

**SAN DIEGO MIRAMAR COLLEGE
SAFETY COMMITTEE**

Minutes

**Wednesday, May 11, 2016
Room L-108 1:30 p.m.**

Attended: Brett Bell, Dane Lindsay, Francine McCorkell, Gilberto Torres, Karen Woods, Lorena Telo, Magdalena Kwiatkowski, Paul Chlapecka, Rob Meyers, and Roy Kinley

Absent: Carol Reagan, Dan Gutowski, Diana Medero, Elizabeth Thomas, Frank Fennessey, Kurt Hill, Lezlie Allen, Martin Walsh, Michael Lopez, Patrick Breen, Peggy Hunt, Roy Kinley, Sean Young, Stephen Um, and Vuong Nguyen

- 1) Approval of April 13, 2016 Minutes: (R. Meyers, F. McCorkell)
- 2) Approval of May 11, 2016 Agenda: Approved with no revisions.
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

03/09: At approximately 10:45 a.m. a student in the Chem Lab was pushing a glass tube into a pipette; it snapped in half and cut the middle finger. Received treatment at Student Health Services and went back to class. *B. Bell asked the committee if there were any questions or concerns and none were reported.*

05/06: At approximately 2:50 p.m. in the Audio Visual Department a Federal Work-study employee was asked to submit a report to document the incident where the employee side swiped the door with the golf cart. The employee got really nervous and passed out. Emergency responders arrived and determined the employee had a panic attack causing the loss of consciousness. The employee declined being transported stating "no injury". *B. Bell stated that this department is good about training their staff on cart safety. The safety committee had no further concerns regarding this incident.*

4) Review/Update

a. Emergency Preparedness Plan (Brett Bell)

As we approach the end of the fiscal year there has been no update on CCERT Training. Lt. Gilberto Torres sent an e-mail after the meeting advising that this training will be held the week of July 11th -15th. The location to be announced soon. B. Bell stated that there is a Disaster Preparedness Training scheduled on Tuesday, May 24th, 2016 at Mesa College. This event aims to educate citizens on how local resources work during emergencies and how you can better prepare yourself for a wide variety of disasters. This program also includes hands on demonstrations for CCERT & CERT trained citizens such as light and fire suppression, search and rescue, radio communication, hazardous materials, and medical aid.

b. Campus Safety Environment (Brett Bell)

No additional safety concerns from the committee.

5) Old Business

- a. Safety Inspections-** L. Telo stated that since our last meeting we have received safety inspection reports for the I Building, Bookstore, K-2 Student Resource & Welcome Center, M Building, R Building, and Utility Plant. D. Lindsay kindly completed the inspections reports for the H Building & N Building. He commented and said that since he isn't usually the one assigned to these buildings he indicated "CCERT" next to the question regarding if an employee working in the area has been instructed on how to use the fire extinguisher. *B. Bell stated that since we have had a lot of recent hiring of new Contract employees it's our responsibility take advantage of the CCERT Training processes and encourage new employees to participate in this training so that it is applicable to everyone in the building. This training is usually scheduled in June.* L. Telo asked a question regarding the completion of the reports. It was noticed that most reports were submitted for every room, but then a few that were submitted for the entire building. *B. Bell stated that I would only see this with Dane's inspection areas.* L. Telo has agreed to be assigned to the N Building and pose as the lead to ensure each department is submitting their safety inspection reports on time.

Safety inspection reports have been completed for:

Building / Dept.	Completed By	Date Completed
B-2 & B-3 Bungalows / Continuing Education	Laurel Slater	11/19/2015
F-1 & Montgomery Field Hangar / Aviation	Paul Chlapecka	05/06/2015
F-301, 302, 303, 304	Laurel Slater	11/18/2015
H / Arts & Humanities	<i>* Dane Lindsay</i>	05/10/2016
I / English	Dane Lindsay	04/13/2016
K (1 st Floor) Bookstore	Rob Meyers	03/10/2016
K-2/ Student Resource & Welcome Center	Lezlie Allen	04/13/2016
L / Library (LRC)	Reylyn Cabrera	03/23/2015
	Rechelle Mojica	03/12/2015
	Kandice Brandt	03/24/2015
	Francine McCorkell	03/17/2015
	Val Sacro	04/06/2015
	Hazel Sanglay	04/06/2015
	Joan Mize	03/12/2015
	Carol Reagan	03/13/2015
M / Business & Math	Kimberly Teston	03/29/2016
	Temmy Najimy	03/29/2016

