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GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**Workplace Safety Committee Meeting Minutes**  
**October 28, 2014; 1pm**

**Attendees:** Ken Emmons, Gene Gay, Anne McCown, Bruce Farnham, Kurt Brauer

*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:***

**New Business:**

**Ongoing Business:**

**1.) Employee Accidents/Trends:** There were six accidents since the last meeting.

- 8/29—Student Hourly employee smashed hand between two tables. Lost work time.
- 9/9—Grossmont; midshift custodian experience low back strain while lifting trash. Lost work time.
  - Ken is looking into this. It may have been weight of load or movement related.
- 9/22—Cuyamaca; District electrician received low back injury after slipping from the bottom rung of a 6 foot ladder while inspecting a gas valve in a kitchen prep area. Lost work time.
- 9/24—Grossmont; Financial aid employee received toe laceration and contusion from kicking door. No lost work time.
- 10/22—Grossmont; Biotech employee received hand laceration from pulling hand across jagged glass edge. Occurred offsite while on school business. A couple stitches; no lost work time.
- October—Grossmont; Exercise Science instructor sprained/strained thumb while assisting students with weights. No lost work time.

**2.) Safety Inspections:** This is still on hold. We need to get our in-house inspections done before moving on to ASCIP.

**3.) HazMat:**

- Gene and Anne scheduled to meet with Carol Nolan (ASCIP vendor) on Nov. 3<sup>rd</sup>. This will be in the teleconference room from 10am-12pm. She has extensive experience with

- hazardous waste. She will help us straighten out our procedures; we are in good shape but there is some fine-tuning that could happen to make it easier on all departments.
- Gene: Still looking to change vendors for hazmat pickup. There are five in the county and they are all recommended. Need quotes for comparison.
  - Targeted pickups for January and July 2015—Gene has concerns about January pickup as that only gives him two weeks for collection. Would rather move it to February or March and then do it again a couple months later in the summer.
    - ASCIP rep says accumulation date begins when the label is changed from Used Chemicals to Hazardous Materials. County rep says accumulation begins as soon as a sample is poured from a vial into a collection container.
      - Will clarify this issue with Carol on Monday. If she is correct, then we can change the labels in the labs to say Used Chemicals to avoid immediate accumulation in labs.
  - Bruce: Cuyamaca had HazMat inspection about a month ago. 8 Compliance items total. Bruce printed out broken rules and what was required and sent them to perpetrators. They made some effort to remediate the situation, but Bruce went around last week to ensure compliance.
    - Main issues were labeling.
      - Universal waste was mislabeled and messy.
      - Biohazardous waste was being labeled as Medical Biohazardous waste. Level 1 waste was being treated as level 2, which causes excess processing and expense. Bruce has changed collection bags.
    - Prop 65 CERS also an issue.
      - Bruce has updated the list of carcinogens and reproductive toxins, but had to use a 2011 inventory.
        - Current inventory is in MSDS online. This has not been cleared for district wide distribution yet, but Anne will send to committee for reference.
    - Training is also needed for all employees handling and labeling hazardous waste.
      - Bruce has suggested bi-annual in house training in his response to the inspector. If that is approved, he will bring his proposal to the district. Could take place during professional development week.
    - Bruce sent his response of compliance to the inspection report this past weekend. If it is approved, Anne and others will receive full report.
      - Inspector also made observations and remarks that were not action items. Bruce has responded separately to those. Additionally, he will send the inspection results to Ken and Gene so they can prepare for their inspection.
  - Ken: Grossmont is in Phase 2 with MGTL. This is the lead survey. They've already done the asbestos survey for both campuses. Cuyamaca needs to schedule lead survey as

well.

**4.) Monthly Safety Email:**

- September's online training was Ladder/Step Stool Safety. October was PPE/Eye/Hand/Foot Safety. November will be Electrical Safety. Anne is finalizing this today and it will be ready to go out next week.
  - Anne will get training results to Gene ASAP

**Updates and Unfinished Business:**

- 5.) **SDS Online:** Carol is nearly done entering everything, if she isn't already done. An email is ready to go to introduce the system to everyone on campus to have access to the MSDS online system. Just waiting on final approval.
- 6.) **Vehicles on Campus:** Draft still needs to go to Jennifer Danks.
- 7.) **AEDs:** Cheryl to order AEDs. Bruce has 5-year batteries from 2012 that he has used to replace expired batteries in AEDs at Cuyamaca so they still have some time with the new batteries.
- 1.) **GC Parking Structure Cleaning/PL Pothole Repair:** Ken: Cleaning will be done this winter break as well as streets and parking lot. Currently doing a survey of both campuses for a public bid package (under \$15k for both--\$14k contract with \$995 allowance). On Grossmont campus, four lots being redone next year. Mostly doing potholes. And restriping for ADA spaces needs to be done ASAP.

**Next Meeting:** November 18, 2014, 1:00-2:30PM; DACR. This is the third Tuesday, because the 4<sup>th</sup> falls during the week of Thanksgiving. Also, no meeting in December. 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 1:48 pm.