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GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**Workplace Safety Committee Meeting Agenda  
February 24, 2015**

**Attendees:** Anne McCown, Nicole Conklin (CAPs)

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

**Introduction:**

Anne introduced a guest, Lucy Gonzalez, Sr. Risk Service Consultant for ASCIP.

**New Business:**

**1.) Alliance of Schools for Cooperative Insurance Programs (ASCIP):**

- Lucy Gonzalez, Senior Risk Services Consultant with ASCIP announced to the committee that we have been awarded the ASCIP “Loss Control Pays” Award of \$2,500. ASCIP wants to present the check and a plaque at a Governing Board meeting.

**Ongoing Business:**

**1.) Employee Accidents/Trends:** There were 2 accidents since the last meeting.

- 2/4/14 – Cuyamaca College; Custodian lost balance and injured left shoulder. No lost time.
- 2/2/14 – Cuyamaca College; Eval. Advisor injured left forearm and elbow due to repetitive motion. No lost time.

**2.) Safety Inspections:** Anne McCown has not received any inspection forms from either campus.

**3.) HazMat:** Meeting with Gene to be rescheduled.

**4.) Monthly Safety Email:**

- Topic for Monthly Online Safety Training
  - February—Back Injury Prevention/Safe Lifting
  - March – Hazardous Waste Disposal/Safety Data Sheets/Chemical Safety

## Updates and Unfinished Business:

### 1.) SDS Online:

- Email has been sent to all employees regarding this available resource.
- Our physical inventory has been entered into SDS system.
- Carol will provide an Excel version, which may be easier to update inventories.

### 2.) Vehicles on Campus:

- Anne submitted a draft to Jennifer Danks, no respond returned.

### 3.) AEDs:

- CAPs has ordered 2 AEDs (1GC, 1CC)
- Cheryl Detwiler will order AEDs (3GC, 1CC), pads and batteries
- Lucy noted that we can use our safety credits to pay for the AEDs

### 4.) Emergency Response: Below is the Proposed Quarterly Training the Sheriffs are ready to offer any group in the District; Sue Rearic is currently evaluating the proposal.

- February: Disaster Preparedness
  - State of mind
  - Personal safety and preparation for any disaster (earthquake, fire, etc.). Phone numbers and applications to have on your cell phone.
  - Home safety and preparations for any disaster. Medications and first aid kit, cash, emergency foods and water, emergency plans and reunification plans. Things to be aware of.
  - Vehicle safety and preparations for any disaster. Items to have, where to go, state of mind.
  - Office safety and prep for any disaster. Items to have, state of mind. District emergency plans and evacuation plans.
- May: Personal Safety
  - Surroundings awareness
  - Confidence and self defense
  - Parking issues
  - Using escorts and other resources
  - Using the 911 system and being a good witness
- August: Cyber Safety
  - Common scams, swindles and con games
  - Protecting your identity
  - What to do if you're victimized
  - Hardening computer, cell phone and other information sources
  - Resources
  - Social medial safety

- November: Surviving an Active Shooter Event
  - 7-minute video
  - Run when you can, hide when you must, fight if confronted
  - Identifying escape routes
  - Identifying hiding places. Know your work area.
  - Identifying potential defensive tools
  - It can happen anywhere, theater, supermarket, stadium, post office

**5.) ICS Training for managers/supervisors:** Anne will follow-up with Tim Corcoran.

**6.) GC pothole repair and speed bumps:** Nicole confirmed that the pot holes were repaired by Facilities over the Winter break. She agreed to have CAPs begin restriping the speed bumps.

**Next Meeting:** March 24, 2015, 1 – 2:30 p.m. in DACR. Any questions regarding the above topics, or to include additional agenda items for the next meeting, please contact Anne McCown at [Anne.McCown@gcccd.edu](mailto:Anne.McCown@gcccd.edu).

**Meeting Adjourned:** The meeting was adjourned at 2 p.m.