N / Administration	* <i>Dane Lindsay</i>	05/10/2016
R-1, R-2, R-3, R-4, & R-5 / Fire Technology & EMT	Stacy Rodgers	04/04/2016
U / Utility Plant & College Services Cntr.	Dane Lindsay	04/13/2016

Buildings that are still pending safety inspection completion:

Building / Department	To Be Completed By	Due Date
A-2 / Public Safety	Peggy Hunt	5/31/2016
C-1, C-2, C-3, & C-4 / Diesel Technology	Dan Willkie	5/31/2016
F-2 / Child Development	Elizabeth Thomas	5/31/2016
J -1, J-2, J-3, & J-4 / Gymnasium	D. Lindsay, D. Gutowski, A. Soriano	5/31/2016
K / Student Services	<i>Each Department</i>	5/31/2016
K (1st Floor)/ Food Service	Patrick Breen	5/31/2016
P-1 / Aquatic Center	Dan Gutowski	5/31/2016
S-2, S-3, & S-4 / Advanced Transportation Technology (Auto)	Sean Young	5/31/2016
S-5 & S-6 / Science	Vuong Nguyen	5/31/2016
T / Campus Police	Diana Medero	5/31/2016
W / Distribution & Computing Center (ART)	Rex Heftmann	5/31/2016

- b. **SDS Online** – B. Bell stated that he has not yet done the identification of leads for these departments: Science, Aviation, Automotive, Diesel, Fine Arts, Fire Technology, Health Services, and College Police to identify those hazardous materials. However, Karen Woods has sent a reminder e-mail with the manual to be able to take care of these items by the next meeting.
- c. **Stencil “No Sitting On Ledge”** - Sgt. Diana Medero has provided Brett with some options for signs to put out in the parking structure. They have not met yet to discuss the signage; however will meet by the next safety meeting.

6) New Business

- a. **Safety Award Winner** - B. Bell announced that ***Dane Lindsay*** has won this year’s Safety Conscious Award. Something that stood out in his nomination was what was written “The campus is encouraged to select this department to honor and recognize for all they do. The reason why our campus runs smoothly is because of Dane and his crew.” With this being said ***Facilities*** has been announced as this year’s Safety Conscious Department. *Congratulations to the entire Facilities crew!*

7) Safety Related Items

M. Kwiatowski reported speeding near the Continuing Ed bungalows and Child Development. While walking from the B-200 building an instructor was almost hit by a car. Due to the blind spot a suggestion was made to install a mirror in that area to be able to see the incoming traffic. *B. Bell stated that before the next safety meeting he will walk the area with Dane and Karen to see if there is potential for this request.*

M. Kwiatowski also reported that a projector screen fell on an instructor in Rm F-303. The projector was not affixed to the wall and just hanging by a hook. Dane stated that they are attached by brackets with hooks to hang from. Dane will talk to Glenn in Audio Visual and ask about possibly pinching the hooks so that they are more secure and won't fall if they are tugged on.

M. Kwiatowski requested an updated evacuation map due to ongoing construction on campus. *B. Bell stated that the evacuation locations in those construction areas have been deleted. No new areas have been identified at this time. B. Bell will provide the most recent evacuation map as requested.*

D. Lindsay inquired about the evacuation signs for the rooms. *B. Bell stated that he has asked for this signage multiple times and Facilities Management has not yet been able to provide them. There are pre-made signs in the newest buildings (lobby and stairway) on how to exit the building. There are older rooms that have evacuation routes at the doors. There are a group of buildings that are not new yet not old that don't have signage at all. Those are the buildings that are of concern. B. Bell will bring this issue up in the next Management Services Council Meeting with Facilities Management.*

K. Woods reported that Risk Management has been working on a lot of new safety programs. Most of these resources have been uploaded on the SDCCD website that include District IIPP (Injury Illness Prevention Program) and per OSHA standards Ergonomics, Fall Protection, Fire Safety, Hearing Conservation, Heat Illness, Slip, Trip, & Fall Program, and Vehicle Safety. More resources to follow. Visit our website at: <http://hr.sdccd.edu/risk/riskindex.cfm>

8) Next Meeting: Wednesday, June 8, 2016, at 1 pm, Room L-108