

**SAN DIEGO MIRAMAR COLLEGE
SAFETY COMMITTEE**

Minutes

**Wednesday, March 11, 2015
Room L-108 1:00 p.m.**

Attended: Dennis Aquino, Brett Bell, Paul Chlapecka, Lezlie Davenport-Allen, Daphne Figueroa, Peggy Hunt, Francine McCorkell, Carol Reagan, Laurel Slater, Lorena Telo, & Karen Woods

Absent: Dan Gutowski, Kurt Hill, Nick Johns, Roy Kinley, Dane Lindsay, Michael Lopez, Vince Margetta, Vuong Nguyen, Elizabeth Thomas, Stephen Um, & Martin Walsh

- 1) Approval of February 11, 2015 Minutes: (F. McCorkell, K. Woods)
- 2) Approval of March 11, 2015 Agenda: Approved with no revisions.
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

02/24: At approximately 8:30 a.m. at a laboratory off campus an employee was walking in the lab. While walking the employee slipped on a gold colored floor plate which flipped up causing the employee's foot to fall in the hole, lose balance, and fall forward onto the floor. The employee's left knee got twisted and right shoulder strained. The employee left work and was treated at Sharp Rees-Stealy Urgent Care. Following the event the unsafe condition was cautioned off immediately. A cover was placed over the floor plate and a "caution" tent was placed next to it. Program Director will speak with LabCorp about finding a solution to remedy the unsafe floor plate. *B. Bell stated that since the unsafe condition was corrected immediately and the Dean did exactly what should have been done there is no further action needed.*

4) Review/Update

a. Emergency Preparedness Plan (Brett Bell)

B. Bell stated that there is no update at this time.

b. Campus Safety Environment (Brett Bell)

- i. L. Allen addressed a concern with an area by her office near K1 & K2 buildings. She asked if there can be a sign that is posted stating "diversion" or "walk this way". L. Allen stated that by her office a fence was just put up. She addressed concerns about students streaming from the cafeteria, through the back door, and tripping where the cement meets the grass. *B. Bell stated that what L. Allen is referring to is grasscrete; it is designed to be walked on. The reason for installation was so that emergency vehicles can drive across an area that has grass on it without seeping into the grass. B. Bell does not consider a safety item as it is a personal responsibility to be aware of your surroundings and watch where*

you are going. The Safety Committee is a sub-committee of the Facilities Committee which is currently developing a prioritized Facility needs list. We should help identify and prioritize issues for the upcoming year. Bring these issues up to safety for review and inclusion on the facility's list.

5) Old Business

- a. **Safety Inspections-** B. Bell stated that we need to assign Safety Inspection Reports to those buildings on the committee roster and identify the building they work in and who the reports will be sent to.
- b. **AED Maintenance & Monitoring –** In last month's safety meeting we identified where the AEDs were located. Today we have identified those full time employees who will be responsible for maintaining and completing the daily/ monthly checklist(s). AED for L Building will be ordered after being stolen a few months ago. The inspection form for designated AED monitors has been presented and distributed. With K. Woods input on the subject we all agreed that the established deadline date to scan and e-mail **Francine McCorkell** is by the **5th of each month.**

BUILDING	Qty. AEDs	DEPT.	PRIMARY	SECONDARY
F1	1	Aviation	Art Davis	Mark Stout
J1	2	Gymnasium	(1) Tosh Tepraseuth (2) City of SD	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	Pending
R1	1	Fire Technology & EMT	Mary Kjartanson	Stacy Rodgers
T	1	Campus Police	Pending	Pending

***T Building - F. McCorkell will contact Beth and Charlene**

- c. **C-CERT Supplies –** Tabled
- d. **Overgrown Brush Behind L-104 –** B. Bell is going to add this to the vernal pool project that will start this summer.
- e. **Skateboards On Campus -** B. Bell stated that this needs to be discussed at the Town Hall Meeting. We need to gather site specific safety concerns and create a Miramar Safety Master Plan. If there can be a representation of our employees and students addressing these issues it may help getting this particular safety concern addressed. Everyone is invited to this meeting.

- f. **Clean Up Safety Committee Roster** – As a group the safety committee identified those who are currently valuable and should remain on the committee and those who are not. We also discussed adding employees who would be a good addition to our committee.
- g. **SDS Online** – Tabled

6) New Business

- i. **M Building (Women's Restroom) 1st Floor-** D. Figueroa addressed her concerns about finding blood on the restroom floor and toilet seat. Feces have also been found on the floor. D. Figueroa did not report the condition immediately. An hour and a half later she noticed that it hadn't been cleaned and advised Dean Hopkin's office to address the issue. After the condition was reported it was resolved. This raises not only a health concern, but also a safety concern. In this same restroom (1) out of the (2) hand dryers have been out of service since November 2014. Between classes this restroom becomes busy where there are 5 to 6 women trying to wash and dry their hands at the same time. Since the functional dryer is next to the handicap stall a disabled woman in a wheelchair wouldn't be able to get access. Frequently students get frustrated and shake their hands all over the floor creating a slip and fall hazard. D. Figueroa also stated that there have been reports of the Dyson dryers having bacteria and fungi growing causing another health hazard. *B. Bell stated the fact that Daphne brought this issue up in the safety committee meeting was appropriate to discuss. This prompts us to review the services our campus & employees currently provide. District personnel would be directly responsible to address these concerns; however this comment is not to say our existing custodial staff is not doing their job, but perhaps the need for more staffing. B. Bell thanked Daphne for using correct representation on the issue.*

7) Safety Related Items

None addressed at this time.

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