

**SAN DIEGO MIRAMAR COLLEGE
SAFETY COMMITTEE**

**Minutes
Wednesday, April 12, 2017
Room L-108 1:00 p.m.**

Attended: Brett Bell, Carol Reagan, Dennis Aquino, Francine McCorkell, Frank Fennessey, Josh Beall, Lorena Telo, Martin Walsh, Paul Chlapecka, Rob Meyers, Roy Kinley, Sean Young, Trevor Wilson, and Vuong Nguyen

Absent: Dan Gutowski, Dane Lindsay, Diana Medero, Karen Woods, Kurt Hill, Lezlie Allen, Magdalena Kwiatkowski, Michael Lopez, Patrick Breen, and Stephen Um

- 1) Approval of March 8 , 2017 Minutes: (F. Fennessey, R. Meyers)
- 2) Approval of April 12, 2017 Agenda: Approved with no revisions.
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

03/09: At approximately 10:20 a.m. a student was using a pipette in a Chemistry lab and dropped some phenol on right index finger. V. Nguyen stated that phenol is a carbolic acid and reported that the student was not wearing latex gloves when the diluted chemical dropped on the finger. The finger was rinsed with water for 15 minutes. *B. Bell asked what was the reason why the student wasn't wearing gloves? V. Nguyen stated since the chemical was diluted in water for less concentration it appears the instructor didn't mandate the students to wear any . B. Bell asked Vuong to put this item on the agenda for the next department meeting with Chemistry regarding an established protocol when students are to wear latex gloves. Per Brett this item will be put on next month's Safety Committee Agenda as New Business to follow up with the discussion regarding this established protocol.*

03/09: At approximately 3:30 p.m. a student was in the Aviation building working on fabric with 2 part epoxy. After the student went home itching and redness occurred on upper arms. The student took a Benadryl and rinsed arms with water & anti-bacterial soap for 30 minutes. Per the direction of P. Chlapecka the student then returned back to the Student Health Department for it to be looked at and a report to be taken. Nothing further developed from this injury. *B. Bell thanked Paul calling him and taking corrective action on this report.*

04/10: At approximately 7:35 p.m. a student in the Chemistry lab touched a hot crucible and burnt finger on right hand. The finger was placed under cold water immediately. Campus Police was called; student declined paramedic, filed a report, and went to Student Health Services. It was noted to be a 2nd degree burn. The student was sent home thereafter. *B. Bell asked V. Nguyen for his expertise on this subject. Vuong stated that tongs are required to be used when picking up hot items; however in this case it appears that they were not. B. Bell asked Vuong to also add this as a second agenda item at the next department meeting with Chemistry.*

4) Review/Update

a. Emergency Preparedness Plan (Brett Bell)

B. Bell stated that College Police is holding ALICE Training for their management staff only this Saturday, April 15th on our campus. This is only intended for their management staff and not for the Miramar campus. Dates and times have been proposed for our ALICE Training; however he still hasn't heard back. B. Bell will report back once he has the dates and times confirmed.

b. Campus Safety Environment (Brett Bell)

F. McCorkell stated the back lighting on the L Building have only two lights and staff continue to request more lighting because they aren't bright enough. One of these light fixtures is located above the auditorium and the other is above her emergency door in the far corner. *B. Bell stated that a work order needs to be placed to request more lighting to be added to existing lighting making it brighter.*

C. Reagan stated the concern still remains in regards to the walkway outside the back door of the M Building (the one that faces Administrative Services). As you are exiting that door there is a walkway to the left and a dirt downgrade area to the right. On several occasions Carol has seen people walk down off the walkway and into the dirt potentially falling on the way down. The other day Carol saw a woman and her child walk down it and the kid fell. She is wondering if we should be providing a safer path for them since most walk that way anyway. *B. Bell stated that he had that area evaluated by Facilities Management and it is not a code requirement to fix that area of the walkway as it is not intended to be walked on. With that being said Brett is going to refer this to the Facilities Committee and have this project added to our annual identification of Facilities needs so that it can get on the list for prioritization. That list has several pre-identified issues that unfortunately cannot be fixed all at once due to lack of funding. Maintaining a pre-identified list comes in handy if funding does become available. Facilities Management will ask each campus if there is a project they need to have done and at no cost to the campus that walkway can be fixed to become a safer path.*

