

**SAN DIEGO MIRAMAR COLLEGE
SAFETY COMMITTEE**

Minutes

**Wednesday, October 12, 2016
Room L-108 1:00 p.m.**

Attended: Afshin Nour, Brett Bell, Diana Medero, Erica Zhang, Francine McCorkell, Lorena Telo, Magdalena Kwiatkowski, Martin Walsh, Paul Chlapecka, and Vuong Nguyen

Absent: Carol Reagan, Dan Gutowski, Dane Lindsay, Elizabeth Thomas, Frank Fennessey, Karen Woods, Kurt Hill, Lezlie Allen, Michael Lopez, Patrick Breen, Rob Meyers, Roy Kinley, Sean Young, and Stephen Um

- 1) Approval of May 11, 2016 Minutes: (F. McCorkell, V. Nguyen)
- 2) Approval of October 12, 2016 Agenda: Approved with no revisions.
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

07/06: At approximately 12:00 p.m. an adjunct instructor in the Police Academy Mat Room was acting as a suspect role player for an academy combative scenario when a recruit grabbed and pulled right arm of the instructor and strained the right shoulder. Instructor did not leave work and resumed duties. *B. Bell asked the committee if there were any concerns and none were addressed.*

08/24: At approximately 7:55 a.m. a student was riding their bike between buildings M & N (by ramp) and swerved to miss a staircase which resulted in running into a pole. Injury occurred on the left cheek and left big toe. First aid was given and Lezlie Allen provided an ice pack for the injuries. *B. Bell asked the committee if there were any concerns and none were addressed.*

08/30: At approximately 11:00 a.m. a NANC employee in the Audio Visual department was working on the computer replying to e-mails and felt an insect bite on her left leg and a few moments later another insect bite on her right leg. Employee did not leave work and resumed duties. *B. Bell asked the committee if there were any concerns and none were addressed.*

09/22: At approximately 12:20 p.m. a Mesa student was playing volleyball at our gymnasium. The student hit the volleyball; however instead of hitting it with whole hand the student hit it with right thumb instead. Right thumb bent back thus causing injury. The student refused medical care and went home. *B. Bell asked the committee if there were any concerns and none were addressed.*

09/22: At approximately 11:45 a.m. a student was in S5-109 MLTT classroom. The student felt dizzy and sat down to elevate legs. The student did not lose consciousness. The student drank some orange juice and felt better to return to class. *V. Nguyen stated that the student was getting blood drawn while fasting for over several hours. It's unclear if the student felt dizzy due to that or if there was a brief scare of the needle. B. Bell asked the committee if there were any concerns and none were addressed.*

4) Review/Update

a. Emergency Preparedness Plan (Brett Bell)

B. Bell would like to add the Emergency Preparedness Plan to the 2016 - 2017 FY goals because it has been year since we have reviewed the plan. The committee agreed and he will be e-mailing that plan for our review to comment on during the next meeting. V. Nguyen posed a question asking if it was a part of the evacuation plan? *B. Bell stated that "yes" it has some information regarding an evacuation; however it is more structured on how we respond to emergencies with site incident command and CCERT.*

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 she still hasn't received all of the safety inspection reports. The deadline given for submittal was **May 31, 2016**. She has followed up with those who are still pending completion: C-1, C-2, C-3, and C-4 (Diesel Technology); J-1, J-2, J-3, and J-4 (Gymnasium); P-1 (Aquatic Center); T (Campus Police); W (Distribution & Computing Center). She still needs to follow up with those in the K (Student Services) building. It was noted that we will have to reassign the A-2/ Public Safety building since Peggy Hunt has recently retired. In March 2017 we will start the process of completing these safety inspections again.

Safety inspections reports recently received and those that are still pending completion:

Building / Department	To Be Completed By	Received
A-2 / Public Safety	Peggy Hunt	5/17/2016
C-1, C-2, C-3, & C-4 / Diesel Technology	Dan Willkie	
F-2 / Child Development	Elizabeth Thomas	6/29/2016
J -1, J-2, J-3, & J-4 / Gymnasium	D. Gutowski	
K / Student Services	<i>Each Department</i>	
K (1st Floor)/ Food Service	Patrick Breen	6/15/2016
P-1 / Aquatic Center	Dan Gutowski	
S-2, S-3, & S-4 / Advanced Transportation Technology (Auto)	Sean Young	6/17/2016
S-5 & S-6 / Science	Vuong Nguyen	7/11/2016
T / Campus Police	Diana Medero	
W / Distribution & Computing Center (ART)	Rex Heftmann	

- b. **SDS Online** – B. Bell stated that he has identified leads to identify hazardous materials for Science, Aviation, Automotive, Diesel, Fine Arts, Fire Technology, Health Services, and College Police during a process that was done during the summer. B. Bell announced that we have a new District Occupational, Environmental Health & Safety Coordinator that will be assisting us with bringing SDS Online to our campus.
- c. **Stencil “No Sitting On Ledge”** - Sgt. Diana Medero has confirmed that this signage has been posted in the parking structure.

