 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) After discussion among the present Safety Committee members, a vote was taken on the brand of AED to further investigate. A unanimous decision was made to further investigate the Zoll AED. We discussed the necessity of individual training and will investigate the pricing for such training. Jared asked for the specifications for the alarmed cabinets that would house the AED units. Specs were provided to Jared on March 6, 2017.</p>
VI. Open Discussion		<p><b><u>Item Discussed:</u></b> There was no other new business to discuss.</p>
VII. Next Meeting Date		April 19, 2017 HS-194
VIII. Check Out	All	Motion to adjourn the meeting by Dr. Louis Lucero with a 2 <sup>nd</sup> by Michael Hutchison. Meeting was adjourned at 2:57 p.m.