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GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**Workplace Safety Committee Meeting Minutes**  
**July 22, 2014; 1pm**

**Attendees:** Ken Emmons, Gene Gay, Anne McCown, Lori Senini

***The committee met and discussed the following items:***

**New Business:**

- 1.) **On Campus Driving:** What is our criteria to allow vehicles to be on campus? Anne reported that she approached the Xerox representative who was driving on campus and parked near the Printing Department. She inquired about his parking pass and he showed her the pass on his overhead visor. Jen stated that the driver was informed that he could drive on campus *only* if he had equipment and/or large quantities of supplies to deliver. The driver is aware of this condition, however continues to drive on campus with every visit. Ken stated that the representative's contract is up and this activity will stop.
- 2.) **Parking Structure/Parking Lots:** Ken stated that the Parking Structure (Grossmont College) is well overdue for a cleaning—it has not been done for 3 years. Ken further inquired about the pothole repair plans and where in the process is it? Anne state that she would talk with Tim Corcoran.
- 3.) **CAPS:** Ken stated that the last few Fridays on campus there was only one CAPS employee for both campuses and was under the assumption that there would be adequate coverage.

**Ongoing Business:**

- 4.) **Employee Accidents/Trends:** There were three accidents since the last meeting; Two in May and one in June.
  - May 16, 2014—Grossmont College employee tripped and fell down three steps. Location unknown, considered a “near miss.” No missed work reported.
  - May 29, 2014—Cuyamaca College custodian taking down a 20'x20' canopy wherein a metal pole hit his left cheek. No missed work reported.
  - June 11, 2014—Grossmont College Child Development Center Aid lost balance on a chair while painting the center wall. Lost work time.

- Ken stated that the dean needs to be made aware that all painting and/or work should be done by facilities. Ken and Gene will meet with Dean, Christina Tafoya, to discuss processes for work orders.

**5.) Safety Inspections:** An introductory District-wide email from Tim Corcoran will be sent to Arleen and Bruce at Cuyamaca and Ken and Tim at Grossmont. Emails will then be distributed to deans, managers, etc.

- Employees are to bring their areas into compliance with self-inspection before Facilities inspections.
- Facilities inspection dates to be determined by the Facilities departments.

**6.) HazMat:** Grossmont College had pickups in June and are currently in compliance. The committee discussed the need for a new vendor for this and Anne will send Ken information on possible vendors. A new process will be developed wherein Facilities employees will label all hazardous waste materials.

**7.) Monthly Safety Email:**

- June's online training is Heat Illness. July is Hazards/Good Housekeeping and Fire Protection. August will be Basic First Aid/Accident Response
  - Need clarification/definition for Disaster Services Workers published to be included in the August Online Safety Training.
- 38 people attended the CPR/First Aid/AED training in June. More CPR/First Aid/AED training is coming in December

#### **Updates and Unfinished Business:**

**8.) SDS Online:** The vendor continues to enter the chemical inventory into MSDS Online. An email is being composed to introduce the system to everyone on campus to have access to the MSDS online system.

**9.) Vehicles on Campus:** Draft to go to Jennifer Danks.

**10.) AEDs:** 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 with Project Heartbeat. Each campus will be obtaining quotes and ordering their own AEDs.

**11.) Emergency Response Training:** A three hour tabletop drill was completed with a 6.5 earthquake in the morning used as the disaster.

**12.) (9)9-1-1 Dialing:** Emergency phones in each classroom, in the parking lots, and in the elevators are programmed to go directly to the Sherriff's Department dispatch. Regular classroom phones and office phones will require (9)9-1-1 dialing. This item is closed.

**13.) ICS Training for Managers/Supervisors:** Item remains open. No discussion at this meeting.

**14.) Rattlesnakes:** Training has been provided to CAPS employees regarding the handling of rattlesnakes. This item is closed.

**15.) First Aid/CPR/AED:** ASCIP vendor, Disaster Survival Skills, Wayne Bennett, provided an excellent training class for 38 employees on Tuesday, June 24<sup>th</sup>, from 1-5pm. The next training will be in December. This item is closed.

**Next Meeting:** August 26, 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](mailto:Anne.McCown@gcccd.edu).

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