

**SAN DIEGO MIRAMAR COLLEGE
SAFETY COMMITTEE**

Minutes

**Wednesday, November 18, 2015
Room L-108 1:00 p.m.**

Attended: Brett Bell, Francine McCorkell, Frank Fennessey, Gilberto Torres, Karen Woods, Lezlie Allen, Lorena Telo, Martin Walsh, Paul Chlapecka, and Richard Ferrell

Absent: Carol Reagan, Dan Gutowski, Dane Lindsay, Elizabeth Thomas, Kurt Hill, Laurel Slater, Michael Lopez, Patrick Breen, Peggy Hunt, Rob Meyers, Roy Kinley, Sean Young, Stephen Um, and Vuong Nguyen

- 1) Approval of September 9, 2015 Minutes: (F. Fennessey, F. McCorkell)
- 2) Approval of November 18, 2015 Agenda: Approved with no revisions.
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

07/10: At approximately 1:30 p.m. a student was coming out of ESL class and fell off the curb. The student suffered bi-lateral palm abrasion and left knee abrasion. *B. Bell stated he is very familiar with this location and the curbs are painted either red or yellow. With that being said B. Bell feels like this accident happened due to lack of attention on the student's part and no further follow up required.*

08/21: While walking from the parking lot by the "M" building to Admissions a student tripped on the curb. It was indicated that the curb appeared to be painted like the color of the sidewalk so the student did not see the lack of rise to pavement. The student suffered some minor swelling on the right knee, pain and swelling on the left knee, and dizziness. First aid was given to treat the injury. *B. Bell stated no further follow up required.*

09/17: At approximately 11:35 a.m. a student was at our Fitness Center, picked up a dumbbell with right hand, felt pain, and heard a "pop" in the lower mid back area. This pain then radiated to both sides of back. First aid was given to treat the injury. *B. Bell stated no further follow up required.*

10/07: At approximately 3:00 p.m. an employee was in K2-102 Health Office taking a 15 minute break to have a bite to eat. After warming up the meal and removing it from the microwave the juices spilled on the employee's right hand; the hand then being fully shoved in the hot meal's juices which covered most of the hand. The employee suffered a burn to the right palm, fingers, and thumb. The burn appeared red at sight. First aid was given to treat the injury. Microwave was then re-located on a riser to allow the door to open above the counter to possibly prevent food spills in the future. *B. Bell stated no further follow up required.*

10/13: At approximately 8:00 a.m. an Adjunct was in the Mat Room instructing the carotid restraint requiring skin to skin contact with the recruits. The instructor suffered skin irritation and swelling to the right and left arms near the elbow. Employee did not leave work and resumed with normal duties as assigned. *B. Bell stated no further follow up required.*

10/20: At approximately 11:30 a.m. a student was in the Gymnasium and injured right shoulder during basketball practice. First aid was given to treat the injury and the student went home. *B. Bell stated no further follow up required.*

11/02: At approximately 4:35 p.m. a student was entering the M building and a metal part of the door handle swung down and hit the student in the face sustaining injury to the inside lip, nose, and tooth. It was indicated that the handle was broken. First aid was given to treat the injury and the student went home. *B. Bell stated that he will need L. Allen's help to identify which door has the broken handle so there can be further investigation.*

4) Review/Update

a. Emergency Preparedness Plan (Brett Bell)

ALICE Training aka Active Shooter Training and the Great Shakeout was held recently. During the Great Shakeout there was good attendance and participation in the S6 building as they get ready for the grand opening. There was participation in evaluating and managing emergency situations in the facility itself such locating where the hazardous materials are stored. There was a power point presentation and a tour of the building, as well as evacuating the building. In January 2016 there will be C-Cert Training which will consist of table top command exercises where our site incident command structure is activated with our site incident command location to re-enact scenarios such as chemical spill, airplane crash, & earthquake in preparation of any other real world real life experiences. In past exercises we had the primary person re-enact in such emergencies. This did not give the secondary person an opportunity to learn thus creating panic. For this year's table top command exercise we should switch roles to where the secondary person is in full participation of the exercise. This would give these secondary roles experience to interact with others giving them instruction and direction. Both primary and secondary roles should be prepared at all times.

b. Campus Safety Environment (Brett Bell)

None to address at this time.

