

Safety/Hazmat Committee Meeting
September 24, 2013
1:00 pm

Present:

Joe Balestreri

Nicole Boyer

Cliff Diamond

Ken Emmons

Bruce Farnham

Anne McCown

Lori Senini

The committee met and discussed the following action items:

- **Injury Report**— There were seven (7) workplace injuries since July 2013. There were four injury claims at Grossmont College; there were three at Cuyamaca College. Some of the injury claims included knee pain, bee sting, upper back sprain from fall, and an arm strain from work duties, needle stick during nursing internship, liquid splash in eye and an ankle sprain from an allegedly uneven floor. Ken is going to follow up on the location and floor condition. Ken Emmons requested a copy of the report for ankle sprain injury. Nicole Boyer will request a copy for his review.
- **Safety Training/Inspections**—There is information available online for those that wish to inspect their own safety area. Anne reviewed the monthly safety training online for the last few months. Bruce Farnham asked if there were safety training requirements for all staff. Anne replied that the monthly safety training is required for all employees but we are still working on compliance. The monthly online training is being tracked online and is coming up on the one-year anniversary. Anne will be able to produce a record for the safety committee and supervisors to review those that have been trained. Ken Emmons added that it is important to have this information available for Accreditation by October 14. Joe Balestreri added that the custodial/facilities staff may be more likely to use in person safety training instead of online training. The committee also discussed Forklift training, which was approved by Tim Corcoran. A forklift operator would be utilized at the loading dock at Grossmont. Forklift training was done several months ago. Bruce adds that the warehouse has the forklift. Anne asked for identified names for the train-the-trainer.
- **Facility Safety**—The eye wash stations were a discussion topic at the safety committee meeting. An employee needed to use the eye wash station. The water did come out of the portable eye wash station, but it was a little dirty. The committee agreed that the plumbed eye wash stations are the best, but the caps need to stay on. We discussed providing training for those employees checking the eyewash stations so they know exactly what to look for. We will also do an evaluation of the adequacy of the eyewash stations. Joe Balestreri and Bruce Farnham commented on the state of the athletic bleachers at both campuses and the pending repairs to those bleachers.
- **Personal Protective Equipment (PPE)**—The committee discussed wearing a headset and earplugs when using motorized equipment. Bruce suggested a reminder for drivers of carts, motorized equipment, etc. that only one ear bud should be utilized when driving or operating equipment. Ken will review the use of hearing protection along with ear buds with his crew. Joe Balestreri discussed safety while using the department-provided walky-talky radio and using it while driving a cart. The committee agreed that using a radio while driving a cart might be necessary in emergency situations, but should be minimized in non-emergency responses. The cart safety rules will be updated and we will start by sending a copy of the rules to each committee member and compiling the results, which will be presented at the next Safety Committee meeting. Anne reported on the Respiratory Protection program. She informed the committee that the program is complete, but some employees are missing training and medical evaluations. We will follow up to make sure these employees get their medical evaluations and training.
- **First Aid/AED**—The Facilities department requested AED and First Aid training for custodial staff. Nicole to set up AED training for Facilities personnel. The committee also discussed First Aid kits. Joe Balestreri added that the Facilities department has a current first aid kit and they restock their own kits. Anne added that an annual replenishment for the supplies was approved by Tim Corcoran.
- **Emergency Response Training**—Tim was going to work with the Sherriff's department regarding emergency response training. Cliff added that the changes are still in the beginning stages. The Sherriff will be the main responder in an emergency situation.

- **Fire Extinguishers**—Joe Balestreri confirmed that the Grossmont campus is checking the fire extinguishers on a monthly basis, but the nightshift and swing shift are working to find the necessary key for some fire extinguishers. Some fire extinguishers in the parking structure have been crushed. Cliff added that four (4) fire extinguishers have been borrowed for Police Services building. Anne asked Bruce Farnham if the fire extinguishers are checked, he responded that they are checked annually.
- **Hazmat**— The hazardous waste pick-up was completed for both campuses in August. The committee decided that HR will send reminders to the Facilities departments in the first week of November. The pick-up will be scheduled for the second week of December. The committee also discussed the availability of MSDS Online. Anne will get the SDS finalized so departments can access. The committee discussed the necessary signature for those forms that get submitted to the DTSC. The committee agreed that supervisors may sign the manifest sheets. Anne also added that no one from Grossmont has attended hazardous waste training. We only need to train a few key employees and they would need to attend the 2-day training. The committee discussed Universal Waste disposal. Ken Emmons will revisit the Lights Out training, to be scheduled for the night crew. Ken also added that he wants to use Lights Out as a consultant to advise us regarding the storage and disposal of the lights. The campus needs will be evaluated and a service plan created for the disposal policy. Anne suggests that Ken get the order ready. Ken asked Joe Balestreri to follow up to create an RFC for the consulting service and annual servicing. The 200 building will be designated for storage.
- **Driving on Campus and Skateboards on Campus**— The committee discussed the Cart Safety Rules. What channels do the cart rules need to go through to be updated? Anne will send the cart rules for the committee to make revisions. Anne then suggested that a subcommittee be formed to finalize the changes. Joe Balestreri volunteered to be a part of the driving subcommittee. Jose proposed the modified driving-on-campus policy/procedure to all-wheeled vehicles (including carts). The policy has not yet been finalized. Ken adds that there is a current project to standardize all signage, the updated policy/procedure on driving will be a part of this project. Nicole will forward the updated policy to Cliff Diamond and Vic Perry for final review. Ken will order signs for both tobacco and driving on campus for the new signage project.

Meeting adjourned 2:24 pm.

NEXT MEETING: October 22, 2013 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.