

**SAN DIEGO MIRAMAR COLLEGE
SAFETY COMMITTEE**

Minutes

**Wednesday, March 9, 2016
Room L-108 1:00 p.m.**

Attended: Brett Bell, Carol Reagan, Dane Lindsay, Diana Medero, Francine McCorkell, Frank Fennessey, Lezlie Allen, Lorena Telo, Magdalena Kwiatkowski, Martin Walsh, Paul Chlapecka, Rob Meyers, and Vuong Nguyen

Absent: Dan Gutowski, Elizabeth Thomas, Gilberto Torres, Karen Woods, Kurt Hill, Michael Lopez, Patrick Breen, Peggy Hunt, Rob Meyers, Roy Kinley, Sean Young, Stephen Um

- 1) Approval of December 9, 2015 Minutes: (F. Fennessey, P. Chlapecka)
- 2) Approval of March 9, 2016 Agenda: Approved with no revisions.
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

1/06: At approximately 12:00 p.m. an employee was walking out the K1 Building to head outside. Before heading outside the employee slipped in the lobby near the Bookstore, but did regain balance before falling. Employee reported the left knee felt twisted. It was confirmed that the rainy weather caused the wet floor in the K1 lobby causing the employee to slip. Employee did not go home and resumed back to normal duties. *B. Bell stated that there are walk off mats located at all 1st floor entrances.*

01/07: At approximately 11:00 a.m. an employee was walking up the ramp to the K1 Building 2nd floor entry. When stepping into the building a puddle inside caused the employee to slip while going up the steps. This then caused the employee's right knee to give out. It was confirmed that the rainy weather caused water to seep inside the building creating the puddle. Employee did not go home and resumed back to normal duties. *B. Bell stated there are walk off mats pending deployment for 2nd floor entrances.*

02/02: At approximately 12:00 p.m. a NANC employee was at the stockroom dock area helping load items into the electric cart. Without consent the employee decided to drive the cart. While doing so the employee fell out of the cart onto the concrete floor and landed on elbow. Employee reported a sore elbow; however declined medical attention. Employee did not go home and resumed back to normal duties. *B. Bell stated that the employee did not have authorization or training to drive the cart. If the employee would have gone through this training it could have potentially avoided the incident.*

2/17: At approximately 11:30 a.m. an employee was pulling down the AV screen in an H building classroom. While doing so the string connected to the hook was not fastened securely and suddenly broke loose from the hook causing the employee's head to snap back suddenly. Employee experienced minor neck pain. Employee did not go home and resumed back to normal duties. In the future it was noted to make sure draw strings are securely fastened before pulling down the screen. *B. Bell stated that he will talk to Glenn to make sure he can add it to their classroom review.*

- 4) Review/Update
 - a. Emergency Preparedness Plan (Brett Bell)

Nothing new to report.

b. Campus Safety Environment (Brett Bell)

L. Allen indicated a safety hazard at the M Building glass doors located at the campus entrance. Not the entrance at the horseshoe loop, but the doors around the other side. There is a concern of a strip of metal at the bottom that could possibly take someone's toenail off. D. Lindsay mentioned it was repaired and asked if it was visible again. Lezlie hadn't been there in a couple weeks and wasn't sure. *Brett asked Dane to take a look at it again.*

5) Old Business

a. Safety Inspections- L. Telo gave an update on the safety inspection reports that have been completed.

Safety inspection reports have been completed for:

Building / Dept.	Completed By	Date Completed
B-2 & B-3 Bungalows / Continuing Education	Laurel Slater	11/19/2015
F-1 & Montgomery Field Hangar / Aviation	Paul Chlapecka	05/06/2015
F-301, 302, 303, 304	Laurel Slater	11/18/2015
L / Library (LRC)	Reylyn Cabrera	03/23/2015
	Rechelle Mojica	03/12/2015
	Kandice Brandt	03/24/2015
	Francine McCorkell	03/17/2015
	Val Sacro	04/06/2015
	Hazel Sanglay	04/06/2015
	Joan Mize	03/12/2015
	Carol Reagan	03/13/2015

Buildings that are still pending safety inspection completion:

Building / Department	To Be Completed By	Due Date
A-2 / Public Safety	Peggy Hunt	5/31/2016
C-1, C-2, C-3, & C-4 / Diesel Technology	Dan Willkie	5/31/2016
F-2 / Child Development	Elizabeth Thomas	5/31/2016
H / Arts & Humanities	<i>To Be Assigned</i>	5/31/2016
I / English	Dane Lindsay	5/31/2016
J -1, J-2, J-3, & J-4 / Gymnasium	D. Lindsay, D. Gutowski, A. Soriano	5/31/2016
K / Student Services	<i>Each Department</i>	5/31/2016
K (1st Floor)/ Food Service	Patrick Breen	5/31/2016
K (1st Floor) / Bookstore	Rob Meyers	5/31/2016
K-2 / Student Resource & Welcome Center	Lezlie Allen	5/31/2016
M / Business & Math	Melanie Cordero	5/31/2016
N / Administration	<i>To Be Assigned</i>	5/31/2016

