

**SAN DIEGO MIRAMAR COLLEGE  
SAFETY COMMITTEE**

**Minutes**

**Wednesday, September 9, 2015  
Room L-108 1:00 p.m.**

Attended: Brett Bell, Carol Reagan, Dennis Aquino, Francine McCorkell, Karen Woods, Laurel Slater, Lorena Telo, Martin Walsh, Paul Chlapecka, Terry Hiett, and Vuong Nguyen

Absent: Dan Gutowski, Dane Lindsay, Elizabeth Thomas, Gilberto Torres, Kurt Hill, Lezlie Allen, Michael Lopez, Patrick Breen, Peggy Hunt, Rob Meyers, Roy Kinely, Sean Young, and Stephen Um

- 1) Approval of May 13, 2015 Minutes: (M. Walsh, F. McCorkell)
- 2) Approval of September 9, 2015 Agenda: Approved with no revisions.
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

06/04: At approximately 2:25 p.m. in Qualcomm Stadium's parking lot an adjunct instructor was driving a pursuit vehicle during a training exercise and was struck on the right front end quarter panel of the pursuing vehicle. The instructor immediately experienced right shoulder pain with an abrasion and bruising. Instructor was taken to Kaiser Permanente for treatment and released same day. *B. Bell stated that the Dean had further discussion on collision avoidance and safe following distance.*

07/02: In the Cell Culture Room a student had 70% isopropyl alcohol accidentally sprayed in the eye. Student received an eye flush from Health Services, denied further medical treatment, and went back to class. Vuong stated that he would address to his staff. *B. Bell stated no further action required.*

4) Review/Update

**a. Emergency Preparedness Plan (Brett Bell)**

There is nothing on the immediate horizon; however we should plan on the Great Shakeout in October, a drill to prepare us for an earthquake and on C-Cert Training in January 2016.

**b. Campus Safety Environment (Brett Bell)**

- i. F. McCorkell inquired about the Vernal Pool project and asked if the brush in the back will be completely removed. B. Bell stated that it would be trimmed down, but not all removed.*
- ii. L. Slater inquired about receiving a copy of the safety inspection form since she has volunteered to complete for buildings B200, B300, and F bungalows. B. Bell stated we would e-mail it to her.*

- iii. K. Woods briefly discussed where our district is at with the “fume hood” certification in our science labs. Fume hoods are specialized vented cabinets that are designed to capture chemical fumes to maintain good air quality in the labs. They require certification annually. The goal is to perform this certification for all (3) campuses while existing staff are trained on how to perform this certification for the future. An anemometer is required to perform this function.

5) Old Business

- a. **Safety Inspections-** Laurel inquired about the B200, B300, and the F bungalows. She requested a copy of the form to be e-mailed so she can successfully complete the inspections.
- b. **AED Maintenance & Monitoring –** We have identified where the AEDs are located and added (2) in the S6 Building. These are still pending to be assigned for maintenance. Full time employees listed below will be responsible for maintaining and completing the daily/ monthly checklist(s). AED for “L” building has been received and mounted. AED for the R4 building has been received and mounted. Francine McCorkell continues to receive the maintenance reports as schedule by the **5<sup>th</sup> of each month.**

BUILDING	Qty. AEDs	BUILDING	PRIMARY	SECONDARY
F1	1	Aviation	Mark Stout	Art Davis
J1	1	Gymnasium	Tosh Tepraseuth	AnnaLiza Soriano
J2	2	Fitness Center & Training Room	Tosh Tepraseuth	AnnaLiza Soriano
K1	3	Student Services	Michelle Campuzano	Tali McLemore
K2	1	Outreach	Sonny Nguyen	Meredith McGill
K2	1	Health Services	Lezlie Allen	<i>Pending</i>
L1	1	Library/ LRC	Val Sacro	Francine McCorkell
N	2	Administration	Lorena Telo	<i>Pending</i>
P1	1	Aquatic Center	City of San Diego	N/A
R1	1	Fire Technology & EMT	Stacy Rodgers	<i>Pending</i>
R4	1	Fire Technology & EMT	<i>Pending</i>	<i>Pending</i>
S6	2	Science	<i>Pending</i>	<i>Pending</i>
S6 (Elevator)	1	Science	<i>Pending</i>	<i>Pending</i>

**\*Francine to follow up with Lezlie on the 3<sup>rd</sup> AED in K2 building.**

- c. **SDS Online –** K. Woods announced that this system is now active and going. There is information being entered all the time.

6) New Business

- a. **2015 – 2016 Safety Calendar -** July and August were “dark” months; no meetings were held. In December we will discuss the annual calendar and safety classes for the fiscal year. January is a dark month; no meeting will be held. In February 2016 we will distribute safety award nominations. In March we will assign inspection reports, distribute

and tally safety award ballots. In April the safety reports will be due and we will present the safety awards.

**b. Science Laboratory Entry Rules & Regulations** – V. Nguyen expressed concern about other departments accessing the prep labs without giving a heads up upon their arrival. These prep labs contain chemicals, blood, etc. and require a trained individual to be around. When other departments arrive unannounced there is a concern about who this person is and why they are accessing the lab. There has been concern of a possible active shooter roaming through the labs since all labs connect to the prep space through one door. There has also been concern of general lab safety and the rooms not being locked & alarmed properly after use. There is a responsibility that Vuong has which is to make sure the labs are being used properly and that everyone is kept safe. Limited access to other departments is preferable; however a confirmed courtesy e-mail or phone call would be helpful in knowing that a contract employee from another department has authorization from their direct supervisor to access the labs. Hourly employees (NANCEs), Work-study students, and Volunteers are not allowed access to the science facility. *B. Bell stated that the protocol for this will be supported by safety, but can't be managed by safety. This safety concern needs to be reported to Acting Dean Garces and handled properly through the chain of command.*

**c. 2015 – 2016 Goals**

- Review Miramar Injury Illness Prevention Plan (**IIPP**) in October 2015
- Review Evacuation Map Prior To Great Shake Out in October 2015
- Review Chemical Hygiene (Hazardous Material) Plan in October 2015
- Implement Safety Data Sheet (**SDS**) Tracking in October 2015
- Coordinate Ergonomic & Trip and Fall Training in November 2015
- Complete Campus Safety Inspections by November 2015
- Coordinate Evacuation and Fire Drill for the following buildings - Student Resources and Welcome Center, Administration, Science, Fire Technology / EMT, and Continuing Education Bungalows in January 2016.
- Cart Driving Training in January 2016
- Active Shooter Training in January 2016

7) Safety Related Items

- D. Aquino stated that Reprographics had impromptu training with Officer Farrell for active shooter. He said it was very informative.
- Officer Hiatt attended this safety meeting on behalf of Sgt. Medero. There was nothing specific she wanted him to discuss; however he had something to add regarding the bike racks located throughout the campus. There have been bikes reported stolen off some bike racks, specifically racks that are on the side of a building where there's minimal walking traffic. He recommended that in the future bike racks to be placed in pathways where they're in visual sight at all times. Most of the racks are bolted into the ground; however there was one he was able to re-locate to deter future theft.

8) Next Meeting: Wednesday, October 14, 2015, at 1 pm, Room L-108