



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Workplace Safety Committee Meeting Minutes
January 28, 2014; 1pm

Attendees: Joe Balestreri, Kurt Brauer, Tim Corcoran, Cliff Diamond, Bruce Farnham, Anne McCown, Victory Perry, Lori Senini

The committee met and discussed the following items:

New Business:

- 1.) 911 Calling:** Some concerns were noted that the process is inconsistent. It was clarified that the newest process has been posted in the classrooms. The need for individual maps in dispatch was identified. With the knowledge of the rooms and campus areas being difficult to identify to fire trucks etc., further discussions are needed on addressing how to ensure emergency services are directed properly.

Ongoing Business:

- 2.) Employee Injuries:** It was reported that 7 injuries were reported; one (1) part-time faculty member, two (2) nursing interns, one (1) ceramics instructor, one (1) counselor, and two (2) hourly employees. All injuries took place at Grossmont and none of the injuries lost "work time".
- 3.) Training:** It was identified that some of their training mirrors what is offered online through ASCIP's safety training. It was further clarified that training takes place on an ongoing basis after an incident arises. The incident is covered from beginning to end on what took place and how to avoid such injuries in the future.
 - **Monthly Safety Training** - Anne reviewed the trainings listed on the agenda. She asks if there are specific areas within a group that should be covered to let her know.
 - **Training Results** - A data dump was completed and put in order for the last quarter. If anyone wants to see who has had the training contact Anne.
- 4.) Safety Inspections:** It was reported that safety inspection are due to be introduced sometime in the first quarter. Administrative Council has been told that this was coming and a check list of items to look forward to has been identified. The hold-up appears to be in identifying who is ultimately responsible for this as the Dean assigns somebody to address it and the Vice President also assigns someone to the same task.

- It is required that we do these inspections and also document them. It should be made clear what we are looking for.

5.) New Employee Orientations: Safety training within the new employee orientations was discussed and will need to be reviewed. Although there is a specific general safety handbook that is signed by the employee when hired, it may need to be reviewed for more specifics to each area.

6.) Health Services: Anne asked if Health Services could accommodate evening hours. Lori indicated that they are meeting with the nursing staff at Grossmont and schedules will be reviewed to see if they can accommodate the need.

7.) HAZMAT: Joe indicated that the January pick up went smoothly. He also indicated that Ken will be sending an email to Nicole for the four items that were not on the manifest.

Updates and Unfinished Business:

8.) Forklift Training: Two people have been trained as trainers. ASCIP will provide training at no cost to us but a minimum of 15 people are needed to schedule the training. If we are training on a regular basis we should be able to have ASCIP regularly scheduled to come in twice a year.

9.) Safety Data Sheets: They are being entered but completion date is not identified. Anne is hopeful to come back next month with a report that it is complete. It was indicated that everyone would have access.

10.) AEDs: 14 to 15 are due to be ordered and added to the new service agreement. Those that need to be serviced can wait. Only those that are brand new can be added to the service agreement. Some issues, i.e., dead batteries and expired tags, were identified. Anne will check on the medical oversight and review needed.

11.) First Aid Kits: There was a large interest for additional kits at Cuyamaca, approximately 15. Anne will follow-up with ordering additional kits.

12.) Emergency Response Training: Vic indicates that he and Mark Kelly are working on it. They are starting with Cuyamaca and Grossmont would be next. The expectation is for training during February and then March to prepare for the drill in June and July when classes are not in session.

13.) Update Cart Safety Rules: There were no changes to the proposed update. Anne will distribute.

Next Meeting: February 25, 2014, 1:00-2:30pm; DACR

Meeting Adjourned: The meeting was adjourned at 2pm.