



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Workplace Safety Committee Meeting Minutes
June 23, 2015; 1pm

Attendees: Kurt Brauer, Anne McCown, Ken Emmons, Cheryl Detwiler, Gene Gay, Nicole Conklin, Linda Jensen, Randy Clark

Recorder: Seth LeMesurier

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:

- 1.) CPR Training** - Will be held as part of professional/staff development process on August 14th, at 8:00 AM (4-hr class).
 - Still need to determine location of class and process for attendees to RSVP.
 - Rochelle Weiser had discussed doing an online RSVP sheet. If this method is used, HR needs to ensure there is a tracking process, so the information can be forwarded to HR.
- 2.) Safety Committee Charge and Composition** (from GCCCD web page):
 - The committee is not currently following the composition. Cheryl will review composition with Tim C., make changes, and bring updated version to next meeting.
- 3.) Equipment Ordering:**
 - A piece of 3-D printing equipment was recently ordered at Cuyamaca. Anne received notification that the equipment creates inhalation hazards for employees and needs to be in sealed cases. Fume hoods are recommended to be installed with 3-D printing equipment. Fume hoods affect the entire HVAC system. One was installed in Grossmont and cost \$250,000.
 - Committee recommends a District policy that would not allow purchasing equipment without checking how it affects safety, integration, and compatibility with the current system.

Human Resources

- Committee recommends each college assign a point person to handle approvals of equipment purchases. The college presidents should email each department a notice to contact this point person prior to purchasing any equipment that draws power or other resources, to determine compatibility and assess associated hazards/costs.
- Anne will contact Cuyamaca and find out what approval process was followed prior to purchasing the 3-D printer.

Ongoing Business:

4.) Employee injuries for May/June 2015:

- No accidents since last meeting!

5.) Safety Inspections:

- Safety Committee to complete safety inspections every other month during scheduled meeting time.
- Committee will review existing Safety Inspection Forms for each department. Anne will send a link to all committee members to access the forms on the Intranet. Members will review forms, discuss, and make any necessary changes during next Safety Committee meeting. The ASCIP report can also be referenced to develop inspection process.
- Next, the committee must determine the schedule of inspections and who will be involved (committee members/management representatives).
- Committee discussed alternating meeting locations between Grossmont and Cuyamaca.

6.) HazMat:

- Hazardous waste pickup is scheduled for 3rd week in July. The following pickup is targeted for January.
- Photo department missing pages 2-3 of silver recovery documents. Seth will email Teri Schweers from City of SD to request missing pages and get submitted.

7.) Monthly Safety Email:

- Topic for Monthly Online Safety Training
 - May—Ergonomics – Several ergonomic evaluation requests received.
 - June—Heat Illness –Anne created new heat illness plan. Anne will review with Tim Corcoran at their next meeting and send out as soon as possible.
 - July—Job Hazards/Good Housekeeping/Fire Protection – Flier coming out on handling/storing 9-volt batteries and emergencies in public places.
- Training Results
 - Results as requested

Updates and Unfinished Business:

8.) **AEDs:** Cheryl Detwiler is the person responsible for AEDs. Cheryl confirmed that AEDs, batteries, and pads have been ordered.

Meeting Adjourned: The meeting was adjourned at 1:45 pm.

Next Meeting: July 28, 2015, 1:00-2:30 PM; 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.