



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Workplace Safety Committee Meeting Minutes
May 27, 2014; 1pm

Attendees: Kurt Brauer, Jack Davidson, Anne McCown, Ken Emmons, Gene Gay, Lori Senini, Bruce Farnham, Tim Corcoran, Vic Perry

Recorder: Cheryl Detwiler

Note: At the start of each subsequent meeting, there will be a brief review of the previous meeting's minutes.

The committee met and discussed the following items:

Ongoing Reviews:

1.) Employee injuries:

- (2) Grossmont College – Maintenance department employee suffered a sting/bite to the left index finger, origin unknown; Nursing Intern suffered a needle stick when disposing of a used injection needle; neither incident required employee to take time off.
- (2) Cuyamaca – Grounds employee suffered a head contusion when he hit his head on machinery; No specific reason given for employee hitting his head on the machinery; this claim resulted in lost work time. The second injury was an aggravation of a 10/31 injury to a Grounds employee: employee injured his right shoulder when loading plant material into a chipper; no lost work time.
- Trends: Student interns continue to get injured at the worksite. Both Cuyamaca injuries involved Grounds employees, although one of the claims was an old injury that was aggravated.

2.) Safety Inspections:

- Inspections on hold until summer.

3.) HazMat:

- Target date is not set but tentatively scheduled the third week of June.
- Hazardous Materials inspection to be held in June.

4.) Monthly Safety Email:

Human Resources

- Both April and May online training was distributed in May. June will be distributed May 30.
- **Training Results** – Anne indicated that anyone wanting results from participants in their departments should send her an email request and she will make that information available.
- **ASCIP Online Training for New Employee Orientation** - Tim was tasked to follow-up with Marsha Edwards (VCHR) regarding the addition of this training in the orientations for new employees however to date this has not been discussed due to time constraints and busy schedules.

Updates and Unfinished Business:

1.) SDS Online:

- The project is ongoing but completion is estimated to be May 30, 2014.

2.) Vehicles on campus – Issues continue in specific areas. Some exceptions regarding vendors bringing heavy equipment and/or parts are made. A draft letter regarding vehicles on campus is currently being disseminated through shared governance committees on both campuses and the District.

3.) AEDs – There will be four new AEDs, 3 at Grossmont College, 1 at Cuyamaca College, purchased during the 2014/15 school year. The Project Heartbeat contract allows for units to be purchased through other resources however, Anne stated their pricing is reasonable. Service and replacement parts are required to be purchased per contract. The AEDs, eyewash stations and PFE will be consolidated onto a single map for the GC campus.

4.) Emergency Response Training – Vic stated that he attended the 5/21/14 steering committee meeting at Cuyamaca College to discuss the tabletop exercise. He reported that Cuyamaca EOC invited Grossmont President and her designees (decision makers) to attend as well as law enforcement agencies and fire department(s). The exercise will be held on July 8, Cuyamaca College Library, C-145, 1 p.m.

5.) (9)9-1-1 Dialing –

- Jack will contact Brian Nath to discuss/implement emergency phones in the Parking Structure to dial directly to the Sheriff's emergency dispatch and not CAPS (7654). The emergency phones in classrooms will have to be inspected, but they too should dial directly to Sherriff's dispatch in case of an emergency, this task will not take place until summer.
- Tim C. will follow up with Sue and the taskforce regarding phone programming.

6.) CAPS staffing – Interviews and a recommendation have been made for one CAPS position. Jack stated that Sue Rearic approved another position to be filled giving adequate coverage for both campuses. Once these positions are filled the security company currently employed will no longer be needed and their contract will not be renewed; this is expected to occur in July.

- 7.) **ICS Training for managers/supervisors** – Pending further discussion with Marsha Edwards to see if this training needs to come through HR. CAPS employees are already being trained on ICS.
- 8.) **Rattlesnakes** – Training through Animal Control will be scheduled during summer. Dates to be determined.
- 9.) **First Aid/CPR/AED** – ASCIP can train 35 people. First responders, this committee, and nursing staff will take priority. Once the priority list is established, a call will go out to fill the remaining spots. Training will be scheduled for June and December.

Meeting Adjourned: The meeting was adjourned at 1:44 pm.

Next Meeting: June 24, 2014, 1:00-2:30 PM; DACR. Any questions regarding the above topics or to include additional agenda items for the next meeting, contact Anne McCown at Anne.McCown@gcccd.edu.