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**GROSSMONT-CUYAMACA**  
COMMUNITY COLLEGE DISTRICT

**Workplace Safety Committee Meeting Agenda**  
**April 29, 2014**

**New Business:**

**1.) First Aid/CPR/AED Training—bi-annual**

- Sherriff's Department
- ASCIP

**Ongoing Reviews:**

**2.) Employee injuries for March/April 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

**5.) Monthly Safety Email**

- Topic for Monthly Online Safety Training
  - March—Hazardous Waste Disposal/SDS/Chemical Safety
  - April—Fall Prevention/Preventing Slips/Falls
  - May--Ergonomics
- Training Results
  - Results as requested
- 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:**

**6.) SDS Online**

*Human Resources*

- 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
        - Target May 30<sup>th</sup>
- 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.) Emergency Response Training**

- Responsible Person: Vic
- Action:
- Discussion:
  - Training class attended
  - 4/12 Training at GC
  - Tabletop drill, including agencies and both campuses, scheduled for June.
- Open/Closed: OPEN

#### **10.)(9)9-1-1 Dialing**

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

- Classrooms have a button that goes to outside line.
- Duplicating can make crack/peel instructions to attach to phones
  - Tim to recommend to Sue
- Results of recent walkthrough to check phones
  - Kurt/Joe/Dan

- Open/Closed: OPEN

#### **11.) CAPS Staffing**

- Responsible Person: Jack/Tim
- Action:
- Discussion:
  - Jack has proposed more staffing during the week and on weekends.
  - Tim to follow up with HR about open positions.
- Open/Closed: OPEN

#### **12.) ICS Training for Managers/Supervisors**

- Responsible Person: Vic/Anne
- Action:
- Discussion:
  - Vic to send training matrix
  - Training company can compress 32 hours into 8 for group of 50 people
- Open/Closed: OPEN

#### **13.) Rattlesnakes**

- Responsible Person: Jack
- Action:
- Discussion:
  - Jack to call Animal Control and provide training
  - Paula to send out notifications 3x/year
- Open/Closed: OPEN

#### **Upcoming Meeting:**

**APRIL 29<sup>TH</sup> 1-2:30 PM IN DISTRICT OFFICE TELECONFERENCE ROOM**

**MAY 27<sup>TH</sup> 1-2:30 PM IN DISTRICT OFFICE DACR**

**JUNE 24<sup>TH</sup> 1-2:30 PM IN DISTRICT OFFICE DACR**