

**Ohlone College
IIPP Employee Workplace Safety Committee
Meeting Minutes
September 19, 2014
Room 7104 + NC1317
1:00 PM – 2:00 PM**

Meeting called to order by: Vy Anderson

Roll Call of Members:

Members Present:

Vy Anderson
Ann Burdett
Ben Peralta
Helene Ha
Frank
Martinez
Dave Orias
Jill Rojas
Terry McCarthy (Du-All Safety)
Shairon Zingsheim

Minutes reviewed and approved: Meeting Date – August 28, 2014

Old Business:

Overall Safety Plan – The list of health and safety workshops was discussed at the last meeting. Terry from Du-All Safety put all of the recommended workshops into a training schedule for the year, scheduling two workshops per month. Terry explained that some training workshops will be very small while others will be large. Bloodborne Pathogens will be added to the workshop schedule. Terry suggested adding a column for a contact person for each workshop and the committee determined staff contacts for each of the workshops. Terry will add this information along with the Workplace Safety Committee meeting dates and distribute the final 2014-15 Environmental Health & Safety Plan of Action at the next meeting.

Vy made special note of the Accident Investigation Workshop on October 2nd. All DDAS members will be invited to participate and all members of the Workplace Safety Committee should plan to attend as well.

Accident/Near Misses/Anonymous Safety Hotline/Emails:

Since the last Workplace Safety Committee Meeting on August 28, 2014, there have been no Worker's comp claims or work-related injuries reported.

Vy provided an update on the lamppost issue in lot U – has been resolved.

There were several staff reports of shell casings being found on campus following the emergency drill with Fremont PD on the Fremont campus including shotgun shells and fake bullets. Anyone who finds additional shells or bullets can contact Campus Police.

Jill received a safety concern from a staff member in Facilities. The outside tables provided by ASOC are being moved by students and the tables near building 4 are a safety concern as the tables are moved into the shade which blocks entrance and exit to the building. Dave mentioned

an additional concern about the pottery equipment being moved on the second floor of building 4 as well. These are difficult situations to try and manage. These issues will be discussed further at the next meeting.

Darline Gunsauls, Associate Dean, Deaf Studies attended the meeting to present safety concerns in building 6. Darline provided a document which included various safety issues and related photographs which the Committee reviewed. Safety concerns included:

- Uneven pavement in the patio area outside the associate dean's office
- Steep wheelchair ramp leading to the office
- Poor or nonexistent lighting with several very dark areas
- Safety issues with the elevator
- A missing emergency evacuation device
- Concern about the building 6 foundation and earthquake safety
- Extension cords presenting a trip hazard
- Door thresholds which allow insects and snakes to enter the building

In total, 21 safety concerns were reported. Ben provided clarification on the missing emergency evacuation device (Evacutrak). The Evacutrak was moved from building 6 to building 3. The casing for the Evacutrak will be removed and stored in building 6 until there are funds for a replacement unit. Terry suggested the Evacutraks be tested during the next emergency drill. This will allow both testing and a demo of the units.

In response to two of the safety concerns in building 6, Dave explained a) there is a lighting replacement project currently in progress which is addressing lighting issues throughout the entire campus and b) the campus-wide trip hazard project has been completed, but the issue with the uneven concrete slabs in the patio area has already been referred to Gilbane and placed on the quick fix list. Terry suggested that in the interim the uneven concrete slabs be painted yellow to alert anyone using the patio to be extra cautious until the issue can be permanently fixed.

The building 6 safety concerns will be discussed further at the next meeting.

Miscellaneous:

District Vehicles – In follow-up to the Committee recommending 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, Ben agreed to research magnetic decal signs and report back to the Committee.

Campus Police and Rosemary O'Neill will be presenting a workshop on Domestic Violence and Partner Violence on October 15th, 12-1, room 7108.

Company Nurse – Vy distributed a flyer and indicated the first referral in cases of work related injuries is to call the Company Nurse Injury Hotline.

Next Meeting Date:

Thursday, October 23rd at 1:00 PM.

Adjournment: 2:25 p.m.