



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Workplace Safety Committee Meeting Minutes
February 25, 2014; 1pm

Attendees: Joe Balestreri, Jack Davidson, Ken Emmons, Bruce Farnham, Anne McCown, Vic Perry, Lori Senini

The committee met and discussed the following items:

New Business:

Ongoing Business:

- 1.) Employee Accidents/Trends:** There were two accidents since our January meeting, both occurring in January, both to custodians, although one was at Cuyamaca and the other at Grossmont. The Grossmont custodian injured his mid-back while moving carpet tiles and did lose work time. The Cuyamaca custodian suffered low-back strain, although no report has been provided by the department nor the employee to date and the employee did lose work time.
- 2.) Safety Inspections:** The introductory e-mail from Tim Corcoran will be sent to Arleen and Bruce at Cuyamaca and Ken and Tim at Grossmont. They will present the e-mail to the President's Council.
- 3.) HazMat:** More of the Hazmat program continues to be moves to the campuses. Brice is handling the hazardous waste disposal at Cuyamaca and the District will continue to pay for pickups. Ken, Joe, Tim F. and Anne met to discuss moving more responsibility to Grossmont with the District continuing to pay for pickups. Grossmont also needs to educate some of the departments on the proper procedures. Jen and Bruce will meet with Vic and Jack on the HazMat on their campuses. The Grossmont HMBP needs to be updated regarding certain buildings and new emergency response personnel. The annual program updates are due in August.
- 4.) Monthly Safety Training:** February's training was Back Injury Prevention/Safe Lifting. March's training will be on Chemical Safety. ASCIP has an online training for new employee orientation: Scompo062 VIPS Very Important Points: New Employee Training, which Anne reviewed for us to add to our new employee orientation. Topics include: 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. It was also reviewed with

Tim Corcoran.

- 5.) **New Evacuation Plans:** Ken is going to copy and send the new evacuation plans for Grossmont College to Vic and Hack for the Public Safety and CAPS offices.

Updates and Unfinished Business:

- 6.) **Additional Forklift Training Requested by Cuyamaca:** An extra forklift DVD for Cuyamaca would be \$395. The committee decided that the extra DVD is not necessary for the price. We will continue to replenish the training handouts including wallet cards (\$0.36), handbook (\$3.45), and training certificates (\$0.63). Cuyamaca will send the employees needing forklift training to the Grossmont campus. Ron is currently scheduling some training with five people on the list. Cuyamaca will check to see who needs training on their campus. This issue is closed.
- 7.) **SDS Online:** The vendor continues to enter the chemical inventory into MSDS Online. Of the 700 additional items, 300 have been input and 400 are left to be input. The project is ongoing.
- 8.) **Vehicles on Campus:** The proposed policy is still winding its way through the committees. Ken and Bruce will follow up to determine where it is.
- 9.) **AEDs:** The purchase of AEDs has been put into the budget for the 2014/15 school year and will be added to the service agreement when purchased. It is planned that three AEDs will be purchased for Grossmont and one for Cuyamaca. Ken discussed talking to Tim Corcoran about moving up the planned purchase date.
- 10.) **First Aid Kits:** 15 first aid kits were purchased for and distributed to the Cuyamaca campus. One was purchased for the Grossmont CDC. This issue is closed.
- 11.) **Emergency Response Training:** Vic, Ken, Jeff Lehman, Jonathan Kroft, Wendy Craig, Mike Crum, Mike Kelly, Omri Goren all attended a 3-day disaster preparedness training class. A table-top exercise was held at Cuyamaca; a table-top will be held at Grossmont in April. In June there will be a table-top for both campuses with agencies. It is recommended that HR mandate everyone be trained in FEMA training (ICS 100).
- 12.) **Update Cart Safety Rules:** The cart rules have been finalized and distributed to Safety Committee members. They will be distributed as needed. This issue is closed.
- 13.) **(9)9-1-1 Dialing:** Tim Corcoran will be checking with the Task Force for the status of 9-1-1 dialing.
- 14.) **CAPS Staffing:** Jack has submitted a proposal for more CAPS staffing, possibly covering weekends.

Next Meeting: March 25, 2014, 1:00-2:30PM; 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.

Meeting Adjourned: The meeting was adjourned at 2:05pm.