P-1 / Aquatic Center	Dan Gutowski	5/31/2016
R-1, R-2, R-3, R-4, & R-5 / Fire Technology & EMT	Stacy Rodgers	5/31/2016
S-2, S-3, & S-4 / Advanced Transportation Technology (Auto)	Sean Young	5/31/2016
S-5 & S-6 / Science	Vuong Nguyen	5/31/2016
T / Campus Police	Diana Medero	5/31/2016
U / Utility Plant & College Services Cntr.	Dane Lindsay	5/31/2016
W / Distribution & Computing Center (ART)	Rex Heftmann	5/31/2016

- b. **SDS Online** – B. Bell stated that he has not yet done the identification of leads for these departments: Science, Aviation, Automotive, Diesel, Fine Arts, Fire Technology, Health Services, and College Police to identify those hazardous materials. He will continue work on that.
- c. **AED Maintenance & Monitoring** – V. Nguyen confirmed that all of his Contract ILTs will be the primary employees to complete the AED maintenance and monitoring checklist in the S6 Building. Each employee will be assigned their month to complete. He is doing this so that they all can get familiar with the AED monitors in case of an emergency. *Brett has requested that the list be sent to Lorena and Francine so that we are able to include them on e-mails. Francine continues to receive the maintenance checklist reports by the 5th of each month.*
- d. **Tripping Hazzard In The R Building Conference Room** – M. Walsh reported that this has been repaired and no further action needed.
- e. **M Building Door Accident/ Injury** – B. Bell stated that as of the last meeting it was confirmed that the door handle was repaired the same day of being reported. The safety committee agreed that there are no additional items on this issue.
- f. **ALICE Training (Active Shooter)** – B. Bell asked Srgt. Diana Medero if there were any ALICE trainings being set up. Srgt. Medero stated that they are drafting a calendar to indicate dates, times, and locations where these trainings will be held. At that time the departments can sign up for one if they haven't already received this training. It was confirmed that this training can be used as flex credit for Faculty.

6) New Business

- a. **Aviation Eyewash & Emergency Shower Stations In The F100 Bldg. Due For Operational Run Inspection** – P. Chlapecka stated that there are (3) eyewash stations that haven't been checked in a while and run brown. D. Lindsay stated that all of the eyewash stations run brown and that's because they do not get used weekly so rust forms. You have to run it for a few seconds before using the water to clean your eyes. Currently there is not enough staffing in Facilities to run the eyewash stations weekly. He does have his staff run them once a month to clean out the line. B. Bell proposed a question to Vuong asking whether or not it could cause harm to the eyes if washed with the brown water. Vuong stated that it shouldn't and mentioned it's better to wash the eyes out with brown water than not to wash them out at all. Vuong stated that PPE (Personal Protective Eyewear) is mandatory to wear in the labs; however it has been difficult to monitor all the students in his department due to short staffing. P. Chlapecka stated that his students are for the most part compliant with wearing PPE; however in the meantime he will purchase eyewash bottles. If Personal Protective Eyewear is being worn at all times it should avoid such accidents that would require the use of the eyewash stations.

- b. Concrete Issues at A-100 Walkway-** D. Lindsay stated that two walkways on the east side of the A-100 building have been half-way demoed and no longer go all the way to South Campus Drive. *B. Bell will review with Jim Bray.*
- c. Safety Award Nominations –** L. Telo stated that the nominations for the Safety Conscious Award will be done in April and the award to be presented at May's Safety Meeting.

7) Safety Related Items

- D. Medero stated she has been seeing students sitting on the ledge of parking structures with their feet hanging out looking toward the campus. When asked to move away from the ledge she is told "no" and that there is nothing stating that it's prohibited. Sgt. Medero has asked Debra Picou to stencil the ledges that are accessible cautioning the areas. *B. Bell stated that if stenciling wasn't the best option to order signs for these areas of the parking structures.*
- M. Kwiatkowski stated that the B-203 alarm goes off and is not sure why. Dane stated that the alarm goes off when his custodian cleans the room, walks out, and doesn't check the door. He will talk with this individual so it doesn't happen in the future.

8) Next Meeting: Wednesday, April 13, 2016, at 1 pm, Room L-108