

**SAN DIEGO MIRAMAR COLLEGE
SAFETY COMMITTEE**

**Minutes
Wednesday, May 10, 2017
Room L-108 1:00 p.m.**

Attended: Brett Bell, Carol Reagan, Darrell Rankin, Dennis Aquino (for Stephen Um), Donna Sanmur, Francine McCorkell, Frank Fennessey, Jeff Rabine, Josh Beall, Lezlie Allen, Lorena Telo, Magdalena Kwiatkowski, Martin Walsh, Paul Chlapecka, Rob Meyers, Trevor Wilson, and Vuong Nguyen

Absent: Dan Gutowski, Dane Lindsay, Diana Medero, Karen Woods, Kurt Hill, Michael Lopez, Patrick Breen, Roy Kinley, and Sean Young

- 1) Approval of April 12, 2017 Minutes: (F. Fennessey, R. Meyers)
- 2) Approval of May 10, 2017 Agenda: Approved with no revisions.
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

04/17: At approximately 1:00 p.m. a student was coming out of class from the A building walking downhill and slid landing on right knee in the rocks. The student suffered an abrasion, bleeding, and bump on right knee. First aid was rendered to treat the minor injuries. *B. Bell stated that the accident report isn't clear as to where this hill is; however can only assume that it is the unpaved steep hill going from the F1 Building down to Public Safety. B. Bell asked if there were any questions or concerns from the committee and none were addressed.*

05/04: At approximately 12:30 p.m. a classified hourly employee was in the Chemistry lab washing a small glass beaker and sliced left ring finger. The student was unaware the rim of the beaker had a chipped lip so as the student was cleaning it the injury occurred. The employee declined medical attention. V. Nguyen stated that he always stresses to his staff to be careful when placing glass in the sink to be washed and to be aware of what is already in the soapy water. *B. Bell asked Vuong if the employee was wearing gloves and he stated "no". B. Bell stressed a concern of this possibly occurring again if there is no safety rule in place to wear rubber gloves while washing the equipment. T. Wilson also added that wearing gloves would be a more practical safety rule since it adds a protective layer and protects the hands from injuries like this. B. Bell stated that he wants the gloves clearly available for use; however not mandated for use at this time.*

- 4) Review/Update
 - a. Emergency Preparedness Plan (Brett Bell)
B. Bell stated that he has no updates at this time.
 - b. Campus Safety Environment (Brett Bell)

L. Allen stated that there is a campaign coming out called **Stop the Bleed** due to the gunshot attack that occurred back in June 2016 in an Orlando, Florida nightclub where several people were killed. After gunshots were fired in the club the gunman then decided to barricade himself in a bathroom where club goers were hiding in the stalls and being held hostage. They were told to relinquish their cell phones. A lot of people died and they died because they bled to death. The people in the nightclub were not trained on what to do during a crisis like this. L. Allen also added to support this campaign it would be a good idea to set up safety training with our campus and educate employees on what to do in such a crisis. Being educated on how to stop the bleeding when wound(s) are not life threatening is crucial. Knowing this information could help save lives. *B. Bell asked if there was any online training available and Lezlie replied "no". Lezlie thought it would be a good idea to hold an event on campus with hands on training demonstrations. She suggests this should be something to think about in the near future.*

M. Kwiatkowski stated that there are a couple issues that have come up with the new Continuing Education building. Students are not able to locate it and are found wandering the campus searching. Magdalena recommended that signage would be helpful. Another issue Magdalena addressed is there has been traffic congestion during the drop off and pick up of students. This has been an issue since construction of the new building; however it seems to have gotten worse. *B. Bell asked if it's just the traffic itself OR the traffic and pedestrian interaction.* M. Kwiatkowski confirmed that it is the traffic and pedestrian interaction. *B. Bell asked if they are using the new walkway that goes by the Child Development Center.* It was confirmed that they are not and most students are walking in the street even though there is a sign that directs them to the correct path. Magdalena requested more signage; however the committee was unsure if that'd make a difference since students are going to walk the route that has least resistance no matter how much signage is available.

M. Kwiatkowski also stated that they now have defibrillators installed in the new Continuing Education building and questioned if there is going to be training on how to use them. *B. Bell stated that training is usually offered once a year.* L. Allen stated that CCERT training is also good to have and we can work with College Police for that training. Lezlie also mentioned that Francine has access to Power Heart and maybe one of their officials can provide the training. *B. Bell stated that the new AEDs will be added to the campus map for Fall 2017.* Francine will work with Magdalena to get the new locations identified and the forms that need to be completed for the daily/ monthly check.

