

**SAN DIEGO MIRAMAR COLLEGE
SAFETY COMMITTEE**

**Minutes
Wednesday, April 10, 2019
Room L-108 1:00 p.m.**

Attended: Brett Bell, Calvin Le (for Linda Woods), Dan Vera, Dennis Aquino (for Stephen Um), Elaine Eng, Francine McCorkell, Josh Beall, Lezlie Allen, Lorena Telo, Maricela Walker (for Diana Medero), Paul Chlapecka, Roy Kinley (for Dane Lindsay), & Vuong Nguyen

Absent: Dan Gutowski, Dane Lindsay, Diana Medero, Donna Sanmur, Frank Fennessey, Jeff Hughes, Karen Woods, Kurt Hill, Laurel Slater, Linda Woods, Lisa Howard, Martin Walsh, Michael Lopez, Patrick Breen, Sean Young, & Stephen Um

- 1) Approval of April 10, 2019 Agenda: (MSC, F. McCorkell, V. Nguyen)
- 2) Approval of December 12, 2018 Minutes: (MSC, F. McCorkell, J. Beall)
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

12/10/18: At approximately 7:30 p.m. a student was in class and started to feel sick. The symptoms included headache and massive pain in the lower abdomen. The student stated that the pain could be from an allergic reaction to an antibiotic that was taken. The student left class and got a ride home. *B. Bell stated that this was an illness rather than an injury so unfortunately there is nothing the safety committee could do to resolve this. The safety committee agreed.*

12/11/18: At approximately 2:30 p.m. a student was participating in a physical session during an academy class when pain was felt to left side of abdomen. The student was sent to a medical facility. *B. Bell stated that we usually can't identify a safety hazard unless there was equipment involved and / or something in the report stating in detail what caused the injury. If PPE (Personal Protection Equipment) was stated in the accident/ injury report we would have then discussed whether or not the correct PPE was being used to avoid such an injury. Unfortunately with no detail there is nothing the safety committee could do to resolve this. The safety committee agreed.*

2/05/19: At approximately 8:50 a.m. a student in the workout room was performing exercises with a medicine ball. The medicine ball hit the student in the face which resulted in a bloody nose. The student went home. *B. Bell stated there's nothing the safety committee could do to resolve this. The safety committee agreed.*

02/06/19: At approximately 9:00 a.m. an employee was in a science lab washing dishes and glassware. The employee picked up a broken graduated cylinder out of the soapy water and cut thumb on right hand . The employee was wearing a glove; however a glove is usually worn to protect the hands from chemicals not glass. The new workplace safety rule is to be more careful of possible broken glassware in wash bin. The corrective action that has been taken is all employees should be aware and feel for glassware before washing. The employee is to avoid moving the dishes and glassware around in such a way that could cause something to break. *B. Bell asked the safety committee if there were any other things we should consider and discuss. None were identified.*

02/22/19: At approximately 10:00 a.m. a student was in the gymnasium and sprained quadriceps while pivoting during soccer class. The student went home. *B. Bell stated there is nothing the safety committee could do to resolve this. The safety committee agreed.*

03/05/19: At approximately 11:00 a.m. an employee went on a 15 minute break outside. When returning to the office the employee felt something on neck and attempted to brush it off. It was then discovered that the employee got stung by a bee. Employee left work and returned (2) days later. *B. Bell stated there is nothing the safety committee could do to resolve this. The safety committee agreed.*

03/12/19: At approximately 7:15 p.m. during swimming (water polo) a student was knocked on the top of the head by another student to get the ball and went under the water dazed. The student managed to come up and swim to the side of the pool to recover, but unfortunately the symptoms didn't resolve. The student went home to rest. *B. Bell asked the committee if there were any questions or concerns about this incident. None were identified.*

03/26/19: During the course of the day an employee was cleaning classrooms, equipment, and lectern when a rash on lips and chin suddenly appeared. Dust was being reported as the culprit of the rash. The new work safety rule for employees is to wear dust masks while cleaning classrooms and equipment. *B. Bell stated that dust masks should be used while maintaining classrooms and one wasn't in this incident. More dust masks have been ordered to avoid this injury in the future. B. Bell asked the safety 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 he needs some help moving forward with this plan. We currently have an outdated plan; however recently we have assignments that have been approved by the Safety Committee on who is responsible for certain assignments of that plan. B. Bell stated he needs someone to take these approved assignments and translate them into the current Emergency Preparedness Plan to update names and positions on who is now responsible for what assignments. L. Allen volunteered to update the Emergency Preparedness Plan with the new information we have. *B. Bell graciously accepted and assigned Lezlie to the task.*

b. Campus Safety Environment (Brett Bell)

V. Nguyen spoke on behalf of an Instructional Lab Technician who had concerns regarding Parking Structure G3 (the first entrance facing the W-Building). When entering and exiting the structure most people don't take their speed into consideration. There is usually an increase in their speed when leaving the structure vs. entering the structure. As you are exiting from staff parking (which you are driving straight) you come to a spot right before you exit where cars are driving in and making a quick left turn not yielding to the car that is going straight trying to exit the structure. This becomes problematic because if there was an accident who would be at fault? The person going straight or the person making the quick left as they enter the structure? On the road the person going straight has the right away and those who are turning have to wait and yield to oncoming traffic. This problematic situation also applies to those cars that are driving down the structure and making a right turn to exit. Those cars that are going straight should have the right away. Since those rules may not apply in a parking structure we need a couple "yield" signs so that those who are entering & exiting the lot know that they have to yield to oncoming traffic before they make their turns. *B. Bell stated that he will discuss with Debra Picou.*

