

Safety/Hazmat Committee Meeting
November 19, 2013
1:00 pm

Present:

Joe Balestreri
Nicole Boyer
Kurt Brauer

Cliff Diamond
Ken Emmons
Bruce Farnham

Anne McCown
Victor Perry
Lori Senini

The committee met and discussed the following action items and Anne McCown distributed the 2014 meeting dates to all present meeting participants.

- **Injury Report**— Injury Illness report for October/November: Cuyamaca had a back injury, EOPS employee sustained a back/shoulder injury. Grossmont had instructor trip and fall on stairs in LTRC. It was determined that there was no problem with stairs. Cuyamaca custodial employee received an injury to index finger.
- **Safety Training/Inspections**— Safety inspections will be calendared for the first quarter of 2014, in January. Anne also informed the safety committee that she is sending out the December online safety training early, to give employees time to train, before the winter break. Anne asked if Bruce Farnham had any one designated for train the trainer in forklift safety. Bruce replied that he did not have anyone in mind. Ron Adams has been designated to be the forklift trainer for all District employees.

The committee discussed the procedure to deal with students that may have a first-aid type injury during the evening hours, when Health Services is not open. Cliff Diamond responded that an instructor may call x7654 for triage services and/or ambulance dispatch in the evening hours. During daytime hours, a student may visit Health Services. An Injury Illness Accident Report (IIAR) should be completed for every injury, whether or not it is minor. The completed IIAR form must be submitted to Employee & Labor Relations for review. Lori Senini also added that the Sheriff's department calls 911 when there is a health concern. The night Dean also has decision making powers and resources. It is a resource during the evening. Nicole added that outreach should be provided to faculty and staff to make staff aware and empowered. The safety committee website, available on GCCCD intranet, does have training information available online.

- **First Aid/AED**— First Aid kits were ordered for Grossmont and District offices. Anne asked Bruce if he had an order. Bruce responded that he did not have an order. Bruce will check with Arleen to see if she has compiled a list of First Aid kit needs for Cuyamaca College. Send the AED quotes to Ken Emmons. Nicole Boyer will ask Tim Corcoran about purchasing the AEDs for both Grossmont and Cuyamaca. Nicole will respond to Ken by Friday, November 22.
- **Fire Extinguishers**—Joe Balestreri discussed the fire extinguishers on Grossmont's campus and that the fire tags will expire in December. He asked who replaces the tags. It was discussed that Simplex Grinnell comes out to provide annual service inspection. Ken Emmons advised Joe to contact Dan Cornett for the schedule. Bruce added that it has to be done for the first two weeks in January. Cliff responded that he has four fire extinguishers in Public Safety offices. The committee discussed that the fire extinguisher maps need to be updated to include Public Safety offices. Joe replied that he will be able to update Grossmont's fire extinguisher map. Nicole Boyer will send the current map to Ken Emmons.
- **Hazmat/Universal Waste**— Universal Waste Training was held at both campuses. Ken received a request for Information Systems, Warehouse, and Facilities to attend the Universal Waste Training. Tim Flood has approved the Universal Waste Training for these departments. Joe added that there was an SDS/GHS training held at Grossmont. Many employees were trained to be in compliance with the December 1st training requirement. The committee also discussed the online safety training. The committee may perform a year end audit of those that have taken the training. Joe Balestreri has requested an audit his staff training to see if anyone was missing training. Ken Emmons requested that Joe provide the roster for all 3 facility/operations departments. Nicole will follow up with Joe to obtain the employee's names to check and balance safety training for Facility/Operations. Confirmation of the ASCIP online training can be presented to managers via Safety/Insurance Services. SDS have not been updated by the vendor yet.

- **Driving on Campus/Skateboards on Campus**—The proposed amendment to the driving on campus board policy has been routed through Bruce Farnham and Arleen Satele to be sent through President’s cabinet. Once that is approved, it will go through extended cabinet, then DEC before approval. The amendment will be applied to every entrance of both Grossmont and Cuyamaca campuses. The signage will not be complete until the amendment has been approved. The estimated timeline for completion will be by Summer 2014. Anne has not had a chance to cover the Cart Safety Rules, but will do so before January 2014 meeting. Lori Senini asked if Anne received the required feedback. Anne responded yes and she will compile the changes in one draft for our review. Anne received a question about new cart purchase requirements. Ken added that belts, lights and blinkers should be included in the new cart purchases. Cliff adds that they should be California street legal, even though we wouldn’t use them on the streets.

Meeting adjourned 1:45 pm.

NEXT MEETING: January 28, 2014 District Annex Conference Room 1:00-2:30 pm. Any questions regarding the above topics, or to include additional agenda items for the next meeting should be routed to Anne McCown at Anne.McCown@gcccd.edu.