5) Old Business

- a. **Safety Inspection Reports (Status Update)** – Safety Inspection Reports were due to Lorena Telo by Friday, April 28th, 2017. L. Telo stated since the last safety meeting there hasn't been much progress in those that have been received to date. So far the following Safety Inspection Reports have been received: **Public Safety** (A-2 Building), **Police Academy** (A-3 Building), **Diesel Technology** (C-1, C-2, C-3, & C-4 Buildings), **Aviation** (F-1 Building), **Automotive** (S-1, S-2, S-3, & S-4 Buildings), **Food Service** (K-1 Building), **Bookstore** (K-1 Building), **Student Services** (K-1 Building – only DSPS), **Library/ LRC** (L Building), **Business & Math** (M Building), **Administration** (N Building except for N-101), **Aquatic Center** (P-1), **Fire Technology & EMT** (R-1, R-2, R-3, R-4, & R-5), and **Distribution & Computing Center** (W Building). L. Allen stated that she remembers completing the Safety Inspection Report for the **Student Resource & Welcome Center** (K-2 Building). L. Telo stated she'd follow up and double check. **Science** buildings (S-5 & S-6) are also pending for completion at this time. V. Nguyen stated that he will work on getting those done as soon as possible.
- b. **Safety Classes Scheduled For The Fiscal Year** – L. Allen presented a sample e-mail that she prepared for the safety committee's review. A new safety program is in the works where an e-mail will be sent out monthly once this program is ready to be rolled out to the campus. This e-mail will have the link to the Keenan website and subject matter being reviewed for that month. It will also list the topics from the previous (3) months which will be prompted for completion if you haven't done so already. B. Bell liked the sample e-mail that Lezlie prepared and stated she did a really good job. Lezlie asked Brett to please communicate the safety topics that were chosen for each month and wondered who will be assigned as the contact person. *B. Bell stated that he will be the contact person and asked the safety committee if they had any comments about what was discussed. No comments were addressed by the committee.*
- c. **Water Stations/ Fountains On Campus** – L. Allen stated that she did a survey and found that there are a lot water fountains on campus; however they aren't easy to find. Miramar staff and students walking from the parking lots on to campus in really warm temperatures could potentially experience symptoms of dehydration. Lezlie stated that having some signs up during these warm days would be helpful to those searching for a drink of water. When you are really thirsty time is of an essence so being able to quickly locate the nearest water fountain would be most helpful. *B. Bell asked Lezlie at what temperature does she suggest to have these signs put out on campus and she stated probably around 85 degrees or higher.* Brett then asked Lezlie to draft a sign, send it to Stephen, and copy him.
- d. **Necessity For Lighting In Aviation Building (Southwest Corner)** – P. Chlapecka stated that the lights have been fixed and seem to be functioning quite well.
- e. **SDS Database Reorganization Presentation** – B. Bell stated that he did not call together his A-Team to work on that. This will be our project over the summer to discuss. No update at this time.

6) New Business

- a. **Annual Safety Conscious Award** – L. Telo announced that this year's **Employee Safety Conscious Award** is presented to **Lezlie Allen**. *B. Bell stated that this is an award of recognition not just for being on campus as the Nurse Supervisor in Student Health Services, but for all that Lezlie does in a broader perspective. Lezlie often looks out for the entire campus and is involved in the entire campus. Even though she is based in Student Health Services she looks out for our faculty and staff. It is recognition in everything she does for the entire campus and the type of employee she is.* Lastly, L. Telo announced this year's **Department Safety Conscious Award** is presented to **Student Health Services**.
- b. **Follow Up On Injury/ Illness Reports (Department Meeting W/ Chemistry)** – V. Nguyen stated that he was unable to put the (2) safety items on their department meeting agenda that needed to be followed up on. He said that he will put the topics on the next meeting agenda which is scheduled for Friday, May 12th. V. Nguyen stated that he asked his Instructional Lab Technician what the protocol is for wearing gloves when working with toxic chemicals such as phenolphthalein. He was told that there is nothing in the procedure that states wearing gloves is mandated while handling this toxic chemical. Vuong is going to tell his staff to work with their lead faculty to incorporate wearing gloves. He will ask that they make them available for students to use and whether they are use them or not will be at the student's discretion. *B. Bell asked if it's the faculty's responsibility to interact with the students and Vuong confirmed "yes". B. Bell also asked if he had buy in from Acting Dean, Fred Garces and Vuong stated not yet; however he will discuss at the next department meeting.* Also, regarding the injury that caused a student to suffer from a minor burn from not using tongs when removing a piece of equipment from a hot surface: Vuong has discussed with the lead faculty to make those available for use as well. Vuong also mentioned to his lead faculty to incorporate in their manual (in writing) to use this safety wear & devices. He asked for it to be written in the manual as "Step 1". *B. Bell asked Vuong how he will know if the lead faculty has incorporated this information in their manual.* Vuong stated that the Department Chair is to write in the manual. He can only recommend and the Department Chair is responsible for implementing. T. Wilson added that Risk Management will be sending information out on a new process called the Chemical Hygiene Program that currently Vuong and his staff as well as faculty are being asked to review. Its purpose will be to educate staff and faculty on PPE and glove requirements. *B. Bell stated that in many instances in order to make a new program successful it's our responsibility to make sure the individual understands the reason behind the implementation as to why it's being done so that there is clear understanding. When they are educated on the "whys" they are more than likely to be on board with the new program.* T. Wilson stated that this program is currently under review with faculty. After review it will then be available for adoption by the colleges and training will be offered where faculty can ask questions and be given encouragement during the implementation. Lastly, T. Wilson also stated that the Chemistry Hygiene training module program is currently under development.

7) Safety Related Items

B. Bell stated he had one safety item to address. As the safety committee was listening he simply wanted to announce Carol Reagan's retirement and celebrate her participation of being on the safety committee all these years. Brett expressed how impressed he has been with Carol; her soft spoken commitment to being correct. She has a very nice way of expressing how she feels without getting defensive and sticks to the facts. Brett added that he is for those qualities and her committed service to the safety committee. He thanked Carol for her committed service and wished her the best in this new chapter in her life.

8) Next Meeting: Wednesday, June 14, 2017, at 1 pm, Room L-108