

**SAN DIEGO MIRAMAR COLLEGE  
SAFETY COMMITTEE**

**Minutes  
Wednesday, October 10, 2018  
Room L-108 1:00 p.m.**

Attended: Brett Bell, Dane Lindsay, Diana Medero, Donna Sanmur, Francine McCorkell, Karen Woods, Lezlie Allen, Lorena Telo, Namphol Sinkaset, Roy Kinley, & Vuong Nguyen

Absent: Dan Gutowski, Frank Fennessey, Jeff Hughes, Josh Beall, Kurt Hill, Laurel Slater, Lisa Howard, Martin Walsh, Michael Lopez, Patrick Breen, Paul Chlapecka, Sean Young, & Stephen Um

- 1) Approval of October 10, 2018 Agenda: (MSC, K. Woods, D. Lindsay)
- 2) Approval of September 12, 2018 Minutes: (MSC, R. Kinley, K. Woods)
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

9/17/18: At approximately 9:00 a.m. while an employee was discussing an issue with a fellow employee a panic attack was brought on. *B. Bell stated that this is a stress related injury and there is nothing that this committee can do. B. Bell asked the committee if they had any questions or concerns about this incident. None were identified.*

9/24/18: At approximately 12:10 p.m. a student came into contact with a chemical spill that got on left hand and arm. The student was wearing a lab coat and gloves; however that didn't seem to stop the contact. The student was advised to rinse the chemical from left hand and arm thoroughly. The student went back to class. *B. Bell asked if anyone was able to give more detailed information about this incident. N. Sinkaset stated that the student was initially wearing both gloves and lab coat when the spill occurred. After the spill, the student removed the used gloves and didn't realize some of the spill had gotten on the sleeve of the lab coat which then transferred to the student's arm. Upon putting on the new gloves, the student began to feel an irritation to the skin. B. Bell stated that since there was an unknown factor of the chemical being on the lab coat there wasn't much that could have been done to avoid such contact. The appropriate action was taken after the irritation was discovered. B. Bell asked the committee if they had any questions or concerns about this incident. None were identified.*

10/03/18: At approximately 11:00 a.m. an employee slipped on an onion peel while walking to the café across from the bookstore. The employee fell to the floor hitting right knee and left hand where the thumb and wrist meet. The employee felt pain; however it's unknown if the employee received medical treatment. Employee went back to work. The floor was cleaned up immediately by a food service worker. *B. Bell stated that we must always be aware of our surroundings and where we are walking in addition to doing our due diligence in maintaining safety. B. Bell asked the committee if there were any questions or concerns about this incident. D. Lindsay asked when an incident occurs in a common area on campus who is responsible for filling out the accident/ injury report? B. Bell stated either the person who is in charge of that area OR the person's immediate supervisor. If the accident occurs in the office you work in then your immediate supervisor would complete the report. Lieutenant, D. Medero requested from Risk Management, K. Woods to hold training for her police staff on how to complete these reports.*

10/03/18: At approximately 9:20 p.m. a student was walking from the bathroom in the M Building near the Math Lab (2<sup>nd</sup> floor), fell down, and injured left thumb. The student declined first aid and went home. It's unknown what the student slipped on. *B. Bell asked the committee if there were any questions or concerns about this incident. None were identified.*

4) Review/Update

a. Emergency Preparedness Plan (Brett Bell)

B. Bell stated that with Lieutenant, D. Medero's help they are working on a Site Incident Command Training that will occur sometime in January 2019. In preparation of that B. Bell would like to review Miramar College's Emergency Preparedness Plan since there is a direct relationship with that training and this plan. B. Bell asked the committee to review this plan and be prepared to comment at the next safety meeting in November.

b. Campus Safety Environment (Brett Bell)

L. Allen stated that lights in Parking Garage (G4) near the A1 Building are turning on with motion as they should; however they are only turning on in the segment you are walking in not being able to see what is ahead of you. Lezlie asked if there's a way that the sensors can be turned on in the segment you are walking in and in the segment ahead of you so at no point you are walking in a dark area. *B. Bell stated he will look into this.* L. Allen also stated that on occasion the pedestrian gate to access Parking Garage (G4) is locked. Lieutenant, D. Medero stated she will look into this.

5) Old Business

- a. **SDS Database Reorganization Plan Update** – B. Bell stated that he has no update at this time.
- b. **Chemical Hygiene Implementation** - B. Bell stated that all of our new business a. thru f. will respond to this old business topic.
- c. **Southwestern Evacuation** - B. Bell stated that Sgt. J. Hughes provided a good recap at our last safety meeting. B. Bell asked the committee if they had any additional comments or concerns. None were identified; however it was agreed upon with Lieutenant, D. Medero that this scenario can be used for the tabletop.

