



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

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

Attendees: Tim Corcoran, Jack Davidson, Bruce Farnham, Anne McCown, Vic Perry, Lori Senini

The committee met and discussed the following items:

New Business:

- 1.) **Incident Command Systems (ICS) Training:** Online training provided through FEMA. This training is mandatory; deficiencies can result in denial of claims. We are waiting to hear from the Vice Chancellor of Human Resources as to whether this training should be held at the District or Site level.
- 2.) **Training:** First Aid and AED trainings need to be identified by Ann Kruger. It was determined that there are no additional trainings on these items currently scheduled for the rest of this fiscal year. AED trainings will be held on a semi-annual basis.

Ongoing Business:

- 3.) **Employee Accidents/Trends:** There were two accidents in February; both lost time from work. There were three accidents in March; no time from work was lost. The only trend identified to date was the number of interns/hourly employees that are reporting injuries appears to be a higher percentage than our contracted employees. It was discussed that possible additional training may be needed for our hourly employees and interns.
- 4.) **Safety Inspections:** A letter will be drafted and given to the Chancellor's Cabinet for review.
- 5.) **HazMat:** Bruce will follow up with HazMat regarding the liquids from Ornamental Horticulture at Cuyamaca that were identified by the County as needing removal. Anne will follow up with AOJ about the items that were missed/not picked up during the last pickup.
- 6.) **Monthly Safety Email:**
 - February's training was Back Injury Prevention/Safe Lifting. March's training was Chemical Safety.
 - Anne indicated that anyone wanting results from participants in their department should send her an email request and she will make that information available.

- ASCIP Online Training for New Employee Orientation: Tim will follow up with Marsha (VCHR) regarding the addition of this training in the orientations for new employees.

Updates and Unfinished Business:

- 7.) **SDS Online:** The vendor continues to enter the chemical inventory into MSDS Online. 700 entries completed, 400 are left to be input. The project is ongoing but completion is estimated to be May 30, 2014.
- 8.) **Vehicles on Campus:** Signs will be posted at each entrance to inner campus after appropriate approvals have been given.
- 9.) **AEDs:** Tim Corcoran to follow up with Ken Emmons. It is requested that four (three at GC, one at CC) new AEDs will be purchased by the District during FY 2014-2015 and added to the service agreement.
- 10.) **Emergency Response Training:** Vic indicated the next training at Grossmont is scheduled for April 12, 2014. Tabletop drills, including agencies and both campuses, are scheduled for June 12, 2014.
- 11.) **(9)9-1-1 Dialing:** The Committee agreed that an information sheet that included the sticky label for the phones, to be given to the different departments, would be a good idea.
- Anne will follow up with Kurt and Joe regarding the checking of all phones in classrooms.
 - Tim C. will follow up with Sue and the task force regarding phone programming.
- 12.) **CAPS Staffing:** Both the Campus and Parking Services Supervisor and Specialist positions were approved at the March Governing Board Meeting. Time will follow up with Employment Services regarding recruitment.

Additional Items:

- 13.) **Rattlesnake Handling:** Jack reported that he has ordered some cuffs to be worn as safety gear for security officers when handling snakes. He further reported that he is providing training for his department on snake handling.
- It was confirmed that GCCCD sends many emails and posts warnings on snakes during the spring and summer months when snakes can be found throughout the district.

Next Meeting: April 22, 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 1:55pm.