

**SAN DIEGO MIRAMAR COLLEGE  
SAFETY COMMITTEE**

**Minutes  
Wednesday, November 8, 2017  
Room L-108 1:00 p.m.**

Attended: Brett Bell, Dennis Aquino (for Stephen Um), Francine McCorkell, Frank Fennessey, Josh Beall, Laurel Slater, Lezlie Allen, Lorena Telo, Martin Walsh, Mylene Noceda, Paul Chlapecka, Trevor Wilson, & Vuong Nguyen

Absent: Dan Gutowski, Dane Lindsay, Diana Medero, Donna Sanmur, Karen Woods, Kurt Hill, Lisa Howard, Michael Lopez, Patrick Breen, Roy Kinley, & Sean Young

- 1) Approval of October 18, 2017 Minutes: (MSC, F. Fennessey, M. Walsh)
- 2) Approval of November 8, 2017 Agenda: Approved with no revisions.
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

10/05/17: At approximately 11:30 a.m. employee injured arm while setting up for class. A piece of equipment tipped over and her arm broke its fall. Employee returned to normal duties. *B. Bell: No action required.*

10/09/17: At approximately 7:45 p.m. employee suffered a minor cut to right index finger while holding a 24 foot extension ladder during an agility test. Employee returned to normal duties. *B. Bell: No action required.*

4) Review/Update

a. Emergency Preparedness Plan (Brett Bell)

B. Bell stated that there are no updates at this time for Emergency Preparedness Plan, but there will be some information coming down soon on the Injury Illness Preparedness Plan (aka IIPP).

b. Campus Safety Environment (Brett Bell)

L. Slater stressed her concern about the construction fence that is located around the new parking garage by the A building. This fence has created a blind spot on the corner to all drivers and pedestrians in that area. *B. Bell stated that there is a designated sidewalk that the pedestrians should be using and not walking in the road. In regards to the mesh fence B. Bell stated that is expected to be taken down in 2-3 weeks.* Meanwhile, B. Bell will see if it can be modified to help the situation. There will be another temporary pathway provided that should help keep the pedestrians off the road. Once the second phase of south campus info structure is complete there will be a permanent sidewalk that will be available for those walking from the bus station (north side of campus) to the south side of campus where the A building is located.

T. Wilson wanted to follow up on the lockout/ tag out program that he was asked to prepare. This was in regards to running vehicles and the defleshed finger injury that occurred. He has reviewed it and added information for Auto and Diesel at all campuses to review. T. Wilson will provide a revised copy of this lockout/ tag out program at our next safety meeting in the New Year.

5) Old Business

- a. **Safety Inspection Reports (Status Update)** – L. Telo stated that she has not received all safety inspection reports to date, specifically for the 2<sup>nd</sup> & 3<sup>rd</sup> floor of the K building. *B. Bell asked that she prepare a list of those missing and present at our next safety meeting. B. Bell also stated that he will contact the Deans in the K building to designate those who will be assigned.*

- b. **SDS Database Reorganization** – B. Bell stated that he has the list of individuals and will call a group together soon.

6) New Business

- a. **Incident Statistics** – T. Wilson added this agenda item to discuss the cost analysis of workers compensation claims across the District. As we keep workplace injuries down we keep the cost of workers compensation claims down. Data was presented during a Power Point presentation where information was compiled on a District level going back (5) fiscal years. The total estimated cost of workers compensation claims during the last (5) fiscal years has costed the District \$2.9M. Miramar is averaging only 6% of this total cost. T. Wilson stated we want to try and reduce the frequency of workplace injuries, reduce the severity, and try to get the employees back to work as soon as possible. The intent of compiling this information is to be able to identify specific injuries and where the increase of these injuries has occurred. Once identified Risk Management can then provide more training and education to target those to bring the number of injuries down. F. Fennessey also added that there has been data collected on “lag time” from when the injury occurs to when the claims are received. The injury should be documented the same day it happens and forwarded immediately to the Business Office. The more days that pass to report the injury the more money it costs the District.
- b. **Hepatitis A Outbreak** – L. Allen stressed two concerns with the Hepatitis A Outbreak. One concern is how are we treating our Facilities employees since they are handling human waste on a daily basis? The other concern is our restrooms are being utilized by transients who could be infected with the virus; what can we do to manage this exposure? F. Fennessey stated that all the Regional Facilities Officers were provided with precise guidelines for sterilization of the restrooms. All full time employees were encouraged to seek their medical provider to get the Hepatitis A vaccine. F. Fennessey will verify with the VC of Facilities the latest information surrounding the NANC employees who also can be exposed to the virus.
- c. **Review Chemical Hygiene Program** – B. Bell introduced the Chemical Hygiene Program. Its purpose is to maintain a safe and healthful working environment. CHP will provide direction to minimize exposure of employees and students to hazardous chemicals. Each campus will be asked to review the plan at their safety meeting and provide input. After review and input is given for the final draft the plan will go to CEC to make sure there are no questions or concerns about the program, and then will go from CEC to Academic Senate, then to Classified Senate, then to Associated Students, and lastly come back to CEC. This could take a few months to do so expediting the review of this program is important. L. Allen stated a concern with the “Supervisory” clause in the draft. She has recommended it be reworded so that she can’t be held personally liable for her employees. T. Wilson explained that with Cal OSHA the “Supervisor” does not imply expertise; it ensures that they are training their employees w/ chemical handling in their department. V. Nguyen, as a Supervisor, also stressed a concern and understands where Lezlie is coming from. Essentially Lezlie doesn’t feel it is her responsibility to provide the training; however it is her responsibility to ensure the training is documented and gets done. Risk Management (T. Wilson & F. Fennessey) has offered a meeting to meet independently to discuss further. M. Walsh stressed a concern that the draft doesn’t include information on compressed gas. T. Wilson will add the information to the draft. B. Bell asked who would be considered the Chemical Hygiene Officer to be responsible for the oversight of the program. According to Risk Management that will need to be identified at a later date.

7) Safety Related Items

None reported.

8) Next Meeting: Wednesday, December 13, 2017, at 1 pm, Room L-108