6) New Business

- a. **CHP Single Stream Waste** – B. Bell stated that even though we have a Chemical Hygiene Plan in place we are having some issues implementing the plan. We have identified some questions and concerns which have been in discussion. In the CHP there are (5) areas on how to identify waste; however there is a 6<sup>th</sup> area that states "to be determined by the department organization". Chemistry and Biology have instituted a single stream waste where the majority of their waste goes into one container which occurs after each experiment. Prior to the disposal it is determined that there is no conflict with the waste that is going into that single stream. Since the Chemical Hygiene Plan didn't call out using a single stream waste as a method of disposal, the question was asked are we okay with using it? The answer is "yes"; on the condition that the waste for the experiments are reviewed prior to the semester starting to determine if there is a chemical conflict with disposing as a single stream waste.
- b. **Hood Inspections** – B. Bell stated that a few questions have been asked about hood inspections. Do we have to contract through an external organization to complete these inspections? Can these inspections be done by trained internal staff? Or, does there have to be a rotation between internal staff inspection and external contracted inspection? B. Bell stated that it is acceptable to have internal staff (ILTs) complete the inspections on an annual basis as long as they are trained and have the proper equipment to do so. After the inspection they would also be responsible to maintain a log of the results and performance of the test. V. Nguyen confirmed with B. Bell that inspections are to be done on an annual basis by the staff unless the performance fails and an outside contractor is called to service. N. Sinkaset stated that he thought the CHP also mentioned conducting a smoke test to visually see if the hoods are working properly. B. Bell wasn't aware of this and will work with L. Woods to check on that.
- c. **Keenan Training for Spill Management** - B. Bell stated that Keenan has a spill management video which is accessible to the campus. B. Bell would like to incorporate this video in a classroom where it is appropriate. In order to do that B. Bell needs those faculty staff identified who could benefit from this video and incorporate in their classroom. Once they are identified B. Bell will need to be provided with names and e-mail addresses of those in Auto, Aviation, Diesel, and Sciences. Risk Management will then assist in assigning this video to the instructors to use in their smart classroom and project the Spill Management video to their class. D. Lindsay stressed a concern about already providing documentation to the faculty and staff regarding the SPCC Plan (**S**pill **P**revention, **C**ontrol, & **C**ountermeasure Plan) as it may contradict the training that will be provided on the Spill Management Plan. He may have to re-write the SPCC Plan since this is designed to clean up 5 gallon spills vs. 20 ounce spills so that the faculty and staff are made aware of the difference between the two. The SPCC Plan is also tailored more toward oil spills.
- d. **Annual CHP/ Haz Mat Training** - B. Bell stated questions came up regarding HazMat training "Who, When, & How?" B. Bell stated that HazMat training has to be done in person as a presentation; it cannot be assigned individually by watching a video. The training must be completed annually and we will be using a tailored Power Point presentation to conduct it. The plan is to form a group which will include B. Bell, D. Lindsay, Dean J. Lopez, Dean L. Woods, and J. Beall to determine what combination of staff would be best to present the Power Point presentation, who must attend, and a schedule of when to present the training.

- e. **HAZWOPER Training** - B. Bell stated that there is a 24 hr training and a 40 hr training. Risk Management has given us access to a link on where the training can be completed online. B. Bell will be meeting with Deans, J. Lopez and L. Woods to discuss how to roll out the training. Our primary goal is to conduct the 40 hr HAZWOPER training within a (6) month completion date.
- f. **Campus Evacuation Training** - B. Bell stated that we need to develop a plan to train for a campus evacuation in a state of emergency. How would we evacuate the campus in a safe timely manner? B. Bell will work with D. Medero to develop this plan. Who does what, when, and where?
- g. **Stop The Bleed Training** - L. Allen stated that there is a campaign out to teach civilians on how to properly use a tourniquet and save lives. With mass shootings on the rise this training can provide us with basic knowledge on how to stop the bleed until paramedics arrive. B. Bell and D. Medero will look into see if this could be incorporated with our CCERT training. L. Allen will look into see if there is a cost involved in having this 1-3 hour lecture with this outside non-profit organization.

7) Safety Related Items

- L. Allen stated that there is some free information coming out to the schools on Narcan through a donation process. Lieutenant, D. Medero is currently working on that policy to decide whether or not we are going to add to our policies and procedures.
- L. Allen also stressed a concern about having our hood inspections being completed solely by our staff. The reasons addressed were due to turnover, training new employees in a timely manner, and change over the course of (5) years with new rules & regulations being established. *B. Bell stated that the role of the Environmental Occupational Health & Safety Coordinator is to be the "go to" source regarding any changes that do occur.* K. Woods confirmed that audits will be done to make sure we are completing the hood inspections correctly and that we are in compliance.
- Lastly, Lieutenant D. Medero stated that our District will not be participating in the California Shake Out this year; however she will be sending out a notification to all the campuses as a reminder to faculty and staff on what to do before, during, and after an earthquake.

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