5) Old Business

a. **Safety Inspections-** Laurel e-mailed Lorena to advise of her absence for today's meeting and said that she would drop off the reports for B-300, B-200, and F Buildings tomorrow. B. Bell requested that Lorena create a list of all safety inspection reports received to date by the next safety meeting.

b. **SDS Online** – B. Bell announced that Karen Woods has provided the Administrator Quick Guide for the software that has been implemented for use. Brett will be working with these departments: Science, Aviation, Automotive, Diesel, Fine Arts, Fire Technology, Health Services, and College Police to identify those hazardous materials. The MSDS information will be required to be entered into the system and secondary labels printed.

c. **Science Laboratory Entry – Rules & Regulations** - B. Bell stated that he feels this is under control; Vuong is not here to comment.

d. **2015 – 2016 Goals** – In our last safety meeting we already identified goals for 15-16 and will be evaluating those again at the end of the year.

6) New Business

- a. Strengthen College Safety Reporting Using Work-study Students – Why? What? How?** – This assignment has come to our committee from President Hsieh who has been in discussion at the Chancellor’s Cabinet level in regards to other colleges who have instituted safety patrol on their campuses. These employees will be called Student Safety Officers. No information has been forwarded on what the job duties would consist of or who would be paying for them. Police Lieutenant, G. Torres, gave a brief overview about these employees. They will not be equipped with police radios, but will be equipped with cell phones. They will be the eyes and ears on the campus. They will be wearing some type of windbreaker and vest so they can be easily identified. College Police will be providing some of the training. City College, being our District’s campus with the most concern of safety, will be used as the pilot to see if the safety officers would be useful. There has been consideration using at Mesa and Miramar as well; however Miramar may not need this additional patrol since we have been more of a low key campus unlike City. Officer R. Ferrell can provide a report to B. Bell to give an idea of how many incidents have been reported at Miramar as opposed to City and Mesa College.
- b. AED Maintenance & Monitoring** – F. McCorkell stated that Project Heartbeat’s website has (14) AEDs that are up and running. Reviewed AED list and confirmed that all have been assigned daily/ monthly maintenance in exception to the (2) AEDs in the S6 building. Pending to still assign a secondary person for the R1 & R4 buildings.

LOCATION	BUILDING	QTY. AEDs	PRIMARY	SECONDARY
F-100	Aviation	1	Mark Stout	Art Davis
J-100	Gymnasium	1	Tosh Tepraseuth	AnnaLiza Soriano
J-200	Fitness Center	1	Tosh Tepraseuth	AnnaLiza Soriano
J-200	Training Room	1	Tosh Tepraseuth	AnnaLiza Soriano
K1, Lobby	Student Services	1	Michelle Campuzano	Tali McLemore
K1, 2nd Floor	Student Services	1	Michelle Campuzano	Tali McLemore
K1, 3rd Floor	Student Services	1	Michelle Campuzano	Tali McLemore
K2	Outreach	1	Sonny Nguyen	Meredith McGill
K2	Health Services	2	Lezlie Allen	Lorna Phillips
L1	Library/ Dean's Office	1	Val Sacro	Francine McCorkell
N, 1st Floor	Administration	1	Lorena Telo	Elaine Vega
N, 2nd Floor	Administration	1	Lorena Telo	Elaine Vega
R1, Reception	Fire Tech & EMT	1	Stacy Rodgers	Pending
R4, Vestibule	Fire Tech & EMT	1	Stacy Rodgers	Pending
S6	Science	1	Pending	Pending
S6, Elevator	Science	1	Pending	Pending

M. Walsh stated that there is still (1) AED that has not been mounted in the R4 Vestibule. A work order has been created and B. Bell has processed payment for the work performed. He has asked Marty to look into it and follow up with Stacy Rodgers. F. McCorkell stated we have found funding for updated pads and also purchased a new battery for an AED located in Health Services. B. Bell continues to work on finding funding for supplies and maintenance on the AEDs. Campus map has been updated with new locations; however until all AEDs go live the remaining AEDs in the Science building and R4 Vestibule will be added at that time. Francine continues to receive the maintenance checklist reports by the **5th of each month**.

7) Safety Related Items

- Officer R. Ferrell stated that there was a self-defense / relationship awareness class held this month.
- F. Fennessy stated that the District has (15) different training modules running from Fire Safety to PTP. The District is getting closer to updating and finalizing the Injury Illness Prevention Program which has not been updated in (19) years. There should be more information to come at our next safety meeting. The training modules will be available on our safety webpage.

8) Next Meeting: Wednesday, December 9, 2015, at 1 pm, Room L-108