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**GROSSMONT-CUYAMACA**  
COMMUNITY COLLEGE DISTRICT

**Workplace Safety Committee Meeting Agenda**  
**January, 28, 2014**

**New Business:**

**1.) ASCIP 9-1-1 Coverage/Authorized Callers**

- (9)9-1-1 Dialing

**Ongoing Reviews:**

**2.) Employee injuries for November/December 2013/January 2014**

- Trends

**3.) 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.

**4.) HazMat**

- Hazardous waste pickups and handling
  - Pickup to be scheduled in January 2014
  - Follow up on pickups to make sure all has been picked up
  - One person responsible on each campus/accompany waste disposal company

**5.) Monthly Safety Email**

- Topic for monthly e-mail
  - December—Bloodborne Pathogens and Driving (also to include SDS and Lockout/Tagout)
  - January—Accident Investigation/Safety Attitudes
  - February—Back Injury Prevention/Safe Lifting
- Training Results
  - Results as requested
  - Reviews will be done quarterly

**Updates and Unfinished Business:**

**6.) Additional Forklift Training Requested By Cuyamaca**

- Responsible Person: Anne
- Action:

*Human Resources*

- Discussion:
  - Ron Adams and Marty DuBord attended the Forklift “Train-the-Trainer” course.
  - Need forklift training supplies/ purchase additional kit for CC.
- Open/Closed: CLOSED

#### **7.) SDS Online**

- Responsible Person: Anne
- Action:
- Discussion:
  - Inventory to be input by ASCIP vendor
    - Confirmed by vendor
  - 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
- Open/Closed: OPEN

#### **8.) Vehicles on Campus**

- Responsible Person: Tim F.
- Action:
- Discussion:
  - Draft went to Tim and Arleen to take through President’s Cabinet/Chancellor’s Cabinet/Extended Cabinet/DEC.
  - Signs will be posted at each entrance to inner campus.
- Open/Closed: OPEN

#### **9.) AEDs**

- Responsible Person: Ken/Nicole
- Action:
- Discussion:
  - Four (3 GC, 1 CC) new AEDs will be purchased by the District during the FY 14/15 and added to the service agreement
- Open/Closed: OPEN

#### **10.) First Aid Kits**

- Responsible Person: Bruce/Arleen
- Action:
- Discussion:
  - First Aid kits ordered and distributed for GC.
  - We still need to order them for CC
    - Brice to check with Arleen
- Open/Closed: OPEN

#### **11.) Emergency Response Training**

- Responsible Person: Vic

- Action:
- Discussion:
  - Training will be forthcoming
    - Deputy Kelly at CC and Deputy Goren at GC are working on the training.
- Open/Closed: OPEN

## **12.) Update Cart Safety Rules**

- Responsible Person: Committee input
- Action:
- Discussion:
  - 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/Closed: OPEN

### **Upcoming Meetings:**

**FEBRUARY 25<sup>TH</sup> 1-2:30 PM IN DISTRICT OFFICE DACR**

**MARCH 25<sup>TH</sup> 1-2:30 PM IN DISTRICT OFFICE DACR**

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