



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

**Workplace Safety Committee Meeting Agenda
October 22, 2013**

NEW BUSINESS

1. Are we checking PFE—monthly checks are required

ONGOING REVIEWS

1. Employee injuries for September/October 2013
 - Trends
2. Safety Inspections
 - Inspection requests to begin during first quarter 2014
 - To set up on monthly distribution list
 - To determine who will be responsible for which areas (Deans/Admin/Facilities)
 - Inspect 2X/yr—1 time by department and 1 time by Operations Supervisors
 - First e-mail will have intro by Tim C.
3. HazMat
 - Hazardous waste pickups and handling
 - Review of process—Nicole
 - On-going 8-hour refresher training (Grossmont and Cuyamaca)
 - E-mail to be sent first week of November for December pickup (@ 12/10)
 - E-mail to be sent last week of May for June pickup (@ 6/30)
 - Universal Waste procedures/training
 - Universal Waste training by Lights Out Disposal (GC 7/29/13)
 - Cuyamaca scheduled for 9/27/13 8:00 am
 - Need to schedule for Custodial staff at CC
 - Need to schedule for Custodial/Electrical staff at GC
4. Monthly Safety e-mail
 - Topic for monthly e-mail
 - September—Ladder Safety/Step Stool Safety
 - October—PPE/Eye/Hand/Foot Safety, etc.
 - November—Electrical Safety

Training response currently being compiled
Should be available by year end

UPDATES/UNFINISHED BUSINESS

TOPIC	RESPONSIBLE PERSON	ACTION	DISCUSSION	OPEN/CLOSED
Additional forklift training requested by Cuyamaca	Anne		An employee on each campus will be trained as a forklift trainer. Tim C. approved a forklift train-the-trainer on each campus.	Open
MSDS Online	Anne		Inventory to be input by ASCIP vendor. Campus to be notified of the	Open



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			availability of MSDS Online after the inventory is complete. Sodexo MSDS to be added to MSDS Online. SDS obtained; to be input	
Vehicles on Campus	Tim F.		Jose presented the first draft of BP/AP for Vehicles on Campus. This is a modification of the existing skateboard policy to apply to all wheeled vehicles. Tim took it to President's Cabinet and they had no questions or complaints but were concerned that it goes through the appropriate process. We need signs and written authorization procedure.	Open
AEDs	Ken		To determine number of AED's that need to be ordered so Nicole can place the order following this meeting.	Open
First Aid Kits	Tim C./ Nicole/Anne		First Aid kits ordered for Grossmont Campus; received and to be distributed today. We still need to order them for CC.	Open
Emergency Response Training	Tim C.		Tim C. will be working with the Sheriff's Department regarding any changes/training in our Emergency Response program.	Open
Update Cart Safety Rules	Committee input		To include headset/earplug rules. Existing cart rules (2001) distributed to all members for comments.	Open

UPCOMING MEETINGS:

OCTOBER 22ND 1-2:30 PM IN DISTRICT OFFICE DACR

NOVEMBER 19TH (3RD THURSDAY) 1-2:30 PM IN DISTRICT OFFICE DACR

JANUARY 28TH 1-2:30 PM IN DISTRICT OFFICE DACR