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GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**Workplace Safety Committee Meeting Notes**  
**July 28, 2015; 1pm**

**Attendees:** Randy Baker, Tim Flood, Wendy Corbin, Kim Widdes, Anne McCown, Nicole Conklin, Ken Emmons, Bruce Farnham, Gene Gay, Lori Senini

**Recorder:** Seth LeMesurier

*Note: Each subsequent meeting, the committee will briefly review the previous meeting's minutes.*

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

**New Business:**

- 1. Changes and Introductions** - Due to changes to committee membership, each person introduced themselves to the group.
  - Anne McCown announced that, effective September 1, 2015, she will no longer be the Health and Safety Consultant.
  - Wendy Corbin and Kim Widdes will be Safety Committee co-chairs. Wendy will be the interim Environmental Health and Safety Coordinator (title subject to change). Kim Widdes will oversee the Safety Committee, along with Leaves, and employee and Labor Relations duties, as HR Director.
- 2. Cart Registration** - The committee discussed a new requirement for all carts to be registered with the State of California by January 1, 2016.
  - Tim Flood said he believes the District must pay initial fees to license the carts, but will then be exempt from registration fees.

**Ongoing Reviews:**

- 1. Safety Committee Charge and Composition** – Anne presented the proposed changes to the charge and composition, which had been reviewed with Tim Corcoran. There were no objections to the proposed changes from the committee.
  - Ken Emmons stated that, based on the new proposed composition, the committee needs a Grossmont Nursing/Health Services representative to attend.
- 2. Employee injuries for June/July 2015:**

*Human Resources*

- 7/14 – Cuyamaca College; Dean suffered concussion after hitting head on file cabinet. Lori Senini tended to the scene and explained that the filing equipment, like some of the other older furniture, can present a risk for hitting one's head. It has been placed to reduce risk as much as possible, but employees still have to be alert and careful.
- 7/20 – Cuyamaca College; Maintenance Supervisor suffered laceration on arm and little finger made contact with saws-all. Six stitches were required. The employee was cutting a piece of rebar sticking out of the ground on playground equipment. It was a tight spot and awkward angle which required EE to hold the saw with one hand. EE was working in hot, humid, conditions, and could not maintain a stable grip on the saws-all due to sweat. EE has gloves, but was not wearing them.

### **3. Safety Inspections:**

- Anne McCown explained that the district is required by the state to do inspections.
- The committee suggested breaking up into groups of two to three people to conduct inspections of one or two buildings every other month beginning in September.
- The committee needs to determine which buildings/departments to inspect, and then Anne (or the committee) will send out notification to the departments/Stakeholders prior to each inspection, so they are aware of the inspections.
- Tim Flood stated we would need to take a proactive approach and let Tate Hurvitz and Alicia Munoz know prior to performing inspections.
- The committee discussed the process for setting expectations and determining what we will be looking for.
- Prior to the meeting, Anne had sent out a link to the committee to review the current Safety Inspection forms on the intranet. These forms have never been used or tested. The committee discussed these forms and noted that they may require formal revisions. The forms are a good starting point and generally seemed to relate well to the assigned departments.
- The committee discussed anticipated issues these inspections may reveal, including personal appliances (i.e. space heaters, toasters, microwaves, refrigerators, etc.). The committee agreed that in some cases, these items may be needed (i.e. a space heater in a cold area), however there must be a criteria established to ensure they meet certain specifications to minimize risk of fire or shock.
- Randy Clark, Ken Emmons, and Bruce Farnham will meet to come up with requirements for personal appliances (size, watts, cords, etc.).
- The committee acknowledged that personal appliances also add significant cost for electricity. The committee suggested implementing a process for departments to contact Facilities to resolve heat issues prior to bringing in personal space heaters.
- Ken Emmons also acknowledged that employees have requested more storage, even though there are items that may not be necessary stored in the filing equipment. The safety inspections may initiate some conversations regarding storage.

