

San Diego Miramar College Safety Committee

Minutes

Wednesday, February 13, 2013

Room L-108 1:00 pm

Committee Members/Safety Officers:

Attended: Brett Bell, Tom Davenport, Michael Lopez, Diana Medero, Carol Reagan, Francine McCorkell

Absent: Ray Batenga, Carmen Coniglio, Kurt Hill, Peggy Hunt, Dane Lindsay, Vince Margetta, Vuong Nguyen, Gary Waldrop, Dan Willkie, Joseph Young, Kandra Olsen, Paul Chlapecka, Lezlie Davenport-Allen, Stephen Um, Martin Walsh

Safety Committee Meeting called to order at 1:10 pm

1.) Approval of December 12, 2012 minutes, 1st Tom Davenport, 2nd Michael Lopez

2.) Injury/Illness and Accident Investigation Reports Received Since Last Meeting:

- 12/11/12 – Staff – Staff member was participating in a scheduled physical training session and aggravated a previous injury to foot.
- 12/11/12 – Staff – Staff member was clearing a paper jam in a copier and scrapped the skin on their arm. No medical treatment was necessary.
- 12/18/12 – Staff – Staff was using a ladder to reach a ceiling projector when the extension part of the ladder fell on left wrist. Staff member declined medical treatment.
- 1/8/13 – Staff – Staff member tripped on a cable stretched across the sidewalk near construction, and fell. They bruised and scraped left knee. No medical treatment needed.
- 1/11/13 – Staff – Staff member tripped over bottom desk drawer. Staff member fell to ground and hit head on the ground and jerked their neck. No medical treatment required.

3.) Review and updated

a) Emergency Preparedness Plan – B. Bell discussed the October and January C-Cert drills.

- B. Bell discussed the campus evacuation and disaster plan.
- B. Bell discussed C-Cert drills and training that takes place annually.

b) Campus Safety Environment –

- M. Lopez stated that his mother had been involved in a small fender bender at the turn-around in front of C-400. B. Bell has spoken to Continuing Education about using the Gold Coast entrance for a drop off and pick up location instead of using the main Miramar College Drive roadway.
- B. Bell stated that at the beginning of the semester the traffic around the front of the C-400 and turn-around was better with the help from the CSO's and college police during this high congestion time period.
- C. Reagan stated that in one of the women's restrooms in the library, 2nd floor of the LLRC that some of the sinks have no running water. B. Bell asked if a work order had been submitted and if there was an electronic confirmation number to please let him know.

4) Safety Related Items

- a) Foot traffic from Hillary Avenue – Dean P. Hopkins wanted this added to the agenda but didn't specify any details.
 - B. Bell stated that there would a sidewalk that connects from Westview Parkway across Hillary Avenue into the campus.
 - C. Reagan stated it is confusing for vehicular traffic driving across Hillary. The turn arrows painted on the ground do not show a straight across option to Miramar College.
- b) Review and Update C-Cert and Command Team Roster –
 - B. Bell distributed the list of current C-Cert Participant's and asked everyone to update the list as needed and inform him of any changes. He stated that summer is an excellent opportunity to encourage all faculty and staff to become certified as C-Cert members.
 - V. Nguyen was recommended to become the C-Cert captain at Miramar.
 - B. Bell discussed some future training regarding the use of the walkie-talkies.
 - D. Medero stated that there might be three C-Cert classes run this summer.
 - B. Bell stated that he and D. Gutowski have created a one-page sheet of what to do in case of an emergency and that he would distribute to the committee.
 - D. Medero discussed the sequence of how the 911 system works with the campus and district dispatch.

- B. Bell distributed the list of Command Team Personnel Assignments. He stated that all the primary command team personnel knew what they are doing during the disaster drills. The next drill would utilize the alternates in the lead rolls.

c) Classified Role in Emergency Response –

- B. Bell stated that there is training annually and it is offered to all classified staff members who are interested in becoming trained in C-Cert.

d) Safety Conscious Award –

- B. Bell stated that the following is the timeline for the award:
 - March 15th – Ballot nominations
 - March 20th – Ballot distribution
 - March 27th – Deadline for all ballots to be returned
 - April 10th – Award presented

5) Next Meeting: Wednesday, March 13, 2013

Adjourned: 1:50pm