Meeting called to order by: Vy Anderson

Roll Call of Members:

Members Present:
Vy Anderson
Ann Burdett
Jasper Gong
Darline Gunsauls
Helene Ha
Terry McCarthy (Du-All Safety)
Michael Moore
Ben Peralta
Jill Rojas
Stan Stubbs (Keenan & Associates)
Shairon Zingsheim

Minutes Reviewed and Approved: Meeting Date – November 10, 2014

Terry referred to follow-up items from the November 10th minutes missing from today’s meeting agenda.

Old Business:

Darline’s Building 6 Safety Report – Work is currently being done on both the Fremont and Newark campuses on repairs such as lighting, uneven pavement, etc. Vy will follow-up with Facilities on the list of safety items reported by Darline (see September 19, 2014 minutes).

Tables Blocking Building 4 Exit – Ben Peralta will follow-up with ensuring the table(s) in question are moved safely away from Building 4. Jill and Ben will do a walk-through of the area after today’s meeting.

“How’s my driving?” Stickers for College Vehicles – Each Ohlone vehicle has a vehicle number. Vy will look into pricing for having vehicle stickers made. Ben will get a vehicle count and the list of associated drivers. Important to ensure there is no passing of vehicle keys from one driver to another.

Safety Related Workshops – Upcoming safety related workshops and scheduled dates are listed on today’s agenda. Additional IIPP workshops will be added in summer, during fall flex and continuing into 2016.

Safety Reporting – The Safety website has been updated to include the ability to file a confidential report / safety concern.
Hazardous Floor Outlets at Newark – Vy reported that the NOC floor outlets in rooms NC-1100, NC-2200 and NC-2208 have been repaired.

Current Evacuation Instructions – The new Chief of Safety & Security, John Worley, is reviewing the emergency procedures and evacuation instructions taking into consideration the temporary construction fencing.

**Accident/Near Misses/Anonymous Safety Hotline/Emails:**

Vy reported that since the last meeting on November 10th, there have been four reported injuries:
- Employee fell in a parking lot after dark;
- Employee moving a notice from a glass case was hit in the head by the glass;
- Employee opening a window when a metal bracket fell on the employee’s head;
- Employee back sprain while removing pool cover.*

*Note: Ohlone needs to invest in a pool cover as the current cover is not the correct size. Safety training class suggested in April.

Vy reported receiving an anonymous message from a student approximately a week ago about the need for night lighting on campus.

**New Business:**

It was suggested that Roberto Diaz, Interim Bond Construction Manager, be invited to be a member of the Workplace Safety Committee.

A suggestion was made to add signage on campus to include building numbers and arrows to help with wayfinding during construction. Signage should be illuminated.

**Miscellaneous:**

Darline reported a recent safety issue which occurred to her on campus. Darline had left her office briefly before leaving campus for the day, but left her office key and cell phone in her office. She realized that without her cell phone there was no way for her to call Security to ask for help in getting back into her office. How is a Deaf employee / student to use the building 6 emergency phone (does it even work?) to ask for help? She eventually had to ask for help with calling Security only to learn when the officers responded that Campus Security does not have a key to her office. Keith Clark had to be called back to the campus as he was the only person with the key.

Ben will follow-up on behalf of Security to ensure they have the master key. Ben also informed the committee that Alert-U is now out of business. Campus Security is looking into other options for mass notification software.

**Next Meeting:** Thursday, March 26, 2015

**Adjournment:** 3:15 p.m.