### **4. Hazardous Waste Pickups and Handling -**

- July 2015 pickup has been completed and went extremely well. Technicians are being responsible and were able to reduce waste by 25% from the last pickup.
- Gene Gay explained that a procedural change will be required in the Biology Department to reduce re-handling of waste.

*Human Resources*

- Bruce Farnham stated the Hazmat service is returning to Cuyamaca to pick-up two drums of hazardous waste.

#### **5. Chemical Inventory List:**

- The committee discussed the process for adding new chemicals to the chemical inventory list, for MSDS and disposal. One of the Grossmont Facilities Supervisors would like to add a new chemical product for use.
- The District Warehouse adds chemical products to the chemical inventory list when they receive them. However, not all chemical products are ordered through the warehouse.
- We've had a 3<sup>rd</sup> party come in and inventory in the past. They make the list and help generate permits for large quantities stuff. We had Karen Nolan out a couple years ago.

#### **6. Silver Recovery:**

- The Silver Recovery was completed in June.
- Tim Flood mentioned that there was previously a solvent plan that went with the Silver Recovery plan. It was related to a parts cleaner/solvent and may no longer be needed.
- Bruce Farnham explained that the parts cleaner is now water-soluble and not considered hazardous waste. The solvent issue has been sent out as a non-issue since December 2014.

#### **7. AED's:**

- The AED equipment order is in process. Seth LeMesurier has submitted a balance transfer to cover the costs and requested a revised quote with tax and shipping charges from Cardiac Science.
- During CAPS AED inspections, it was discovered that six of the District's existing AED's (4 in Grossmont; 2 in Cuyamaca) are older models that are no longer serviced, and Cardiac Science cannot provide replacement batteries and pads. These AED's will need to be replaced.
- The District is purchasing AED's and setting up the management program with Project Heartbeat, utilizing a safety credit.
- It was also discovered that the Administration of Justice Department has two AED's that are not on the AED map. These are used by the AOJ Department off campus and should not be added to the AED map(s).
- Project Heartbeat was able to add these AED's to the AED management program. The Service Level Agreement for AED program management with Project Heartbeat has been finalized with AOJ's two AED's added.

#### **8. Monthly Safety Email**

- Topic for Monthly Online Safety Training
  - June—Heat Illness
  - July—Job Hazards/Good Housekeeping/Fire Protection
  - August—Basic First Aid/Accident Response
- Training Results
  - Results as requested

## Updates and Unfinished Business:

### 1. CPR Training August 14; 8 am - 12 pm:

- We have a great trainer scheduled to give CPR/AED training, using our own AED.
- Attendees can sign up through Cheryl Detwiler.
- The venue is to be determined, but it will not be held in Griffin Gate.

### 2. Equipment Ordering:

- In June, the committee discussed concerns about a 3-D printer ordered at Cuyamaca. An opposing vendor had said the piece of equipment needed to be ventilated. Anne researched the model, and the manufacturer states it does not need to be ventilated.
- Anne asked Randy, "Is there a District policy or process for evaluation of ordering?" Randy replied, "No, there is not."
- The committee discussed how to modify our equipment ordering process to create checks and balances without slowing down the process.
- Orders under \$3000 do not typically require multiple quotes and will not be scrutinized. Invoices often use codenames and do not clearly state what is being purchased. It is impossible for Facilities to catch all of them.
- There is currently no trigger in the ordering process to prompt users to contact Facilities for approval.
- The committee suggested contacting the approving deans to clear equipment orders through Facilities.
- As Workday is implemented, it will be important to explore the possibility of adding checks and balances into the ordering process.

**Meeting Adjourned:** The meeting was adjourned at 2:00 pm.

**Next Meeting:** August Meeting Rescheduled to September 1, 2015, in the DACR.

### UPCOMING MEETINGS:

**SEPTEMBER 1<sup>ST</sup>, 1-2:30 IN DISTRICT OFFICE DACR**

**SEPTEMBER 22<sup>ND</sup>, 1-2:30 IN DISTRICT OFFICE **DTR****

**OCTOBER 22<sup>ND</sup>, 1-2:30 IN DISTRICT OFFICE DACR**