



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Workplace Safety Committee Meeting Agenda
February 25, 2014

New Business:

Ongoing Reviews:

1.) Employee injuries for January 2014/February 2014

- Trends

2.) 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.

3.) HazMat

- Hazardous waste pickups and handling

4.) Monthly Safety Email

- Topic for Monthly Online Safety Training
 - February—Back Injury Prevention/Safe Lifting
 - March—Hazardous Waste Disposal/SDS/Chemical Safety
- Training Results
 - Results as requested
 - Reviews will be done quarterly
- ASCIP Online Training for new employee Orientation
 - Scomp062 VIPs Very Important Points: New Employee Training
 - How to respond to emergencies
 - Your special duties relating to students
 - Your right to a safe, harassment-free work environment
 - Your job-related benefits
 - Tips for avoiding liability; Yours and the District's

Updates and Unfinished Business:

5.) Additional Forklift Training Requested By Cuyamaca

- Responsible Person: Anne
- Action:
- Discussion: Need forklift training supplies/purchase additional kit for CC

Human Resources

- Extra FL Kit DVD \$395
- Handouts: Wallet Cards \$0.36
- Handbook \$3.45
- Training Certs \$0.63
- Trainer's Guide \$19.95

- Open/Closed: OPEN

6.) 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 have been added to MSDS online
 - (Vendor) 700 entries completed
 - 400 left to be input
- Open/Closed: OPEN

7.) 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

8.) 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

9.) First Aid Kits

- Responsible Person: Bruce/Arleen
- Action:
- Discussion:
 - 15 First Aid kits ordered and distributed for CC.
 - 1 for CDC
- Open/Closed: CLOSED

10.) Emergency Response Training

- Responsible Person: Vic
- Action:
- Discussion:
 - Training scheduled for end of February
 - Tabletop training scheduled for June/July
- Open/Closed: OPEN

11.) Update Cart Safety Rules

- Responsible Person: Committee input
- Action:
- Discussion:
 - Updated Cart Safety Rules accepted by committee members
- Open/Closed: CLOSED

12.) (9)9-1-1 Dialing

- Responsible Person: Tim C.
- Action:
- Discussion:
 - Tim to check with Task Force for status.
- Open/Closed: OPEN

Upcoming Meeting:

MARCH 25TH 1-2:30 PM IN DISTRICT OFFICE DACR

APRIL 22ND 1-2:30 PM IN DISTRICT OFFICE DACR

MAY 27TH 1-2:30 PM IN DISTRICT OFFICE DACR