Dennis Aquino addressed a concern about the doors to the N-Building being locked at 7:30 p.m. Monday – Thursday. Dennis asked if those doors can be locked earlier because it's difficult to keep track of who is still in the building when leaving. His main concern is about the people who use the MTS across the street, come in our building to use the restroom, make a mess, and on occasion loiter for long periods of time. Dennis finds it difficult and time consuming to get them to leave in a timely manner. *B. Bell stated he will discuss with the President and two other Vice President's in the building.*

5) Old Business

- a. SDS Database Reorganization Plan Update** - B. Bell stated he has no update at this time and this action item remains tabled.
- b. Keenan Training for Spill Management** - B. Bell stated that we are looking for assistance from Keenan Online. His goal is to have something set up by Fall '19 semester. As a refresher we talked about this back in December for faculty and students to participate in this training in the classroom on how to handle hazardous spills.
- c. Annual CHP/ Haz Mat Training** - B. Bell stated that we have a new Environmental Occupational Health & Safety Coordinator, Dan Vera, who will assist with these trainings. The process has been reviewed and he will continue to complete our campus wide training. Departments we have left to train are Aviation, Automotive, Diesel, Stockroom, and Facilities. B. Bell requested that D. Vera get into contact with Dean of BTCWI, Jesse Lopez, to discuss training with his staff.
- d. Campus Evaluation Training** – B. Bell stated this training was directly related to the incident that occurred at Southwestern College. We discussed it in a prior safety meeting and asked if we needed to have special training. With further discussion we decided that it would be better covered under the **Site Incident Command Training** that's conducted on an annual basis. There is a District wide committee that manages

this training and they asked B. Bell to comment on dates by April 30th, 2019. B. Bell expects further discussion over the summer regarding the training and tabletop exercises.

- e. **Speeding Next To Child Development Center** – B. Bell stated that he met with College Police Officer, Craig Winger and assessed the area; however hasn't come up with a specific solution. It's been discussed with Facilities and possibly looking into alternate areas where people can park, but unfortunately right now we don't have a solution for people speeding next to CDC.
- f. **Children Drop Off On The West Side Of CDC** – B. Bell stated that this area has been evaluated at as well; however it requires some major capital expenditures to create a new parking lot for a children drop off area. Nothing has been decided yet, but we are looking at it.
- g. **Parking Structure (G4) Near Child Development Center** – B. Bell stated that there was a concern of a blind spot in the corner of the structure. B. Bell met up with DSC – Parking & Dane Lindsay to discuss what corrective action to take. We came up with a plan by xing out (2) parking spaces on the bottom to help prevent that blind spot. In addition we added (16) additional staff parking spaces.

6) New Business

- a) **Safety Inspection Reports** - L. Telo stated that an e-mail was sent out on Tuesday, 02/05 requesting Safety Inspection Reports to be completed by Tuesday, 04/30. So far only half have been received; hopefully the other half will be completed by the end of this month. Lorena proposed a suggestion to consider in the future. Her suggestion was to make this annual process 100% web based so that the website can keep track of those rooms that have been completed and those rooms that are pending completion. Ideally, having a system that will not allow you to submit unless all boxes are checked off and certain fields are filled in would ensure we have met the standards of this mandated safety procedure just in case we are audited. This will ensure that all rooms on campus have their annual Safety Inspection Reports completed and Lorena will no longer have to check each report manually one by one. This would eliminate hundreds that are received via e-mail, manually checked, and electronically filed in folders.
- b) **Safety Conscious Recognition Awards** - L. Telo stated that an e-mail was sent out on Thursday, 04/04 requesting nominations for the 2018 Safety Conscious Recognition Award. The time schedule will be as follows: **April 12th Deadline for Nominations, April 22nd Ballots Distributed, April 30th Deadline for Ballots, and May 8th Awards Presented.**
- c) **Narcan** – E. Eng went to a management conference and they presented a demo for Narcan Auto Injector. Narcan is used for those who have been suspected to have an opioid drug overdose. You would inject it like an EpiPen and it's made to reverse the effects of the drug. E. Eng presented a demonstration on how to use. The auto injector verbally gives you instructions, very similar to an AED. It is injected on the outer thigh for (5) seconds until it says "injection complete". P. Chlapecka asked what the shelf life is and E. Eng responded with 18 – 24 months. B. Bell stated that he would like to see a proposal from Student Health Services on where they think the Narcan Auto Injector pens should be accessible on campus. He would also like it confirmed whether or not it's temperature sensitive.

Lastly, F. McCorkell thanked B. Bell for purchasing (5) new AEDs for our campus. These AED's will be replacing those that have an expired shelf life.

7) Safety Related Items

None addressed.

8) Next Meeting: Wednesday, May 8, 2019, at 1 pm, Room L-108