

Ohlone College
IIPP Employee Workplace Safety Committee
Meeting Minutes
August 28, 2014
Room 7104 + NC1317
1:00 PM – 2:00 PM

Meeting called to order by: Vy Anderson

Roll Call of Members:

Members Present:

Alex Lebedeff
Ben Peralta
Connie Teshara
Diana Garza
Frank Martinez
Gale Carli
Jasper Gong
Jill Rojas
Kathleen Johnson
Stan Stubbs (Keenan & Associates)
Terry McCarthy (Du-All Safety)
Vy Anderson
Zelma Hunter

Minutes reviewed and approved: Meeting Date - July, 24 2014

Old Business:

Anonymous suggestions received and resolved – Committee was reminded that all safety concerns reported were to be kept anonymous and is common practice within other organizations. Should Committee member receive a safety concern, the name of the person issuing the concern should not be forwarded on. Concerns are to be summarized in a new message and forwarded on to the most appropriate District personnel.

Tailgate Meetings – Not yet established. Du-All Safety reminded the Committee that Tailgate meetings are required if staff are making alterations to space. Meetings are to be documented (date, time, participants, summary of discussion). Theater Department stated will follow-up. Facilities were not available to confirm.

Accident/Near Misses/Anonymous Safety Hotline/Emails:

Since the last Workplace Safety Committee Meeting on July 24, 2014, there have been no workplace injuries.

Escalation - It was agreed that safety issues not properly resolved should be reported to the office of the Associate Vice President of Human Resources. In addition, Campus Police informed Committee that problem location can be red tagged if necessary in order to minimize exposure.

Recommendation was made by Du-All Safety to tag Facilities work orders that were safety issues. The tagged work orders would then be submitted and reviewed by the Safety Committee on a regular basis. This procedure has been implemented in other school districts.

The Committee discussed and inquired about having a more transparent and advanced Facilities work order system similar to the IT Help Desk ticket system. The Committee stated that, under the current facilities work order system, once a work order is placed, it's difficult to know who is handling the work order and if the request has been resolved. It's important to know the status of a work order especially if it's an important safety concern.

Safety Issues During Construction - Du-All Safety informed the Committee that during construction, the District is obligated to have pre-planning meetings between District personnel and construction company supervisors prior to the start of construction. Topics that are required to be discussed are (vehicles, entry/exits, debris, travel paths, erosion control). Summary of discussion are to be documented, submitted and reviewed by the Safety Committee. At present, Committee confirmed that Committee has not been provided information directly.

Training - Human Resources stated that training will be developed and implemented for Supervisors in order to improve the effectiveness in workplace safety investigations and prevention.

Since the last Workplace Safety Committee Meeting on July 24, 2014, there have been no anonymous or safety issues reported.

Reports:

Alameda County Inspection report (6/14) – District is waiting for County's response to District's corrective action response.

Tracking of Training – Human Resources will place scanned copies of all work place safety training PowerPoint presentation files and training session sign-in sheets on the District's network shared drive, \Ohlone1\Supervisors and Managers. Files will be sorted by topic and date training sessions took place. These files would be accessible at all times by Supervisors and Manager located at either the Fremont Campus or Newark Center.

Overall Safety Plan – Du-All Safety reported that the safety training plan is out dated. Du-All Safety reviewed with Committee of (49) work safety training requirements and Committee Members had an opportunity to provide recommendations on which departments would require training. Based on Committee feedback, Du-All Safety will prioritize training requirements, combine training topics where feasible, and provide training dates to begin as soon as October 2014. Committee Members have been requested to attend mandatory Safety Work Place Inspection Training which will be scheduled by Human Resources.

New email for safety@ohlone.edu. – The workplace safety web page has been updated with the new email address, safetyfirst@ohlone.edu for safety issues to be reported too. Those on this group list will be responsible with following up on the safety concern and will update the entire Committee at safety@ohlone.edu.

Heat and Illness Program- Work in progress.

New Lighting on both Campuses – It was reported to Committee that exterior lighting was not working in specific areas at night at both campuses, effecting students and faculty in evening class sessions. Specific areas noted were parking lots and surrounding exterior of portables.

SEO in Newark – Committee was informed that the Student Escort Officer (SEO) program was not implemented at the Newark Center.

Miscellaneous:

District Vehicles - Committee recommended that all District owned vehicles have placed on exteriors information on how to submit a report if a District vehicle is not following proper driving laws and regulations.

Next Meeting Date:

Thursday, September 25th at 1:00 PM.

Adjournment: