

**Ohlone College**  
**IIPP Employee Workplace Safety Committee Meeting Minutes**  
**JULY 24, 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, Jill Rojas, Kathleen Johnson, Shairon Zingsheim, Stan Stubbs.

**Old Business**

Tailgate Meetings – Not yet established. Will follow-up with Facilities.

**Accident/Near Misses Report**

Since the last Workplace Safety Committee Meeting on June 26, 2014, there have been two injuries that were not “work” related injury. Both were falls while walking.

Du-All reports that for FY13/14, 14 injuries have taken place. In comparison, FY 12/13 there were a total of 15 injuries. District is still below average.

Committee agreed that more falls can be expected due to construction and personal habits of staff/student reading smartphones while walking on level ground as well as walking up/down stairs. Recommendation was made to email an announcement reminding staff to be alert while walking.

Safety Suggestions/Reports – along with an established anonymous phone line and website link that has been made available to staff, a 3<sup>rd</sup> option will be setup in the Fremont Campus mailroom that would include a hard copy form that can be placed in the locked HR mailbox. It was recommended that in order to encourage/increase workplace safety reporting by staff, to ensure all submitted reports are dealt with quickly.

**Reports**

Update on Alameda County Inspection and response to violation:

Per citations and correction action requests made on 6/24/14, it has been confirmed that District has completed all correction requests made by the county per timelines issued

As a result of these inspection citations, District should be on the alert for additional unannounced inspections for both the Fremont Campus and Newark Center.

District is moving forward with establishing a new Chemical Hygiene Program which would setup procedures to re-assure our District continues to be compliant. The program would be implemented by a team that would include a Science faculty member who could monitor compliance starting with Purchasing, including storage and disposal.

Premier Chemical is no longer providing Hazmat consulting services for the District. Alex Lebedeff, Director of Purchasing, Contracts and Auxiliary Services will lead this effort going forward. At present, all hazmat documentation has been centralized and will be maintained in his office located in Building 5.

#### Hazardous Waste Generator Training and HMBP Training on July 15 -

##### Follow up on Heat and Illness Program/Training:

Documentation is being reviewed. It was confirmed that HVAC problems recently experienced by some of the campus buildings are not covered under this program. Therefore, it was determined that these specific issues were not an issue of personal preferences for room temperature, but a workplace issue that would need to be addressed differently.

#### **New Business**

##### Safety Issues in your work area

###### Academic Affairs:

Poison Oak is growing back near Building 27. Facilities has been notified and confirmed will follow-up.

###### Human Resources:

Safety tips continue to be added to the HR staff meeting agendas.

###### Campus Police:

Alert-U - Confirmed will no longer be available. Campus Police in the process of proposing a replacement system that may include a dedicated staff member using social media to relay mass safety announcements.

Bus Stops- will be moved to north side of campus Key Lot A & B.

Large Scale Drill (Active Shooter) confirmed for 8/11/14 & 8/15/14. The Fremont Police Department, including their SWAT division, will be part of the drill as well.

Purchasing – Purchasing Staff have been repeatedly asked/reminded to report workplace safety issues immediately to Facilities and Campus Police. Campus Police agreed that promoting this procedure has enhanced workplace team-work/communication and has increase faster response times.

Student Services: Confirms that ASOC Holiday Decoration Storage has been properly secured by Facilities.

**Next Meeting Date**

Thursday, August 28<sup>th</sup> at 1:00 PM.

**Adjournment**