

Ohlone College
IIPP Employee Workplace Safety Committee Meeting Minutes
May 29, 2014
Room 7104 + NC1317
1:00 PM – 2:30 PM

Meeting called to order by Chair

Minutes reviewed and approved

Roll Call of members

Members present: Gale Carli, Jasper Gong, Connie Teshara, Shairon Zingsheim, Stan Stubbs, Diana Garza, Jill Rojas, Ben Peralta, Kathleen Johnson, Frank Martinez, Vy Anderson, Helene Ha, and Richard Caminos.

(Rosemary O'Neil will only be used a resource for the Safety Committee. She will not be an official member).

Old Business

Membership: the committee finalized its membership. The membership list is posted on the Safety Committee website.

OSHA Notices: for those who still OSHA notices posted, we can now take it down. We haven't heard back from OSHA.

SAVE ACT: Ben Peralta stated the SAVE Act stemmed from the Jeanne Clery Act. However, the SAVE Act focuses on violence against women. Campus Safety and Security Department will undergo training. The Chief (Steve Osawa) and Ben Peralta went to Santa Clara University to have a look at what their campus is doing in terms of safety. Ben stated that a lot of campuses are using Twitter, Facebook, and other social media technologies to enhance their safety programs.

Tailgate Meetings: Dave Orias is not present to talk about his department's tailgate meetings.

Keenan Safe Colleges On Line Training: Vy Anderson has been providing online trainings to employees who request ergonomic evaluations and/or who has a work related injuries.

For ergonomic evaluations: after the employee and his/her work station is assessed by Keenan & Associates, the employee receives a report with a few recommended ergo equipment. Before the ergo equipment can be purchased, the employee is required to complete an online ergonomics training. A certificate of training completion is placed in the employee's personnel file.

For work related injuries: the injured employee is given an online training related to the nature of his/her injury (i.e. trips/falls, etc..). The employee is given approximately 30 days to complete the training. A certificate of completion is placed in the employee's personnel file.

Student Escort Officers: the program is doing well. They have been a wonderful addition, especially during graduation; they were helping guests from the parking lot to the gym. Shairon stated that it would be great to also have them during the daytime as well.

Accident/Near Misses Report

No additional WC claims since last meeting (April 24th, 2014). There was only one First Aid incident.

The trend for work related injuries are trips/slips/falls.

No voice messages were left on the hotline.

Reports

RIAP: Stan Stubbs (from Keenan) discussed the Risk Improvement Action Plan (RIAP). The District receives this report on a quarterly basis. The RIAP report indicates that most of our injuries are from slip, trip, and falls. However, our claims for repetitive stress motion injuries have decreased due to preventative measures that HR has been providing (i.e. early ergonomics assessment, ergonomics training, and so forth). The RIAP is posted online on the Safety Committee website.

HR is thinking of creating a day that focuses on Safety. We will also invite and encourage managers to attend as well.

In addition to the RIAP report, Keenan also provides us with the SWACC report as well which is a property and liability assessment/report.

Stan Stubbs has been helping the District with its Haz Mat Business Plan.

Du-All Safety: will be used as our consultant as we have been in the past. However, we may not need to have a representative from Du-All to be part of our Safety Committee every month.

New Business

Safety issues in work area: Frank Martinez stated that there are debris (cut Ivy plants, leaves, and twigs...) left on the side of the stairs and walkways across the campus. This can create a slip, trip, or fall if the debris is not cleaned up. Shairon stated that she email Ron Little and copy Dave Orias about this.

Company Nurse program: the program provides valuable assistance to employees who are injured after hours. Employees can call a specific number and a claim can be started. We will be hearing more about this. When HR pilots the program, HR wants the Safety Committee to be involved in it.

Heat and Illness Program/Training: custodians, gardeners, life guards, coaches, campus police, and theatre employees would need to be part of the training. The most important part of the training is for employees to recognize symptoms of heat illness.

Jasper Gong stated that there are number of student workers who work in the theatre and needs this training as well. Jasper Gong is to provide Shairon with the names of the students.

Shairon had draft a HIPP and Stan will review it.

MSDS/GSH Training: Helene Ha stated that there was a new OSHA regulation regarding GHS that was implemented in 2012 and that organizations must provide training by December 2013.

Helene stated that she found a free 20 minute training online (Flynn Scientific). Anyone can do the free training, including science instructors, lab technicians, etc...

Stan Stubbs stated that Keenan also have a free GHS and SDS training as well.

There was a question on where the MSDS were stored. Ben stated that it was stored in Purchasing.

The District will be moving labs in December. The committee does not know who is being charged with moving the chemicals. However, Stan stated that it should be someone who is certified and licensed with moving these types of chemicals. Shairon will follow up to see who is responsible for moving these chemicals.

Taking pictures on cell phone or cameras: Shairon stated that it would be great members can take pictures, whenever they see an area of concern or potential hazard, and send it to Shairon. Shairon will then send it to the appropriate department/vendor to get it fixed or corrected.

Safety Website: will have all of our documents and reports that we discuss during the meeting, as well as the agenda and approved minutes.

Inspection Report

Report findings: it is the member's role to do safety inspection in their area/department. In addition, it is the member's role to report those findings at the Safety Committee meetings. We will need to do a quarterly inspection.

Miscellaneous

Poison Oak: Connie Teshara reported that the Poison Oak bush has been cut down. Frank Martinez asked if the stump was removed as well. Frank provided a home remedy that we can create to kill weeds and unwanted stumps.

1 gallon vinegar
2 cups of Epsom salt
¼ cup of Dawn soap

Graduation: Ben Peralta stated that during Graduation, the gym got extremely hot. A few people got sick because it was so hot. Ben was trying to find bottled water for people. According to Ben, the gym is not equipped to hold graduation. There were 5 heat casualties that day.

Ben stated that we should rethink the venue in which we hold the graduation. Due to increased construction activities next year, we're not sure if graduation will be held at Ohlone's gym next year.

Signs that says "push in": Jill Rojas will make little signs that says "push in" for conference rooms located on the first floor of Building 7 (i.e. 7104).

Adjournment

Next meeting is on June 26th at 1:30 PM.