

**SAN DIEGO MIRAMAR COLLEGE
SAFETY COMMITTEE**

Minutes

**Wednesday, April 13, 2016
Room L-108 1:00 p.m.**

Attended: Brett Bell, Carol Reagan, Dane Lindsay, Diana Medero, Francine McCorkell, Frank Fennessey, Gilberto Torres, Karen Woods, Lezlie Allen, Lorena Telo, Magdalena Kwiatkowski, Martin Walsh, and Rob Meyers

Absent: Dan Gutowski, Elizabeth Thomas, Kurt Hill, Michael Lopez, Patrick Breen, Paul Chlapecka, Peggy Hunt, Roy Kinley, Sean Young, Stephen Um, and Vuong Nguyen

- 1) Approval of March 9, 2016 Minutes: (F. Fennessey, M. Walsh)
- 2) Approval of April 13, 2016 Agenda: Approved with no revisions.
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

3/11: At approximately 10:30 a.m. while playing soccer a student got an earring stuck in the goalie net. While trying to pull free the earring injured the right ear lobe tearing it. The student opted to go to urgent care for treatment. *B. Bell agreed with the committee stating it is wise not to wear jewelry while playing sports.*

03/16: At approximately 10:20 a.m. a student tripped coming downstairs from front of the Library. The student suffered a right palm abrasion and mid to lower mild back pain. Employee went back to class. *B. Bell asked if there were any questions or concerns. F. McCorkell stated that those stairs aren't one after another like most stairs. You take a step, step, space, step and so forth. Perhaps this lack of attention is what caused the student to trip. It was also noted that that the railings are loose. A work order has been placed for the repair.*

03/23: Date of injury happened on 09/03/15, but wasn't reported until 03/23/16. At approximately 2:30 p.m. an adjunct instructor was participating in a role play scenario with recruits and other instructors in the Mat Room. During this scenario the employee applied a carotid restraint to a recruit. When the employee squeezed the hold with the left arm minor strain was felt in the left bicep. During the next scenario the employee hit the recruit with an open palm using left hand; that is when the employee felt a more moderate strain to the same left bicep and forearm. Employee did not leave work and resumed normal duties. *B. Bell stated that these accident reports should be completed the same day of the injury. Not sure why there was the (6) month delay, perhaps the instructor didn't feel the injury was bad at the time.*

04/04: At approximately 6:45 a.m. (before the employee's start time of 7:00 a.m.) an adjunct instructor was setting up range for advanced officer training. While moving the robot to the range the instructor went to hand off the remote to another instructor and inadvertently put the robot in reverse. While in reverse the robot ended up hitting the instructor in the leg causing to lose balance and fall down. The adjunct instructor suffered pain, swelling, and bruising to right calf. The employee left work for medical care. A new safety rule has been implemented to stand latterly to the device so that it can't move to the sides. *B. Bell stated that establishing a new safety rule was good action to take to avoid future accidents with the robot.*

04/08: At approximately 10:30 a.m. a student was leaving ESL class for a break and tripped over a yellow curb near the B bungalows. The student fell and injured left shoulder, both knees, right elbow, left hand, and lips. The student went home and planned to make an appointment to see a doctor. *B. Bell stated that the curb is required and is painted yellow on one side and red on the other for no parking.*

4) Review/Update

a. Emergency Preparedness Plan (Brett Bell)

Nothing new to report.

b. Campus Safety Environment (Brett Bell)

F. McCorkell stated that the railings are loose that lead down to the compass point grass area. Val has put in a Work Order for the repair to have them re-cemented.

F. Fennessey stated that he noticed in the foyer area where the Pepper Tree Café is located there is no longer ivy growing on metal trellis. This could pose a concern for someone climbing up there since it is visible and more accessible. D. Lindsay mentioned that the ivy is usually cut back and then grows again to cover the trellis. The ivy is maintained periodically so that it doesn't grow out of control. He will take a look at it.

D. Medero stated that she has ordered signage for the access road on the east side of campus between Diesel and Auto that reads "Authorized Vehicles Only". There have been several unauthorized vehicles spotted driving on this side of the campus when they are not given this special permission. *B. Bell stated that there is a signage plan being developed and reviewed for no vehicle access.*

D. Lindsay stated that there have been wanderers spotted near the Diesel area of the campus making camp between the hours of 9:30 p.m. – 10:30 p.m. D. Medero stated that the Diesel yard doesn't have a lock on it and is not properly secured. Dane commented stating even if it's secured they usually find one way or another to get in Diesel yard. He mentioned that more security is needed between the hours of 9:30 p.m. – 10:30 p.m. in that area of the campus.

5) Old Business

- a. **Safety Inspections-** B. Bell stated that we have quite a few that we are waiting to get completed and a couple buildings still pending to be assigned. Dane has offered to complete the ones for this year that are still pending to be assigned.

