



**Ohlone Community College District
Safety Committee Minutes
July 26, 2012
1:00pm-2:00pm**

IN ATTENDANCE

Steven Pierre (Du All)
Helene Ha (Labs)
Frank Martinez (Athletics/Facilities)
Connie Teshara (Academic Affairs)
Gweneth Murphy (Campus Safety/HR)
Vy Anderson (HR)
Jill Rojas (Student Services)
Shairon Zingsheim (HR)
Jasper Gong (Theatre)
Thomas Moore (Facilities and Buildings and Grounds)
Stanton Stubbs (Keenan – Loss Control)
Ben Peralta (Campus Safety)
Gale Carli (Newark)

ABSENT

Cynthia Banuelos (Purchasing)
Willie Gallegos (Pool)
Steve Osawa (Police Chief)
Alex Pinarcik (Warehouse)
Jeff Roberts (Athletics/PE)

- I. Agenda
 - i. Agenda approved.
- II. Minutes
 - i. The March minutes were reviewed prior to the meeting. Connie noted some discrepancies. The March minutes will be corrected.
- III. Safety Report/Action Items
 - i. Steven Pierre from Du-All Safety will be the new Account Manager for the District.

- ii. Because this was a kind of new kick-off meeting with the new fiscal year and new Account Manager, there was some confusion as to what projects had been started and fallen through the cracks. This meeting can viewed as a sort of “reset” for the committee. Because of this, there are a few items that should be completed to reinforce a strong foundation on which to build. **Action Item: Steve P. to develop a proposed 2012-2013 Safety Plan of Action.**
 - iii. **Action Item: All Committee members are to inventory what safety programs they have in their departments and note when they each topic was last written/revised.**
 - iv. **Action Item: Steve P. to send out the newest matrix and have each committee member and/or department check off the appropriate safety topics.**
 - v. Steve P. distributed a handout titled “Safety Training Summary”. This handout describes some of the most common safety classes offered by Du-All.
 - vi. There seemed to be uncertainty on the status of the confined spaces assessments. It appears Brian Adair may be the person in charge of this. **Action Item: Steve to talk to Bill Buckman to find out where these were left off.**

- IV. Training
 - i. Last class taught: Injury and Illness Prevention Program on May 10.
 - ii. Upcoming: no classes scheduled.

- V. Periodic Safety Inspection Report
 - i. Not discussed due to time constraints.

- VI. Review of Injury/Accident Reports
 - i. Stanton said that there have been several slips and trips recently. Steve P. said that Du-All could provide Slips, Trips and Falls training as soon as the District requests. This is a one-hour class.
 - ii. There was not much time to thoroughly discuss accident reports.

- VII. Safety Suggestions/Report of Hazardous Conditions
 - i. Thomas said that a trip hazard on a sidewalk was recently brought to his attention.
 - ii. Helene said that she needs two eyewashes in the lab. **Action Item: Thomas to follow up.**
 - iii. Jasper said that the pay phone has been removed from the Smith Center. He would like to have a landline put in case of the need for emergency notification.
 - iv. Helene said that she noticed a bird’s nest located at an alarm station. **Action Item: Thomas to investigate.**

- VIII. Employee Recognition/Disciplinary Actions
 - i. Not discussed due to time constraints.

- IX. Open Discussion

- ii. There was discussion about who else should be invited to join the committee. Mike Holtzclaw (Science Dean) and Padmapria Krishnamurthy representing the lab in Newark were recommended. **Action Item: Shairon to follow-up with them.**
- iii. There is still uncertainty as to who is the District's "Safety Coordinator". This is the one person ultimately responsible to be ensure that a safety program is in place. Shairon is currently identified in the IIPP as the Safety Coordinator. **Action Item: Shairon and Steve Osawa to discuss.**
- iv. The current Injury and Illness Prevention Program is still in DRAFT format. **Action Item: Steve to review and edit and submit a newer version to the committee within a week. The committee should review and note their comments and bring them to the next meeting.**
- v. **Action Item: Steve to have a dozen safety binders made for the committee.**
- vi. Thomas stated that when a project is to be started, a project lead person should be indicated. Steve P. concurred because this will help the Du-All project manager to have a point of contact.
- vii. Gale asked what should or shouldn't be done when the District has hired contractors to do work. The discussion was who would be held liable if a contractor were injured. Steve P. briefly described the differences between a "controlling employer" and an "exposing employer". The District should avoid telling contractors how to do their projects, nor should the District loan out safety equipment. The District should make every effort to hire reputable contractors who, if asked, could present their safety programs. It is not the District's responsibility to train contractors but the District does have a responsibility to inform contractors of hazards on the job site.
- viii. Thomas said that there should be better communication when staff notices or identifies safety issues (e.g. trips, slips hazards). There was discussion as to the "chain of command". For now, consensus was reached that the employee who notices the hazard report it to their supervisor who can then forward it to a safety committee member to be addressed at the upcoming meetings. The supervisor should also notify the appropriate department for remediation to generate a work order. Supervisors can work with their Safety Committee representative for assistance. Shairon also mentioned that there is the Safety Hotline. Procedures on who and when will check this line needs to be more clearly outlined. **Action Item: Shairon to follow-up.**
- ix. There was a fair amount of discussion about what procedures should be followed when reporting an injury. Currently, the IIPP does not have any forms that can be used by personnel. Helene recommended having these forms be available electronically. **Action Item: Shairon to put together an Accident/Injury Report package and state where they can be found.**
- x. Thomas asked that a Lead Survey or report be given to him, if available. **Action Item: Steve to follow-up to see if one has been completed.**
- xi. Stanton said that Premier Environmental Services did a very good job on the District's HMBP.

- xii. Gale asked where the binders for the Master HMBPs are located. She doesn't seem to have any copies. A few people said they have them.
Action Item: Thomas to see if he can get her a copy.
- xiii. Jasper inquired as to whether is possible to have emergency tabs located next the phones so that people would know who to call. After discussion, it was agreed that there are some concerns about creating these. **Action Item: Jasper volunteered to make a prototype.**

X. Adjournment

- i. The meeting was adjourned at 2:35pm
- ii. The next meeting is scheduled for August 23, 2012 at 1pm.

Minutes prepared by

