

**Safety/Hazmat Committee Meeting**  
**March 26, 2013**  
**1:00 pm**

**Present:**

Nicole Boyer  
Tim Corcoran

Bruce Farnham  
Anne McCown

Mark Rensink  
Jose Sanchez

**The committee met and discussed the following action items:**

- **Loss Allocation Program**—In our prior meetings, we discussed the loss allocation program and the documentation of accident trends. Part of the trending data will include completion of the supervisor's accident investigation forms. The safety committee has not yet received any supervisor's accident investigation forms as of yet. Once completed, the accident investigation form will go to Anne McCown for trending data.
- **POMS Audit follow-up**—As a part of our insurance services, the vendor, POMS, came to both campuses to perform a safety audit and provided several recommendations. Anne produced pie charts that illustrated those immediate and high priority recommendations that have been completed. Anne reports that the immediate and high priority items have been completed. Bruce added that there have been "fixes" that were completed at Cuyamaca, but may not show up on the data. Anne asked Bruce to complete the tasks in the POMS system for accurate data. Anne will also follow-up with Tim Flood regarding Grossmont campus. Anne also added that we should move to correcting the less critical "fixes" to complete all recommendations by POMS.
- **Injury Report**—Wendy provided the injury list for February/March 2013. There were four injuries including a knee strain from an employee of the Child Development Center at Cuyamaca and three injuries from student interns from Grossmont in off-site hospitals. Tim Corcoran asked Anne to follow up with Linda Haar regarding the knee strain at Cuyamaca. Tim will ask Dr. Cooke about the possibility of inviting the department chair or coordinator to discuss the standard safety training a student intern receives and the safety measures in place for these students.
- **Hazmat**—There will be a hazardous waste (hazmat) pick up performed at the end of the Spring semester. Bruce added that he has a 55 gallon drum of paint and will have animal carcasses as well. Anne asked Bruce about Cuyamaca's chemical storage, as there were some outstanding issues. Bruce replied that Gafcon is aware of the situation and that Dale Switzer would know more. The committee also discussed the MSDSOnline system. Carol Nolan came to campus to perform an update to our existing inventory that was created by ProTech. Carol found some missing items, but will add these items to our chemical inventory. She is in the process of documenting our inventory by location, then by building and chemical information, which can also be accessed by chemical name. Once the chemical inventory is completely accurate, Anne will notify all those on campus (GC, CC and District).
- **Safety Training/Inspections**—Anne discussed the online safety training. The committee discussed ways to make the online training more user-friendly. Bruce adds that in-person training with written rosters work better for his department. Bruce also asked that the Cal-OSHA requirements be presented when a training qualifies as an Cal-OSHA requirement. Anne also added that employees need to be trained in SDS before 12/31/13. Written safety inspection forms have not been received from managers. Anne suggested waiting until summer to send reminders about work site safety inspections.
- **Driving on Campus and Skateboards on Campus**—Cliff Diamond provided recommendations for driving on campus guidelines via email. Jose Sanchez presented Cliff's recommendations. It is recommended that delivery trucks are not to drive on campus, but that armored vehicles could drive up to buildings when necessary. Jose recommended additional signage or email directive to increase awareness. Nicole added that we could create a notification on the front page of the campus websites at the beginning of the semesters to add another reminder for students. Those on campus who do not follow the directives will be disciplined through the student disciplinary system. These issues are closed.
- **Emergency Alert System**—The committee discussed the recent update to the Emergency Alert System. Tim asked if the phone numbers would be updated each semester. Tim also tasked Nicole with communicating with Angela Johnson regarding the collection of this information for new hires. This issue is closed.

Meeting adjourned 2:05 pm.

**NEXT MEETING: April 23, 2013 DACR 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.