



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

**Workplace Safety Committee Meeting Minutes
May 26, 2015**

Attendees: Ken Emmons, Lori Senini, Linda Jensen, Kurt Brauer, Gene Gay and Anne McCown

The committee met and discussed the following items:

New Business:

- Safety Committee Goals: Per the District Governance Structure of 2008-09 our committee is charged with addressing District Workplace Safety Issues. Many of the previous focuses have been moved to the new Public Safety, Parking & Campus Services Committee, EOC and Facilities. We discussed possible items that should fall under our purview, including safety inspections, workplace safety, live training for employees. Gene mentioned PASS (fire extinguisher training) that he would like to present to the employees during convocation /professional development in August and January.

Ongoing Business:

1.) Employee Accidents/Trends: There were 2 accidents since the last meeting on April 28, 2015.

- 4/22/15 Grossmont College: Evaluation Advisor injured her low back when her chair back pushed her forward; lost work time
- 5/22/15 Grossmont College: Student Worker suffered second degree burns to her right arm when the kiln shelves shifted while she was loading the kiln; no lost work time

2.) Safety Inspections: Inspections will be addressed by the Safety Committee as part of the committee's activities. We discussed that inspections would be done every other month and a team of the members would spend the 1-1 ½ hours of the committee time completing safety inspections of various department.

3.) HazMat: Our next schedule hazardous waste pickup will be in July, before July 21. **Notification will be going out today.**

- There is no longer any color photography developed in Photo, so there will be additional chemicals to dispose of during this cycle.
- Some chemicals have been found on campus that are not labeled so we will contact the hazardous waste hauler to have them help identify the chemicals to properly dispose of them.

Human Resources

4.) Monthly Safety Email:

- Topic for Monthly Online Safety Training
 - April – Fall Prevention/Preventing Slips and Falls (Includes Universal Waste and an update on GHS)
 - May – Ergonomics
 - June – Heat Illness Prevention

Updates and Unfinished Business:

1.) AEDs:

- AEDs, pads and batteries have been ordered by Human Resources. It has been determined that we will continue to maintain AEDs

2.) Ergonomic Evaluations:

- An actual budget for furniture and equipment resulting from ergonomic evaluations went away with the Risk Management Department about 5 years ago. For accommodations made based on a doctor's note, including workers' compensation, there is a budget. For requests from employees, purchases must be made by the department.
- As far as furniture purchases, they must be made via the guidelines for purchase of any furniture by the District/campus, unless there is a need for a specific ergonomic chair.

Next Meeting: June 23, 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.

Meeting Adjourned: The meeting was adjourned at 1:40 p.m.