

**SAN DIEGO MIRAMAR COLLEGE
SAFETY COMMITTEE**

Minutes

Wednesday, May 13, 2015

Room L-108 1:00 p.m.

Attended: Brett Bell, Dane Lindsay, Francine McCorkell, Karen Woods, Laurel Slater, Lorena Telo, Martin Walsh, Paul Chlapecka, Peggy Hunt, Roy Kinley, and Terhea Williams

Absent: Dan Gutowski, Carol Reagan, Elizabeth Thomas, Kurt Hill, Lezlie Allen, Michael Lopez, Nick Johns, Rob Meyers, Sean Young, Stephen Um, Vince Margetta, and Vuong Nguyen

- 1) Approval of April 8, 2015 Minutes: (M. Walsh, L. Slater)
- 2) Approval of May 13, 2015 Agenda: Approved with no revisions.
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

04/17: At approximately 9:00 a.m. in front of the H building entrance a staff employee was holding the door for someone and hit head on glass door frame while entering the building. Employee received a significant cut on head. Employee received treatment at Occupational Medicine. *B. Bell stated this was an accident that couldn't be avoided.*

04/22: At approximately 8:00 a.m. in the N-101 lobby a staff employee slipped on concrete floor and landed on both knees. Employee's shoes were wet from the rain outside. Employee didn't properly use the walk-off mats at the entrance to dry shoes prior to walking on lobby floor. *Brett stated that this was a true accident; however there are dry walk-off mats on the outside and inside of the building entrance. This accident could have been avoided if they were used.*

05/01: At approximately 11:30 p.m. a Federal work-study employee was pushing a smart board on rollers over a concrete floor that was not level. When pushing the piece of equipment it hit a bump, got stuck, and employee jammed right wrist. Right wrist became swollen and in pain. Employee declined medical treatment. Dane Lindsay had a concern regarding the joints in the concrete that could have potentially contributed to the equipment getting stuck. *B. Bell will follow up with the Supervisor and confirm whether or not this accident could have been avoided.*

4) Review/Update

a. Emergency Preparedness Plan (Brett Bell)

There is an update to report on the IIPP (Injury Illness Prevention Plan) which is a component of the Emergency Preparedness Plan that includes Evacuation, CCERT, and Site Incident Command Planning. VP of Administrative Services, a group from District Office Facilities, and the Risk Manager were called together back in April 2015 to review a more comprehensive safety strategic plan that will take all those component plans and processes, along with Occupational Health & Safety, and HAZ MAT to come up with one comprehensive master plan so that we are not having to manage various plans as updates arise.

b. Campus Safety Environment (Brett Bell)

- i. D. Lindsay noted “cart safety” in all departments. There have been many instances where employees are quickly coasting through the campus with these carts and need to slow down. There are other people around who are texting, talking, and not paying attention which can possibly cause an accident of someone getting struck by one. The operators of the carts need to be trained to be extra careful while going through campus walkways. Perhaps, offering a training event for all academic and non-academic employees that use these carts. This would help with refreshing memory on “cart safety”. *B. Bell agreed and thought it'd be a good idea to set up.*

5) Old Business

- a. **Safety Inspections-** Safety Inspection Reports are being completed; however we are still waiting on Vuong’s team to finish with the FF&E Installation for the new Science building. This installation has been going on for a couple months and expected to be done by this summer. Our goal is to get these safety inspections done over the summer and hopefully have new staff identified for the “I” and “H” building as well. Francine has her entire “L” building completed. Laurel inquired about the B200, B300, and the F bungalows. She requested her buildings to be identified so she can process those safety inspection reports.
- b. **AED Maintenance & Monitoring –** We have identified where the AEDs are located and added (2) in the S6 Building. These are still pending to be assigned for maintenance. Full time employees listed below will be responsible for maintaining and completing the daily/monthly checklist(s). AED for “L” building will be ordered after being stolen. There has been an AED purchased and will be mounted in the “R” building which will then yield (2) to maintain. Francine McCorkell confirmed with College Police that the police officers maintain their AED. “T” building has been removed from the list. Francine McCorkell is receiving the maintenance reports as schedule by the **5th of each month.**

BUILDING	Qty. AEDs	DEPT.	PRIMARY	SECONDARY
F1	1	Aviation	Art Davis	Mark Stout
J1	1	Gymnasium	Tosh Tepraseuth	Pending
J2	2	Gymnasium	Tosh Tepraseuth	Pending
K1	2	Student Services/ Bookstore/ Cafeteria	Lezlie Allen	Pending
K2	1	Student Resource & Welcome Center	Lezlie Allen	Pending
L1	1	Library/ LRC	Francine McCorkell	Val Sacro
N	2	Administration	Lorena Telo	Pending
P1	1	Aquatic Center	City of San Diego	N/A
R1	2	Fire Technology & EMT	Stacy Rodgers	Pending
S6	2	Science	Pending	Pending

**F. McCorkell will follow up with Lezlie on a 3rd AED in the K1 Building.*

6) New Business

- i. **SDS Online** – K. Woods announced that this system has recently been updated to be more user friendly and quick. It is set up where each campus can only add to their list of MSDS chemical forms. The request has been made to be in full compliance by end of June to add all MSDS chemical forms being used here on Miramar campus. It's set up to be universal; most chemicals are listed so you just search for it and pull down from the list. Everyone will have access to view; however there will be limited access to add or make changes.
- ii. **Safety Conscious Award Announcement** – We have collected nominations and ballots to announce the 2014 Safety Conscious Award winners. As the ballots were received we noticed some confusion on how people were voting. Some were just voting for an employee and not a department. The ballot has been designed to vote for both an employee and a department so next year we will have to make it clearer to avoid such confusion. Four employees were nominated: Roy Kinley, Judy Patacsil, Mark Stout, and Sean Young. Four departments were nominated: Facilities, Health Services, Aviation, and Automotive Technology & Diesel. Our 2014 Safety Conscious Award winner was announced... **Judy Patacsil** for providing mental health services. Following with the announcement of department winners **Facilities & Health Services** who tied for diligently promoting safety throughout the year. Congratulations!

7) Safety Related Items

None addressed at this time.

8) Next Meeting: Wednesday, June 10, 2015, at 1 pm, Room L-108