



**Ohlone Community College District
Safety Committee Minutes
October 25, 2012
1:00pm-2:15pm**

IN ATTENDANCE

David Orias (Facilities)
Helene Ha (Labs)
Jasper Gong (Theatre)
Jennifer Tomlin (Facilities)
Jill Rojas (Student Services)
Mike Holtzclaw (Science, Engineering, and Math)
Rosemary O'Neil (Health Center)
Shairon Zingsheim (HR)
Stanton Stubbs (Keenan – Loss Control)
Steven Pierre (Du All)
Vy Anderson (HR)

ABSENT

Cynthia Banuelos (Purchasing)
Frank Martinez (Athletics)
Gale Carli (Health Science)
Willie Gallegos (Pool)
Steve Osawa (Police Chief)
Alex Pinarcik (Warehouse)
Jeff Roberts (Athletics/PE)
Ben Peralta (Campus Police)

Agenda

Agenda approved.

Minutes

The August minutes were reviewed and approved.

Follow-Up From Last Meeting's Discussion/Pending Action Items

- Training Matrix was to be completed by Committee Members and turned to Steve Pierre. Steve Pierre did receive training matrix from Campus Police, Labs, Theatres, and Student Services. Steve filled in the training matrix based on what he received. He still hasn't received training matrix from others.

Action Item: Shairon to follow up with others (such as Administration and Facilities) regarding their department's training matrix.

- Desktop EOC NIMS is almost out of compliance.
Action Item: George Rodgers will follow-up with Shairon, Steve and Thomas.
 - ✓ Desktop exercise (supposed to take place in November) has been rescheduled.
 - ✓ Employees should go through the NIMS and SIMS training.
- Work order placed for phone to replace payphone that was removed from Smith Center Lobby.
Status: COMPLETED
- Last meeting, the committee discussed about who else should be invited:
 - ✓ Mike Holtzclaw**Status: ATTENDED**
 - ✓ Padmapria Krishnamurthy**Status: FOLLOW-UP** (*Will ask her to attend*)
- IIPP (Injury Illness and Prevention Program)
Status: COMPLETED
 - ✓ The IIPP is to go to College Council. Dr. Gari Browning to recommend that College Council adopts the IIPP.
 - ✓ It's also important for us to raise awareness of what an IIPP is and to also market the IIPP as well.
- Gale had a question regarding where the MSDS binders are. There are MSDS that are in Newark (those binders are particular to Newark).
Status: LEAVE AS ACTION ITEM
- During September Safety Committee Meeting Thomas requested that a LED survey be given to him.
Status: UNKNOWN

Accident/Near Misses Report

- Stan Stubbs (from Keenan and Associates) reported the following:
 - ✓ 5 injuries since 7/1/12 (injuries reported by fiscal year)
 - Burn
 - Scold
 - Lower arm injury
 - Head injury
 - Strain/repetitive injury.
 - ✓ The report currently shows no trend right now.
 - ✓ In summary: FY 2010, the District had 12 injuries. FY 2011, the District had 19 injuries. FY 2012, the District had 5 injuries so far.

- ✓ It is important for the District to develop a code of safe practice (for instance, employees using vehicles for work related purposes to travel from one place to another. If an employee is traveling between meetings with vendors, clients, etc... There should be a code of safe practice that states the employee must be in an enclosed vehicle, with seat belt on, no cell phone, etc...
- ✓ College vehicles are available to employees; however, they are first come first serve.
- ✓ An incident occurred where an employee was using a motorcycle as a means of transportation to go from one location to another for work related purposes. An accident occurred while the employee was driving back to work (from the off-site meeting).
Action Item: Shairon to follow up with Department to see if this is necessary function for the employee.
- ✓ A committee member stated that having cars available for staff members to use (so that they don't use their motorcycles to travel for work related purposes) has a budget impact and the discussion should be brought to senior staff.

Safety Suggestions/Report of Hazardous Conditions

- Safety Hotline: No new message regarding safety hazard or concerns. One of the main purposes for a safety hotline is for employees to place an anonymous call to HR regarding a safety hazard or concern. An employee may use this option if they have reported a safety concern to his/her manager, but the manager doesn't do anything about it. This is an opportunity for the employee to take it to another level. Also, by law an organization has to provide an anonymous way for employees to report safety hazards/concerns.

There was discussion about placing the safety hotline number in a centralized area so that employees know about it. The safety hotline number is currently on the safety committee website, HR website, and the main website.

People who call the safety hotline and provide a safety hazard concern/message need a way to find out if the action has been corrected. The actions/follow-up can be placed in the meeting minutes. Another way is to provide the corrective action/follow up via emails.

- Code of Safe Practices: Steve Pierre emailed Safety Committee samples to use to develop our own.

Open Discussion

- Workers Compensation After Hours Procedure Online
 - ✓ HR to post this online so that managers know what the WC procedures are during and after hours.

- ✓ HR will be meeting with Cheryl Lambert to discuss how we want the forms and procedures to be placed on the website.
- Steve sent to committee: tree work revisions. Laws coming to effect regarding tree work. Tree work done by outside contractors.
- Elevator in Smith Center Plaza, floor tiles are broken off (see attached picture).
Action Item: David Orias to have Facilities assess and have it fixed.
- Steve Pierre stated that an email from Jose (Du-All Safety Consultant) was sent to David regarding scheduling a meeting to discuss fall assessments. The intent of the meeting between Jose and David is to see assess activities, Facilities employees are engaged in, that are elevated. Afterwards, they will make assessments, and write the program and do the training.
Action Item: David Orias to connect with Jose (from Du-All Safety)
- Incident occurred during this month where a student employee volunteered during the weekend and accidentally cut himself while taking out the trash. The injury was very minor (first aid injury: with a scrap/minor cut to the finger).

It was suggested that on the District's Accident Investigation Form, there should be boxes where an individual can check if the person is a student, student-worker, employee, etc...so that at the time of the accident, we can assess whether this is worker's comp related or not. Tutors are exempt.

We should also look at prevention as well. Facilities should be notified when these things happen (i.e. the student cut his fingers while taking out the trash), so that they can take preventative measures so that they don't happen again.

Code of safe practices should be written regarding handling/disposing garbage.

- Our regularly scheduled Safety Committee Meeting (November 22nd) falls on a Thanksgiving Holiday, therefore, we will reschedule the meeting to take place on another day in November. Vy Anderson will communicate, via email, on what day/time in November will work best for most members.

Adjournment

The meeting was adjourned at 2:15pm

The next meeting is scheduled for November 29th, 2012 at 9:00am.

Minutes prepared by
Vy Anderson