



**Ohlone Community College District
Safety Committee Minutes
August 23, 2012
1:00pm-2:15pm**

IN ATTENDANCE

Steven Pierre (Du All)
Helene Ha (Labs)
Frank Martinez (Athletics/Facilities)
Connie Teshara (Academic Affairs)
Gweneth Murphy (Campus Police/HR)
Jill Rojas (Student Services)
Shairon Zingsheim (HR)
Jasper Gong (Theatre)
Thomas Moore (Facilities and Buildings and Grounds)
Stanton Stubbs (Keenan – Loss Control)
Donna Ireland (Information Technology)
George Rodgers (Geography, Science Division)

ABSENT

Cynthia Banuelos (Purchasing)
Willie Gallegos (Pool)
Steve Osawa (Police Chief)
Alex Pinarcik (Warehouse)
Jeff Roberts (Athletics/PE)
Ben Peralta (Campus Police)
Vy Anderson (HR)

- I. Agenda
 - a. Agenda approved.

- II. Minutes
 - a. The July minutes were reviewed.
 - b. Safety Reports/Action Items
 - i. 2012-2013 Safety Plan of Action developed by Steve P. handed to committee members

- ii. **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. Submit changes to Steve P. by 08/30/12.**
- iii. **Action Item: Committee members are to inventory what safety programs they have in their departments and note when each topic was last written/revised.**
- iv. **Training matrix to be completed by committee members and turned in to Steve P. by 09/12/12.**
- v. Safety Training summary completed.
- vi. Status of confined spaces assessments dropped off. Unable to get information from Brian Adair (no longer at Ohlone) and Bill Buchanan.
- vii. Safety Binders given to Stanton Stubbs, Jill Rojas, Donna Ireland, Helene Ha, George Rodgers, Connie Teshara, Frank Martinez, Thomas Moore, Jasper Gong, Vy Anderson, Gweneth Murphy.

III. Safety Report/Action Items

- a. Trip hazards being taken care of.
- b. Two eyewash stations have been placed in the labs.
- c. Work order placed for phone to replace payphone that was removed from Smith Center lobby. **Action Item: Jasper to follow up.**
- d. Helene said that she noticed a bird's nest located at an alarm station. Thomas said not much could be done about the nests, but that the birds will leave if alarm goes off.

IV. Open Discussion

- a. 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 Mike whether or not Padma is to be included.**
- b. Shairon is identified in the IIPP as the Safety Coordinator because HR is responsible of tracking all employee-related accidents. **Action Item: Shairon and Steve Osawa to discuss.**
- c. Safety binders made by Steve P. and distributed to Safety Committee members.
- d. The current Injury and Illness Prevention Program is still in DRAFT format. **Action Item: The committee should review and note their comments and submit changes by 08/30/12.**
- e. Gale asked where the binders for the MSDS are located. She does not seem to have any copies. A few people said they have them. **Action Item: Shairon to see if she can get her a copy.**
- f. 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 reports it to his or her 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 on how often hotline is checked.**

- V. IIPP
 - a. Needs to go to college council.
 - b. Pages 1-14 reviewed and changes made. **Action Item: Members should proceed with remaining pages, make suggestions, and bring them to next meeting.**

- VI. Training
 - a. Upcoming: no classes scheduled.

- VII. Periodic Safety Inspection Report
 - a. Not discussed due to time constraints.

- VIII. Review of Injury/Accident Reports
 - a. Problem with heat/AC in building 7. Money in budget for purchase of fans to help employees stay cool.
 - b. Trip and fall prevention – wooden slats on some walkways have been replaced.
 - c. Storage of chemicals in classroom.
 - d. Small animal (maybe snake) bite in parking lot. First Aid provided.
 - e. Employee fell in Nummi Theatre. Said she was not paying attention. No injury.
 - f. Employee hit his head on the metal bar getting into the lift device in the theatre. Sustained neck pain and head contusion. No permanent injuries.

- IX. Safety Suggestions/Report of Hazardous Conditions
 - a. Fire/Exits need to be checked monthly, but they are not currently being done. **Action Item: Thomas's goal is to create a matrix detailing what needs to be done.**

- X. Employee Recognition/Disciplinary Actions
 - a. Helene created a chart that is on wall to check what to do when certain things happen.
 - b. Jasper and Helene created prototype of emergency tabs to be put next to the phones so that people would know who to call.

- XI. Open Discussion
 - a. Steve Osawa in charge of Emergency Action Plan
 - b. Chemical Hygiene Officer needs to be identified. **Action Item: Gwen will follow-up with Shairon.**
 - c. Desktop EOC NIMS is almost out of compliance. **Action Item: George Rodgers will follow-up with Shairon, Steve and Thomas.**
 - d. Committee to continue meeting monthly with Steve P. from Du-All attending meetings every other month.

- e. Code of Safe Practices to be written. **Action Item: Steve P. will email 2-3 samples.**
- f. All safety training should go through HR because the department is ultimately responsible for keeping all training records.
- g. Discussion about what procedures should be followed when reporting an injury. Working on electronic copies of Workmen's Comp Packets.
Action Item: HR to put together an Accident/Injury Report package and state where they can be found.
- h. Thomas asked that a Lead Survey or report be given to him, if available. Keith Clark said one was done about 5-6 years ago. Cannot be located.
Action Item: Thomas will continue to look for it.
- i. Building monitors need to be designated. Identify what the purpose is, who the monitors are, responsibilities, and provide training.

XII. Adjournment

- a. The meeting was adjourned at 2:15pm
- b. The next meeting is scheduled for September 27, 2012 at 1:00pm.

Minutes prepared by
Gweneth Murphy