

**SAN DIEGO MIRAMAR COLLEGE  
SAFETY COMMITTEE**

**Minutes  
Wednesday, October 18, 2017  
Room L-108 1:00 p.m.**

Attended: Brett Bell, Diana Medero, Donna Sanmur, Eric Groeger, Francine McCorkell, Frank Fennessey, Martin Walsh, Mylene Noreda, Paul Chlapecka, & Trevor Wilson

Absent: Dan Gutowski, Dane Lindsay, Josh Beall, Karen Woods, Kurt Hill, Laurel Slater, Lezlie Allen, Lisa Howard, Lorena Telo, Michael Lopez, Patrick Breen, Roy Kinley, Sean Young, Stephen Um, & Vuong Nguyen

- 1) Approval of May 10, 2017 Minutes: (MSC, McCorkell, Walsh)
- 2) Approval of October 18, 2017 Agenda: Approved with no revisions.
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

05/02/17: At approximately 8:20 p.m. student injured left middle finger. Student seen at Student Health Services and transported to Sharp. Police report taken by Sidhu. *B. Bell: No action required.*

05/08/17: At approximately 11:20 a.m. student tripped on stairs at L-building. Student seen at Student Health Services and went home. Police report taken by Hubka. *B. Bell: No action required.*

05/10/17: At approximately 1:10 p.m. employee fell off chair with wheels. Employee declined medical treatment. *B. Bell: No action required.*

05/16/17: At approximately 7:00 p.m. employee strained back while lifting a roll of carpet. Employee declined medical treatment. *B. Bell: Two employees must lift roll of carpet.*

05/30/17: At approximately 7:50 a.m. student injured right calf while running. Disposition of student unclear. Police report taken by Sidhu. *B. Bell: No action required.*

06/07/17: Ongoing repetitive motion stress. Employee reported on-going repetitive stress to both hands. *B. Bell: Employee referred to Risk Management / Workers' Compensation.*

06/07/17: At approximately 8:30 p.m. employee tripped on parking stall concrete bumper. Employee left work to go to ER. *B. Bell: No action required.*

06/07/17: At approximately 3:00 p.m. employee injured left thumb while using a wrench to open a valve. Employee declined medical treatment. New workplace safety rule implemented. *B. Bell: Must use proper tool for job.*

06/08/17: At approximately 4:00 p.m. employee injured right knee during arrest and control drill. Employee declined medical treatment. *B. Bell: No action required.*

06/08/17: At approximately 4:30 p.m. student injured head during defensive tactics drill. Student went to urgent care. Police report taken by Hubka. *B. Bell: No action required.*

06/28/17: At approximately 10:30 a.m. student injured back of head and shoulder when they missed last stair and tripped. Student seen by Student Health Services and transported to emergency room via ambulance. Police report taken by Rabine. *B. Bell: No action required.*

07/17/17: At approximately 10:25 a.m. employee lacerated top of hand and right thumb with metal grinder. Employee transported to emergency room. New workplace safety rule has been implemented. *B. Bell: Employees are required to wear welding glove when using hand held grinder.*

07/19/17: At approximately 2:45 p.m. employee stubbed toe while moving case of paper. Employee declined medical treatment. New workplace safety rule has been implemented. *B. Bell: Employees must wear closed toe shoe when moving case of paper or large item.*

07/25/17: At approximately 2:00 p.m. employee reported pain in wrist while working with mouse. Employee declined medical treatment. *B. Bell: Employee directed to take online ergonomic training and evaluate workstation.*

07/28/17: At approximately 11:32 a.m. employee scraped leg while removing equipment from rack. Employee declined medical treatment. *B. Bell: No action required.*

08/16/17: At approximately 2:40 p.m. employee twisted ankle and fell. Employee declined medical treatment. *B. Bell no action required.*

08/21/17: At approximately 10:20 a.m. student injured knee while playing basketball. Student seen by Student Health Services. Iced injury and recommended follow up appointment on 8/22/17. *B. Bell: No action required.*

08/28/17: At approximately 1:20 p.m. employee injured knee by hitting desk drawer. Employee declined medical treatment. *B. Bell: No action required.*

08/29/17: At approximately 8:00 a.m. student injured right leg while running upstairs. Student seen at Student Health Services and sent back to class. Police report taken by Torres. *B. Bell: No action required.*

08/31/17: At approximately 12:15 p.m. student injured ring finger on left hand while doing pull ups. Student seen at Student Health Services and sent back to class. Police report taken by Torres. *B. Bell: No action required.*

10/06/17: At approximately 2:00 p.m. employee tripped off curb and fell to ground. Employee initially declined medical treatment; however subsequently required medical attention. *B. Bell: No action required.*

#### 4) Review/Update

##### a. Emergency Preparedness Plan (Brett Bell)

B. Bell stated that he has no updates at this time.

##### b. Campus Safety Environment (Brett Bell)

T. Wilson indicated that he would be drafting a lockout tag out procedure.

M. Walsh indicated that there might have been an accident or injury at Academic Affairs and was concerned that there was no report. Walsh will follow-up with M. Kjartanson.

D. Medero asked who replaces AED batteries. F. McCorkell indicated she processes requests. McCorkell asked where the batteries in question were located. Medero indicated in patrol cars. McCorkell replied that their AED batteries should be replaced by Police and not Campus.

E. Groeger reported that an AED was removed from the K-1 building and its contents were scattered outside the building. He has been able to recover and replace all items. B. Bell asked F. McCorkell to work with K-1 rep to evaluate alarm on AED unit. Groeger asked the replacement cost of an AED. McCorkell and Bell replied \$1,300.

#### 5) Old Business

##### a. **Safety Inspection Reports (Status Update)** – Tabled.

b. **Safety Classes Scheduled For The Fiscal Year** – D. Medero reported that ALICE, First Aid, and CPR classes would be conducted this year. Date will be during the Spring FLEX period. F. McCorkell asked if new CPR cards would be issued. T. Wilson indicated that, depending upon the date of the current card, it would be renewed for (4) years or replaced as new for (8) years.

- c. **Water Stations/ Fountains On Campus** – B. Bell indicated that Britta filters on campus have been replaced. Bell indicated that water fountains have been evaluated and given maintenance.
- d. **SDS Database Reorganization Presentation** – T. Wilson indicated that he is prepared to lead training on the new SDS online system. Wilson is waiting for a date/time and participants to be identified. Wilson also indicated that we are not in compliance with this topic. *B. Bell indicated that he would schedule.*

6) New Business

- a. **Safety Calendar** – B. Bell reviewed the 2017-18 fiscal year meeting and event calendar. This calendar included dates to review new Safety Plans / Programs.
- b. **Goals for 2017-2018 Fiscal Year** – B. Bell reviewed the Safety Committee Goals for 2017-18 fiscal year. The goals included the review of (8) new safety plans/programs.
- c. **Trend Analysis for Injury & Illness Incident & Investigation Reports** – T. Wilson presented a PowerPoint that showed data from our Workers' Compensation data base. Data included lagging and leading indicators. 5-year total of SDCCD Workers' Compensation data indicates a downward trend. Data was presented by location and employee classification; however was not normalized for location total population. The Safety Committee commented on the displayed employee classifications and asked for the next report to include both Academic and Classified employees. Wilson indicated that the next version of this report would collect and evaluate "near miss" data. Moving forward, this report will be presented on a re-occurring schedule.

7) Safety Related Items

None reported.

8) Next Meeting: Wednesday, November 8, 2017, at 1 pm, Room L-108