

**SAN DIEGO MIRAMAR COLLEGE
SAFETY COMMITTEE**

**Minutes
Wednesday, December 13, 2017
Room L-108 1:00 p.m.**

Attended: Brett Bell, Francine McCorkell, Dane Lindsay, Erica Dummer (on behalf of Lt. Medero), Gary Smith, Josh Beall, Lorena Telo, Martin Walsh, Mylene Noceda, Paul Chlapecka, Roy Kinley, Trevor Wilson, & Vuong Nguyen

Absent: Dan Gutowski, Donna Sanmur, Frank Fennessey, Karen Woods, Kurt Hill, Laurel Slater, Lezlie Allen, Lisa Howard, Michael Lopez, Patrick Breen, Stephen Um, & Sean Young

- 1) Approval of November 8, 2017 Minutes: (MSC, M. Walsh, F. McCorkell)
- 2) Approval of December 13, 2017 Agenda: Approved with no revisions.
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

10/10/17: At approximately 11:20 a.m. student cut left thumb while slicing a nectarine with a kitchen knife. First aid was rendered by Student Health Services. Student returned to class. *B. Bell: No action required.*

11/28/17: At approximately 1:30 p.m. employee was in the Mat Room demonstrating defensive tactics with recruits/ students. During this demonstration employee felt a pop in right knee and experienced pain in inner knee. Employee did not leave work and returned to normal duties. *B. Bell: No action required.*

12/03/17: At approximately 6:30 a.m. in Hourglass Park employee was loading gates into the cart to lift goals for transport; employee felt a slight pinch on left side lower back as the goals were lifted. Employee had to maneuver around other equipment that was left in the path of the doorway which seemed to contribute to the injury. A department reminder was sent out to put equipment away after use and keep all exits clear. Employee did not leave work and 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.

- b. Campus Safety Environment (Brett Bell)

D. Lindsay inquired about escape route maps for all buildings. *B. Bell stated that he has requested them from the District architect, but unfortunately hasn't received any.* Brett will forward this inquiry directly to VC of Facilities Management, Chris Manis.

D. Lindsay stated that he has information regarding where all gas shut off valves are located on campus. *B. Bell asked Dane to provide him with the information so he can create an electronic file to distribute.*

On behalf of Lt. Diana Medero, E. Dummer stated that College Police has an officer now at Miramar who is enforcing the law of no bicycle riding on campus. Lt. Medero is requesting more signage throughout the campus. *B. Bell asked if there has been any discussion about citing or ticketing those bicycle owners who are seen locking their bike to something other than a bicycle rack.* E. Dummer stated that she isn't aware of any discussion; however can follow up with Lt. Medero.

V. Nguyen inquired about the M Building glass door which was broken. *B. Bell stated that Facilities made a temporary lock for it until it gets repaired.*

5) Old Business

- a. **Safety Inspection Reports (Status Update)** – L. Telo stated that she has gone through her list and still hasn't received 2017 safety inspection reports from the following departments: Continuing Ed (A-1 Building), Police Academy (A-3 Building), Child Development (F-2 Building), Arts & Humanities (H Building), Gymnasium & Fitness Center (J-1, J-2, J-3, & J4 Buildings), Student Services (2nd & 3rd floors of K Building except for DSPS) , Administration (N Building Conference Room , 2nd floor near lunchroom), Aquatic Center (P1 Building), Fire Technology and EMT (R-1, R-2, R-3, & R-4, & R-5 Buildings), Advanced Transportation Technology - Auto (S1, S2, S3, & S4 Buildings), Science (S5 & S6 Buildings), and Campus Police (T Building). Lorena will follow up with the individuals who are responsible.
- b. **SDS Database Reorganization** – B. Bell stated that he will call a meeting in January 2018 with T. Wilson to identify those who will be involved with uploading the material safety data sheets to the online database. T. Wilson proposed how to categorize the MSDS in the database. He will put the list together and move it forward as a working group then produce it for the next meeting in February. Meanwhile, T. Wilson will temporarily upload in the database to modify. The next phase after demonstration is to identify parties who will have access to digitally uploaded MSDS.
- c. **Hepatitis A Outbreak** – B. Bell asked if there were any additional concerns on this topic. The Safety Committee agreed that it can be removed from the agenda.

6) New Business

- a. **Opportunities for Safety Health Improvement (OSHI) Proposal** – T. Wilson proposed to the committee a monthly inspection that he will conduct for all buildings across the campus. One building at a time will be inspected each month to identify things that an OSHA inspector would find and site us for. Essentially it is a proactive approach to identifying health and safety concerns around the campus. During this inspection T. Wilson will photograph and document such things as old extension cords, faulty power strip connections, rugs that are pulled up, improperly stored chemicals, machines that are not properly secured, etc. Once complete a report will be submitted to the responsible party of the building in addition to this committee. This proposal is to help identify and budget for the repairs before becoming a more costly repair later. *B. Bell asked if this would replace the safety inspection reports that we do on an annual basis.* T. Wilson stated it will not since there will be safety hazards identified that a regular employee would have no knowledge of.
- b. **Review Chemical Hygiene Plan & Comments** – The plan's purpose is to maintain a safe and healthy working environment. T. Wilson consolidated and coordinated the feedback comments that he did receive into the plan. Trevor met with Marty Walsh who showed him around the FIPT facility. He was unable to schedule a day and time to meet with Lezlie Allen. T. Wilson stated that he can still move forward with the plan and create a document with those recommended changes that were identified as a result of the OSHA inspection. *B. Bell requested these changes to be sent to him next week so that he can forward to Faculty on campus a request for their feedback.* T. Wilson stated that the campus will need to identify an employee to be the Chemical Hygiene Officer to provide duties as assigned to this plan. The campus will also need to identify a contact person for when a fume hood is pulled from service. The safety committee held a discussion and stressed concern as to where these documents will be readily accessible for when an inspector arrives on campus. T. Wilson and M. Noceda recommended a couple ideas/ solutions. B. Bell will take both into consideration and report back soon with his decision.
- c. **Hazard Communication Program** – With only (5) minutes left B. Bell stated that this program will be discussed at next month's safety meeting.

7) Safety Related Items

None reported.

8) Next Meeting: Wednesday, February 14, 2018, at 1 pm, Room L-108