



**Ohlone Community College District
Safety Committee Minutes
November 29, 2012
9:00am-10:15am**

IN ATTENDANCE

Vy Anderson (HR)
Ben Peralta (Campus Police)
Helene Ha (Labs)
Stanton Stubbs (Keenan – Loss Control)
Mike Holtzclaw (Science)
Gale Carli
Jill Rojas (Student Services)
Gweneth Murphy (Campus Police/HR)
Connie Teshara (Academic Affairs)
Shairon Zingsheim (HR)
Jennifer Parker (Facilities)
Frank Martinez (Athletics/Facilities)
Jeff Roberts (Athletics/PE)

ABSENT

Steven Pierre (Du All)
Willie Gallegos (Pool)
Steve Osawa (Police Chief)
Alex Pinarcik (Warehouse)
George Rodgers (Geography, Science Division)
David Orias (Facilities and Buildings and Grounds)
Donna Ireland (Information Technology)
Jasper Gong (Theatre)

Agenda
Agenda approved.

Minutes
The October minutes were reviewed and approved.
Progress Report

i. Training Matrix

Action Item: Training matrix to be completed by committee members and turned in to Steve P. Some matrixes have been turned in.

- ii. Desktop Tabletop Exercise: EOC/NIMS will be conducted on 11-30-12. Mike Holtzclaw will be on vacation, but Gale Carli will be present. Complex scenario. Solve problem. Important to remember emergency operations procedures and response procedures. Important to see where we are. Learning environment. Steve Osawa will lead scenario and George Rodgers will be help from the Fire Department perspective.

Ben Peralta will help on what to do to respond. Assess capabilities and determine what is needed or lacking. Need list of all employees since 2008 because all employees must have training upon start of employment. Not all employees have been trained. Available on Blackboard. Training will be done during work day. Training is required in order to receive federal funds.

- iii. MSDS binders in Newark. Gale does not know where they are located. Nursing has one in their room. Mike Holtzclaw does not know where they are.

Action Item: Follow up with Priya.

- iv. IIPP is located on HR website.
- v. Thomas Moore asked where LED Survey was. Stanton said it is required for K-12 institutions.

Action Item: Ask for a copy of the Asbestos survey.

- vi. Motorcycle use while on duty to go between campuses. Met with employee's manager and researched on how to create a policy. Employee is no longer using a motorcycle. To go between campuses or doing college business, company vehicle may be used rather than a personal vehicle. Problem is accessing a vehicle from the Newark campus. Also, using personal vehicle to go between campuses can be costly and causes wear-and-tear on personal vehicles, even if covered through the college.

- vii. Workers' Compensation Procedures online is almost finished.
- viii. Elevator tiles replaced.

Action Item: Follow-up needed

- ix. Fall Assessment connect with Jose (Du-All Safety)

Action Item: Follow-up needed

Accident/Near Misses Report

Accidents (as of November 2012):

- o Injuries: 8 injuries for fiscal year 2012-2013. Trying to keep below 20 injuries from previous year. Trend a little higher than normal.
- o Incurred Cost: \$60,000 is injury on motorcycle
- o Injuries by occupation, 4 in clerical, 2 in Admin, 1 in Computer, 1 in Maintenance.

Near Misses: No data available.

Safety Suggestions/Report of Hazardous Conditions

Keenan Safe Colleges. Red items are mandated. Ohlone has access to all training. Broken down in different categories and set up by HR.

- i. NIMS/SIMS training is for Incident Command personnel versus general employees because it is 3 hours. Ben Peralta did an 8-hour course because other information was added.
- ii. Sexual Harassment meets regulation training.
- iii. Other trainings available: Employment Practice, Supervisor's role in Safety, Asbestos Awareness Course (two-hour course is provided as part of Keenan services), Fall Protection, Haz Com, Illness Injury Prevention.

iv. Training will help fulfill requirements for IIPP training section.

On-going construction is not having a major impact.

Restrooms at Newark have horrible ammonia smell due to low-flow toilets.

People gagging over the smell. There should be a fix to the plumbing problem, which is a daily problem. Facilities has been following up trying to solve the problem.

Action Item: Jennifer Parker will follow up.

Concern about dealing with people who are upset and violent. Some people feel unsafe. No workplace can fully guarantee a safe work environment, but we could try to achieve. Keenan provides Safe College training.

Open campus: When does open campus versus loitering occurs. Cannot discriminate because a person is disheveled and from eating from garbage cans. When contact has been made with person, it has always been positive. CPS is aware of three-officer response for individual. Unless he violates law or becomes a threat to safety, CPS cannot do anything. Concern should be on those people who do not show signs of violence and suddenly react. Dealing with student population with a higher level of stress and possible PTSD due to wartime service. Training to faculty and staff to help them identify certain behaviors of concern and how to diffuse a situation as well as resources available. Adjunct faculty are the least prepared.

STEP UP can help provide assistance to faculty and students.

Quick fix project is almost ready to launch and bid on. New signage around campus may happen in the Spring.

Heating and Cooling will be worked on when school is not in session to work on the issues in building 7.

It is important to report any incidents as soon as they occur to Campus Police because it makes it easier to take care of the problem as soon as it starts instead of catching up. If there is no documentation, it makes it harder to discipline the student.

CPR training will be available to employees during the LCW.

Adjournment

The meeting was adjourned at 10:05am

The next meeting is scheduled for February, 2013.

Minutes prepared by
Gweneth Murphy