R. Meyers stated that the marked crosswalk going from the parking structure to the W Building is worn and needs painting. *B. Bell stated that he will work with Debra Picou with getting that on the list to have it painted.*

M. Walsh stated a concern about the Parking Garage above Lot 3 (side that faces the W Building) not having a walkway for pedestrians to enter. *B. Bell stated that side of the parking garage wasn't designed to accommodate pedestrians. The walkway that was designed for pedestrians is the ADA pathway on the south end of the parking garage going around and walking alongside the science building. That is the recommended path to take when parked in that parking garage.*

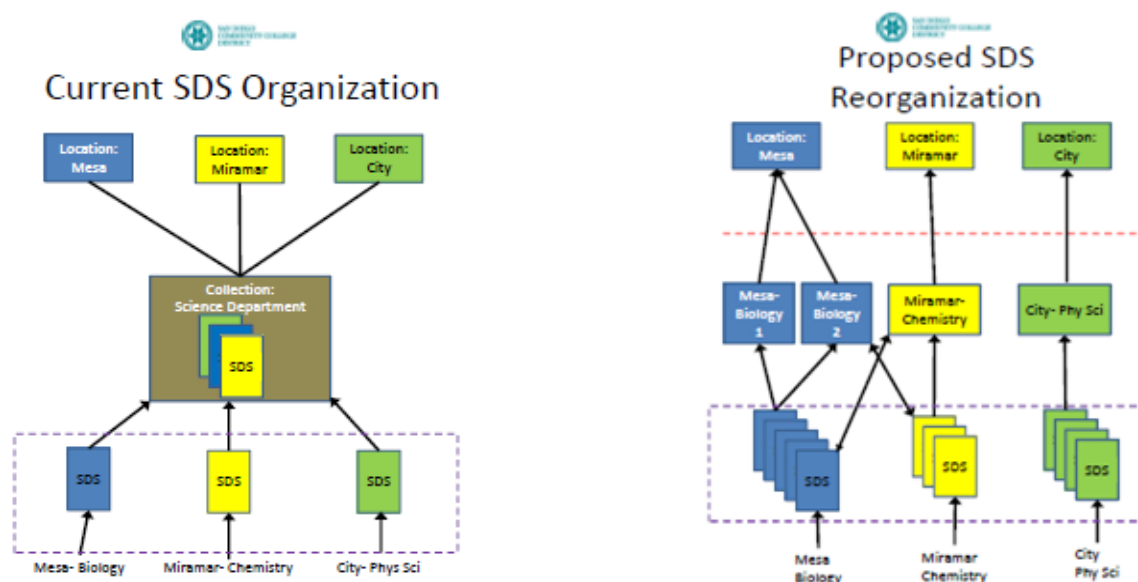
R. Kinley stated a concern with pedestrians not utilizing the ADA pathway by the tennis courts near the A100 Building. Pedestrians are still using the road by Aviation to walk and not utilizing the safer path that leads to the campus. Roy asked if there's some signage that can be put up to direct the pedestrians to a safer path. *B. Bell stated that Debra Picou is working on signage for that area.*

