



**GROSSMONT-CUYAMACA**  
COMMUNITY COLLEGE DISTRICT

**Workplace Safety Committee Meeting Agenda**  
**September 24, 2013**

**NEW BUSINESS**

1. Wearing of headsets/earplugs when operating motorized equipment, motor vehicles or equipment
2. Update Cart Rules, which have not been updated since Feb, 2001
3. Are we checking PFE?

**ONGOING REVIEWS**

1. Employee injuries for July/August/September 2013
  - Trends
2. Safety Inspections
  - Inspection requests to begin during summer 2013
    - 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
    - August pickup for Cuyamaca
    - August pickup for Grossmont
    - On-going 8-hour refresher training (Grossmont and Cuyamaca)
    - 40-hour class needed for Grossmont
    - 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 GC
4. Monthly Safety e-mail
  - Topic for monthly e-mail
    - July—Heat Illness
    - August—Basic First Aid/Accident Response
    - September—Ladder Safety/Step Stool Safety
    - October—PPE/Eye/Hand/Foot Safety, etc.

**UPDATES/UNFINISHED BUSINESS**

TOPIC	RESPONSIBLE PERSON	ACTION	DISCUSSION	OPEN/CLOSED
Additional forklift training requested by Cuyamaca	Anne		Explore the possibility of identifying an employee on each campus to 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
Respiratory Protection Program, Medical Evaluations, Training and Fit Testing	Anne		June/July—IH work by vendor (6/18/13) June/July—Medical evals Sept 9—Airgas vendor visit Aug 5/Sept 23—Training and Fit Testing	Open
AEDs	Ken		Ken to discuss with Tim the addition of AEDs in Bldg. 10 and the Student Center since there is a high concentration of students. AED training scheduled for August 15 for Prof. Dev./RSVP AED list updated	Open
First Aid Kits	Tim C./ Nicole/Anne		Anne spoke with Tim C. about 1 <sup>st</sup> Aid kits and he asked Nicole to price the units; based on pricing, he is willing to provide 1 <sup>st</sup> Aid kits to departments with annual replenishment.	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

**UPCOMING MEETINGS:**

**SEPTEMBER 24<sup>TH</sup> 1-2:30 PM IN DISTRICT OFFICE DACR**

**OCTOBER 22<sup>ND</sup> 1-2:30 PM IN DISTRICT OFFICE DACR**

**NOVEMBER 19<sup>TH</sup> (3<sup>RD</sup> THURSDAY) 1-2:30 PM IN DISTRICT OFFICE DACR**