

Ohlone College
IIPP Employee Workplace Safety Committee Meeting Minutes
JUNE 26, 2014
Room 7104 + NC1317
1:00 PM – 2:00 PM

Meeting called to order by Chair

Minutes reviewed and approved

Roll Call of members

Members present: Alex Lebedeff, Ben Peralta, Connie Teshara, Diana Garza, Frank Martinez, Gale Carli, Jasper Gong, Jill Rojas, Shairon Zingsheim, Stan Stubbs, Jennifer Druley, Vy Anderson, Zelma Hunter.

Accident/Near Misses Report

Since the last Workplace Safety Committee Meeting on May 29, 2014, there was one work related injury. An employee was trying to open a stuck automated door in Hyman Hall. As a result, the employee's back was strained.

A fire was reported in an open field area south of Building 10 and the new Solar Array Field, south of Pine street around 5:00 PM on Thursday, June 12th at Ohlone College. No structures were threatened and approximately 4 acres burned before being extinguished. The cause of the fire is still under investigation.

Reports

Report on the Alameda County visit to Newark and findings

Newark Campus had an inspection by the Alameda County Department of Environmental Health. As a result of the inspection, Newark Campus received 4 minor violation/corrective actions:

1. Train all employees in hazard material and emergency response procedures within 30 days. Train all employees who handle hazardous waste in hazardous waste management procedures within 30 days.
2. All hazardous waste containers are to be kept closed except during use.
3. Label each hazardous waste container with a completely filled out hazardous waste label.
4. Obtain copies of the TSDF manifests and submit copies to the ACDEH for review within 30 days.

Stan will provide Hazardous Waste Management training to all employees at Newark who handle waste generated materials.

The manifests have been fixed as well. We should have a SOP (Standard Operating Procedures) to know how to process manifests paperwork.

The lesson we learned here is that we can contact Keenan (Stan Stubbs) when there's an investigation from the Alameda County Department or if there's a required training that's needed regarding Hazardous Materials.

Jill Rojas stated that in the DDAS meeting/agenda, we should have a discussion regarding who should be called when we have a chemical/safety investigation.

We should also think about having records of training in Newark (for employees who handle chemicals) so that those records are easily accessible by managers in Newark.

Crisis Management Team – update from Jennifer Druley and Ben Peralta

The ERT took a summer break; the committee/team will meet again in August. Over the past year, they have hosted several brown bag events such as CPR workshops, Heimlich maneuver class, etc...

The ERT will be conducting and hosting more brown bags next year. Ben Peralta stated that they want to do a large scale drill (active shooter drill) on August 11th and August 15th. The drill will take place on the Fremont Campus. The Fremont Police Department will be part of the drill as well. This will be Ohlone's 4th time in partnering with the FPD to do an active shooter drill.

Steve Osawa will issue out an email for volunteers if there's a need for role playing

Report on the SAVE Act workshop/Vy and Ben

The BAWAR (Bay Area Women Against Rape) did a training/presentation on June 18th. Some of the training pertained specifically to Campus Police and how to interview rape and sexual assault victims, however, the training included rape and sexual assault victimology and trauma, dealing with victims of sexual assault and rape, and victim's rights and resources.

Vy Anderson stated that the training was very powerful in that it provided statistics regarding rape victims. The numbers are staggering in that 1 in four people are victims of sexual assault (once or more throughout their lives).

Ben Peralta stated that there will be more opportunities for BAWAR to come and do additional training and presentation at Ohlone College.

Du-All Safety Consultant

We have a contract with Du-All Safety to conduct various safety-related trainings. We will use them when we have a need. However, we will also be using Keenan a lot as well; they have a lot of online safety related trainings that are very helpful, engaging, and informative.

New Business

Name Change: Workplace Safety Committee

The Safety Committee's name has been changed to "Workplace Safety Committee". We want to change our name so that everyone know we deal specifically with workplace related injuries and safety (versus student related injuries and safety; although there will be some overlap in terms of issues and discussion, however, our main focus will be on workplace safety).

Recognition for departments safety accomplishments

The IIPP calls for a recognition and rewards program. We have to think about how we can do it here at Ohlone College. Frank Martinez shared some ideas of how his past employer had a rewards program where employees were rewarded with "points" and they can use these points towards purchasing items such as mugs, shirts, etc...

Vy Anderson shared an idea of recognizing departments, via email announcement, that had no injuries for the past semester.

Vy Anderson also contacted Keenan and Associates to see if they would be able to sponsor a rewards program. Cheryl Miller, the rep for Keenan and Associates, stated that she will look into that and get back to Vy.

Heat and Illness Program/Training

Shairon gave the draft of the Heat and Illness Program/Training to Stan Stubbs for review. After Stan reviews it, Shairon will give it to the Workplace Safety Committee members for final review.

Safety Issues in your work area

Diana Garza asked if Alert U was going away. Shairon stated that if it was going away it would have to be replaced with something else. Campus Police will be following up as it is a service that is maintained by their office.

Diana Garza's feedback was provided during the meeting to indicate what had been done in the past at the Newark Center at least 2-3 years ago as the discussion was about if we as a committee should track/assign building monitors. Her feedback did not reflect what has taken place since. Also, Jill provided the best feedback in regards to the Fremont Campus that "she is not aware of who the building monitors are at this time" and from Zelma that building monitors should be tracking/assigned for the Newark Center. Also, 2-3 years ago, there was a Campus Safety Committee lead by Campus Police. They scheduled a meeting at least once a semester at the Fremont Campus and a separate one at the Newark Center. Diana's office at the time, recruited staff to participate in the Newark Center Safety Meeting. The meetings were focused on safety for both staff & students. At these meetings as part of the discussion, they would be alerted when the drill was scheduled and the office would then take the initiative to assign/train the building monitors in preparation for the drill or a real alarm that took place during the semester. The "members" had a discussion

on tracking/assigned building monitors for both campuses and that at one time, this was done for both the Fremont and Newark Center

A Pepsi Machine was broken into. The individual(s) who broke the machine could not be identified as we don't have video footage. Frank suggested we place phony cameras next to the machines to deter vandalism. However, Ben Peralta stated that vandalism would still be committed anyways regardless of whether or not there were cameras.

Gale Carli asked about the fire alarm systems in the portables. Shairon suggested that we ask Gilbane about placing a fire alarm system in the portables.

Gale also raised the question about who employees at Newark should contact in the event of an emergency. There was an incident where Campus Police were in training at Fremont and all the managers were at Fremont as well. There was an emergency at Newark regarding a student. Pria, at Newark, was trying to get a hold of Campus Police or a manager, at Newark, to see how she should handle this emergency. However, she was unable to get a hold of anyone. Gale stated that this should be discussed at the Deans Meeting.

Inspection Report

Shairon Zingsheim stated that the pictures that are sent by committee members (of unsafe/hazardous areas) are great; she encouraged members to continue to take pictures and send them to her.

There is no momentum with the IIPP inspection. However, we can take credit for the walkthrough (of the entire campus) that Dave Orias and Vy Anderson did. We will revise the IIPP to state that we did a walkthrough of the campus.

Next Meeting Date

Thursday, July 24th at 1:00 PM.

Adjournment