5) Old Business

- a. **Safety Inspection Reports (Status Update)** – Safety Inspection Reports will be due to Lorena Telo by **Friday, April 28th, 2017**. For the most part Lorena has received about half of the safety inspection reports. They include those for Aviation, Bookstore, C Buildings, Food Service, K Building (DSPS only), L Building, M Building, N Building (President's Office, Instructional Services, Student Services, & Reprographics), and W Building.
- b. **Safety Classes Scheduled For The Fiscal Year** – B. Bell stated that during our last meeting we identified a group of safety classes that we would like our campus to cover. L. Allen volunteered to help send out communication to the campus offering these classes. L. Allen was not in attendance to give an update on the status, so this item will remain on the agenda for the next safety meeting.
- c. **Water Stations/ Fountains On Campus** – L. Allen was not in attendance to discuss an update; however she did send an e-mail to B. Bell & L. Telo mapping out all the water stations/ fountains on campus. This topic will be discussed again and the next safety meeting.
- d. **Drug & Alcohol Awareness Meeting (Prop 64)** – B. Bell stated that topics remain on the agenda as Old Business until we are told that they can be removed. F. Fennessey stated that there is nothing more to add and that smoking marijuana on District property or facility is strictly forbidden.
- e. **Accreditation** – B. Bell stated that upon completion of Accreditation we were given (8) recommendations that must be resolved. A brief process of how this works is the team who visits us gives an exit report. In this exit report is their opportunity to give general impressions of their evaluation of the campus and give a general idea of what they will reporting back to the accreditation commission. In no way this report is a final determination of our accreditation status. The team reports on three items: **Commendations** - We have (13) commendations on what we are doing well on which is very good. **Recommendations** – We have (8) items that the team is suggesting for improvement and the campus has been addressing those. If we don't address those recommendations and a team returns in 7 yrs. those then become sanctions. Lastly **Compliance** – There is a standard that the accreditation team has set for us and if we are not meeting that standard this would be significant enough to jeopardize our accreditation. We received no compliance issues. The report is expected to be issued sometime this summer.

6) New Business

- a. **Necessity For Lighting In Aviation Building (Southwest Corner)** – P. Chlapecka stated that it would benefit his department if we could turn on the lights on maintenance utility shed adjacent to the tennis courts. *B. Bell stated that he has been notified and continuing to work on getting those lights turned on.*
- b. **Annual Safety Conscious Award (Announce Nominations)** – L. Telo stated the deadline to receive nominations was Friday, April 7th. Those who have been nominated are **Vuong Nguyen, Lezlie Allen, Dane Lindsay, and Stephen Um**. Departments which have been nominated are **Biology & Physical Sciences, Student Health Services, Facilities Services, and Reprographics**. Ballots will be distributed on Monday, April 17th.
- c. **SDS Database Reorganization Presentation** – T. Wilson presented some materials to propose a reorganization of our SDS Online Database. While looking through our current online SDS inventory he had concerns about seeing the same amount of MSDS forms listed for the same department at each campus. Typically the quantity of these forms varies from campus to campus so it'd be unlikely to have the same amount at each site. Proposing this reorganization would remove the upload to the "collection" folder where all campuses can currently access AND add campus folders (as seen below) to streamline the search for the MSDS information for the end user. With our current organization chart we are not in compliance with the Hazard Communication Standard regulation which requires "a list of hazardous chemicals known to be present... [in the] workplace or for individual work areas". The reason for this proposed change is because in an emergency we should be able to quickly access the MSDS form for the specific product/ chemical that your campus is using. With this proposed change we are able to assign more specific and unique collections that are "campus specific". Action Plan: 1. Each campus will define their collections for each department and how they are to be named. Miramar's deadline is end of **May 2017**. If the program is only offered at your campus this wouldn't apply (e.g. Aviation & Fire Technology). 2. Each campus will decide what level of detail is to be listed on the chemical. 3. At the next annual inventory each campus is to make sure all chemicals that are listed are still listed. 4. All new MSDS collections will be added and those that were there prior to April '17 will be deleted. Goal: Beginning in 2018 the new and more defined collections will be added, chemicals will be united, and the collections that are too general will be removed making our District in compliance with SDS Online. *B. Bell stated that our SDS Online team **Vuong Nguyen, Sean Young, Josh Beall, and Mark Stout** will need access and training on the Keenan website. **Lezlie Allen** was added to the team.*



7) Safety Related Items

None were addressed at this time.

8) Next Meeting: Wednesday, May 10, 2017, at 1 pm, Room L-108