6) New Business

- a. **Safety Calendar** - B. Bell went over this fiscal year's (2016 – 2017) safety calendar. July and August were dark months and no meetings were held. Our meeting in September was cancelled. During today's meeting in October we will be reviewing and setting our goals for the 2016 - 2017 fiscal year. November will just be a standard monthly safety meeting. In December we will discuss the calendar again and safety classes for the fiscal year. January 2017 will be dark and no meeting will be held. February will be a standard monthly safety meeting. In March Lorena will assign the safety inspection reports and distribute safety award nominations. In April safety inspection reports will be due. Also in April, safety award nominee ballots will be distributed and tallied. In May the safety award will be presented. Lastly, June will be a standard monthly safety meeting.

- b. Goals for 2016 – 2017 Fiscal Year** - B. Bell stated that there is something that our safety committee needs to do once we establish our goals and that is to link our goals to an accreditation standard. He will discuss further once we establish the goals. All goals have been marked as Strategic Goal 3's which will enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices. Our high priority goals are: **1. Review Miramar's Injury Illness Protection Plan** **2. Complete Campus Safety Inspection Reports** **3. Coordinate Evacuation and Fire Drill for Science, Fire & EMT Buildings in Fall 2016** **4. Coordinate Evacuation and Fire Drill for S5 & S6 Buildings and the new Continuing Education Building in Spring '17** **5. ALICE Training @ Miramar June 2017.** Our medium priority goals are: **1. Committee To Draft An E-mail To Campus DL That Highlights The New Human Resources Risk Management Website & Trainings That Are Available To Our District** **2. Implement Safety Data Sheet (SDS) Tracking** **3. Review Chemical Hygiene Plan**
- c. Skateboarding On Campus** - K. Todd wasn't there to discuss; however D. Medero did note that there has been more signage that's been posted. Warnings are given to those offenders that are caught. If the same person is seen again a citation is then issued and they are fined \$200.00. Depending on how many citations have been issued the amount of the fine can increase.
- d. Visitors Must Be Escorted Through The Science Labs & Doors Must Be Closed & Locked At All Times** - V. Nguyen stressed the concern with visitors and departments getting access to the science labs without being escorted. On September 28, 2016 the Audio Visual department contacted the MBPES Dean's Office needing access to the S6 lab. Vuong stressed that any required access to the Science buildings should go directly through him so he can make arrangements to have one of his staff members there to open the doors and escort the person where they need to go. On October 7, 2016 the Audio Visual department scheduled an appointment with an outside Los Angeles vendor and told Vuong that he will need one of his staff members to open the doors and escort the person where access was needed. Vuong stated that he wasn't consulted prior to these arrangements being made and unfortunately he didn't have enough coverage to do this so he told AV that they to have someone from their department escort the vendor through the labs. The AV department must have brought this to Acting Dean Garces attention and at that time authorization was given to them to unlock the doors. Vuong then stated since he is the Sr Instructional Support Supervisor for the Science buildings and is ultimately responsible for safety he would like more communication between Supervisor and Supervisor. Vuong is seeking a resolution to this ongoing issue. He is seeking that a procedure be put into place for the safety of others entering the labs and for the safety for his staff. *B. Bell stated that Vuong should discuss with Acting Dean Garces one more time and if it isn't resolved to his satisfaction to let him know so it can be further discussed in a meeting with Acting VP of Instructional Services, P. Hopkins, and Acting Dean, F. Garces.*
- e. Chemical Exposure Reduction & Campus Safety Presentation** – Ashin Nour presented a power point presentation on chemical exposure reduction and safety solutions to avoid explosions in the lab. The presentation was prompted by an explosion that occurred inside one of the labs at University of Hawaii. Education is needed with the dangers of chemical exposure and mixing. Suggestions that could make our labs more safe are: **1. Having a Fume-hood Calibration Log** – Provides necessary documents in case of a chemical exposure and ensures proper exhaust flow-rate to minimize exposure. **2. Proper Venelation** – After submitting site improvement and design plans it was discovered that the storage room exhaust air has been recirculating in the entire building within the past year. **3. Following OSHA Guidelines In Chemical Spills** – Having adequate first responder HAZWOPER training and certification. **4. Stockroom & Receiving** – Knowing the difference between DOT labels and Pictograms. Having written guidelines for HAZMAT handling. **5. Chemical Inventory** – Having one digital database for everything we have and being accessible from multiple computers across the campus.

7) Safety Related Items

M. Kwiatkowski requested to have the lights on Buildings E & F turned on earlier. *B. Bell stated that a Work Order would need to be done.*

8) Next Meeting: Wednesday, November 9, 2016, at 1 pm, Room L-108