



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

**Workplace Safety Committee Meeting Agenda
November 19, 2013**

NEW BUSINESS

1. 2014 Calendar of meetings

ONGOING REVIEWS

1. Employee injuries for October/November 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)
 - Training scheduled for Custodial staff at CC on Nov 8
 - Training scheduled for Custodial/Electrical staff at GC on Tuesday, Nov 5 at 10 pm
4. Monthly Safety e-mail
 - Topic for monthly e-mail
 - October—PPE/Eye/Hand/Foot Safety, etc.
 - November—Electrical Safety
 - December—Bloodborne Pathogens and Driving (also to include SDS and Lockout/Tagout)
 - 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. Ron Adams has been named for the GC campus;	Open
SDS Online	Anne		Inventory to be input by ASCIP vendor.	Open



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			Campus to be notified of the 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.		Signs will be posted at each campus entrance. (Written authorization procedure needed?) Draft to go to Tim and Arleen to take through President's Cabinet/DECAC.	Open
AEDs	Ken		Order is being compiled.	Open
First Aid Kits	Tim C./ Nicole/Anne		First Aid kits ordered and distributed for GC. We still need to order them for CC.	Open
Emergency Response Training	Tim C.		Training will be forthcoming; Deputy Kelly at CC and Deputy Goren at GC are working on the training.	Open
Update Cart Safety Rules	Committee input		To include headset/earplug rules. Existing cart rules (2001) distributed to all members for comments. An updated list will be distributed to committee members before the next meeting.	Open

UPCOMING MEETINGS:

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

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

FEBRUARY 25TH 1-2:30 PM IN DISTRICT OFFICE DACR