Safety inspection reports have been completed for:

Building / Dept.	Completed By	Date Completed
B-2 & B-3 Bungalows / Continuing Education	Laurel Slater	11/19/2015
F-1 & Montgomery Field Hangar / Aviation	Paul Chlapecka	05/06/2015
F-301, 302, 303, 304	Laurel Slater	11/18/2015
I / English	Dane Lindsay	04/13/2016
K (1 st Floor) Bookstore	Rob Meyers	03/10/2016
K-2/ Student Resource & Welcome Center	Lezlie Allen	04/13/2016

L / Library (LRC)	Reylyn Cabrera	03/23/2015
	Rechelle Mojica	03/12/2015
	Kandice Brandt	03/24/2015
	Francine McCorkell	03/17/2015
	Val Sacro	04/06/2015
	Hazel Sanglay	04/06/2015
	Joan Mize	03/12/2015
	Carol Reagan	03/13/2015
M// Business & Math	Melanie Cordero	03/29/2016
R-1, R-2, R-3, R-4, & R-5 / Fire Technology & EMT	Stacy Rodgers	04/04/2016
U / Utility Plant & College Services Cntr.	Dane Lindsay	04/13/2016

Buildings that are still pending safety inspection completion:

Building / Department	To Be Completed By	Due Date
A-2 / Public Safety	Peggy Hunt	5/31/2016
C-1, C-2, C-3, & C-4 / Diesel Technology	Dan Willkie	5/31/2016
F-2 / Child Development	Elizabeth Thomas	5/31/2016
H / Arts & Humanities	<i>To Be Assigned</i>	5/31/2016
J -1, J-2, J-3, & J-4 / Gymnasium	D. Lindsay, D. Gutowski, A. Soriano	5/31/2016
K / Student Services	<i>Each Department</i>	5/31/2016
K (1st Floor)/ Food Service	Patrick Breen	5/31/2016
N / Administration	<i>To Be Assigned</i>	5/31/2016
P-1 / Aquatic Center	Dan Gutowski	5/31/2016
S-2, S-3, & S-4 / Advanced Transportation Technology (Auto)	Sean Young	5/31/2016
S-5 & S-6 / Science	Vuong Nguyen	5/31/2016
T / Campus Police	Diana Medero	5/31/2016
W / Distribution & Computing Center (ART)	Rex Heftmann	5/31/2016

- b. **SDS Online** – B. Bell stated that he has not yet done the identification of leads for these departments: Science, Aviation, Automotive, Diesel, Fine Arts, Fire Technology, Health Services, and College Police to identify those hazardous materials. He will continue work on that.
- c. **AED Maintenance & Monitoring** – F. McCorkell stated there are no updates and she continues to receive the maintenance checklist reports by the 5th of each month. *B. Bell stated this topic can now be removed from the agenda.*

- d. **ALICE Training (Active Shooter)** – Sgt. Diana Medero stated there are ALICE trainings being set up for Fall 2016. They will be drafting a calendar to indicate dates, times, and locations where these trainings will be held. At that time the departments can sign up. *B. Bell stated that this topic can be removed from the agenda; however added back for discussion beginning of Fall semester (September 2016).*
- e. **Aviation Eyewash & Emergency Shower Stations In The F100 Bldg. Due For Operational Run Inspection** – D. Lindsay reported that the eyewash stations have been flushed.
- f. **Concrete Issues at A-100 Walkway**- D. Lindsay stated last month that two walkways on the east side of the A-100 building have been half-way demoed and no longer go all the way to South Campus Drive. *B. Bell stated he has walked the area in addition to other walkways. He has plans to put these specific walkways on the project list to have them completely removed.*
- g. **Safety Award Nominations** – L. Telo stated that the nominations for the Safety Conscious Award have been counted. The 2015 Safety Conscious Award employee nominees are: Dane Lindsay, Lezlie Allen, Vuong Nguyen, and Tosh Tepraseuth. The 2015 Safety Conscious Award department nominees are: Facilities Services, Student Health Services, Biology, and Athletics. Official ballots will be distributed and the winner will be announced at the next safety meeting May 11th, 2016.

6) New Business

- a. **K-1 2nd Floor Mats** - B. Bell confirmed with D. Lindsay that we do have mats for the K-1 2nd floor entry ways. D. Lindsay will make sure the custodians have them all out on rainy days.
- b. **Safety Inspections On AV Screens** - B. Bell will talk to Glenn to see if in his safety inspections he can evaluate the pull mechanisms to make sure they are secure.
- c. **Stencil “No Sitting On Ledge”** – Sgt. Diana Medero has decided to purchase adhesive signs, similar to the ones used at Mesa College. The signs are in red making them stand out so that people can see them very well. B. Bell and Sgt. Medero will get together and walk to see where the signs can be placed. Perhaps on each floor where the elevator and stairway is located. F. Fennessey mentioned to see if the signs could also be placed near the ledge. Sgt. Medero will e-mail a picture so that the committee can get a better idea of what these signs will look like.

7) Safety Related Items

None reported at this time.

8) Next Meeting: Wednesday, May 11, 2016, at 1 pm, Room L-108