

**SAN DIEGO MIRAMAR COLLEGE
SAFETY COMMITTEE**

**Minutes
Wednesday, May 9, 2018
Room L-108 1:00 p.m.**

Attended: Brett Bell, Christoph Emery, Darrell Rankin, Dennis Aquino (on behalf of Stephen Um), Donna Sanmur, Josh Beall, Laurel Slater, Linda Woods, Lorena Telo, Martin Walsh, Mylene Noceda, Paul Chlapecka, Roy Kinley (on behalf of Dane Lindsay), Trevor Wilson, & Vuong Nguyen

Absent: Dan Gutowski, Diana Medero, Francine McCorkell, Frank Fennessey, Jeff Hughes, Karen Woods, Kurt Hill, Lezlie Allen, Lisa Howard, Michael Lopez, Patrick Breen, & Sean Young

- 1) Approval of February 14, 2018 Minutes: (MSC, P. Chlapecka, J. Beall)
- 2) Approval of May 9, 2018 Agenda: Approved with no revisions.
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

2/13/18: At approximately 4:00 p.m. while performing regular office duties an employee turned and hit outer right wrist on the corner of cubical. Did not seek medical attention. *B. Bell: Asked the committee if there were any concerns; none were addressed.*

3/06/18: At approximately 12:00 p.m. a student was creating a tool with steel and felt a splinter in left thumb. Student went back to class. *B. Bell: Asked whether or not using PPE could have helped to avoid the incident. It was confirmed by T. Wilson that leather work gloves should be considered to be worn when filing metal.*

3/07/18: At approximately 6:30 p.m. an employee walked onto wet carpet that was recently spot cleaned, slipped, and fell onto vinyl floor straining ankle & back. Employee went to Sharp Rees-Stealy. New workplace safety rule has been set into place that any carpet cleaning preparation should occur after office hours. *B. Bell: Confirmed with D. Rankin that it was a facility employee who was sent to clean the carpet. D. Rankin also confirmed that prior to the cleaning taking place his employee did notify the other employees working in that area to be cautious.*

4/10/18: At approximately 6:15 p.m. while posing as an "attacker" in ALICE training an employee was physically forced to the ground by the students, falling on top, and bruising/ breaking ribs from the weight that was endured. New workplace safety rule has been set into place either have the role player wear protective clothing OR move the training to a mat room with padded floors. *B. Bell: Will forward this feedback to the ALICE trainer.*

4/12/18: At approximately 10:15 a.m. while moving heavy furniture items an employee slipped on wet walkway due to the rainy weather and strained back & right calf. New workplace safety rule has been set into place to request assistance when moving heavy items. *B. Bell: An employee shouldn't be moving heavy furniture by themselves let alone on a rainy day.*

4) Review/Update

a. Emergency Preparedness Plan (Brett Bell)

B. Bell stated that there are no updates at this time. We seem to be skipping this monthly agenda item because we have a more formal plan in place so we may want to evaluate whether or not we want to keep this standing item on the agenda.

b. Campus Safety Environment (Brett Bell)

None addressed at this time.

5) Old Business

- a. **SDS Database Reorganization Plan Update** - T. Wilson stated that since we now have the categories in place for the SDS Database it is now time to designate personnel. T. Wilson will submit the list of his proposed individuals which includes B. Bell and V. Nguyen to have access to various levels within the system such as creating accounts. Everyone else will just be able to upload the **Material Safety Data Sheets** to the database. T. Wilson is now requesting that for each category we've established that B. Bell select a primary and secondary employee that will solely upload MSDS to the database. B. Bell will be going over his selected employees with Dean of MBEPS, Linda Woods and Dean of BCTWI, Jesse Lopez. B. Bell confirmed that by our next safety meeting he will have the entire list to share.
- b. **Chemical Hygiene Plan Update** - B. Bell requested to use today's date as the formal approval of the Chemical Hygiene Plan. T. Wilson agreed that would be okay. B. Bell is currently in discussion with Dean, Linda Woods on appointing a Chemical Hygiene Officer. They both will serve as one; however unsure at this time if there will be others. B. Bell entertained a motion to approve the Chemical Hygiene Plan for Miramar College on Wednesday, May 9, 2018. (MSC. M. Walsh, V. Nguyen). We have a unanimous Chemical Hygiene Plan.
- c. **Property Liability Inspection** - B. Bell stated that the secondary inspection took place toward the end of April to look at items that were identified by the inspector. Two high priority items were looked at: The temporary fence around the play structure and the sand inside the play structure. The temporary fence around the play structure has been removed and the sand has been rototilled. B. Bell has not yet heard about the results on the low and medium priority items. T. Wilson stated that they do not follow up on these items and will likely to be addressed during the next walkthrough. B. Bell confirmed that there is a scheduled date to have these playground structures removed. In regards to the Playground Inspection Plan for Hourglass Field, B. Bell stated that we do have one in place and inquired who it should be sent to. T. Wilson agreed it should be sent to Karen Woods in Risk Management so that during the next inspection it will then be noted that Miramar College does have an inspection plan in place for the playground in Hourglass Field.

6) New Business

- a. **Use Of Rescue Narcan on Campus** - Tabled until L. Allen can discuss.
- b. **Hazard Communication Program** - T. Wilson stated that this program is more tailored to employees throughout the campus vs. those employees in the laboratories who deal more with chemicals. Departments within non-academic areas will have to have HAZCOM discussion. This program outlines the requirements in which we are mandated to be in compliant. We are now ready to approve the plan at a campus level before it gets approved at the district level. *B. Bell stated that there will be an action item at next month's safety meeting to approve the Hazard Communication Program.*
- c. **H, L, & R Building OSHI Walk Throughs** - Per T. Wilson the **H Building** walk through was completed on 03/06/18. The **L Building** walk through was completed on 04/02/2018. And, the **R Building** walk through was completed on 05/07/18. T. Wilson stated that we are still finding some key safety procedures not being followed. **Fire Extinguishers** - Are not being inspected on a monthly basis as they should be. D. Lindsay has made an effort to increase his involvement in that process. They cannot be stored on the ground and must be stored in the cabinets or on the hooks. Each fire extinguisher should have a deep blue tag; if they are purple it means they are out of date and were not caught during the last inspection. If the tag is missing or is the wrong color contact Facilities and they will swap it out. **Flammable Yellow Cabinets** – The use of these cabinets is to store chemicals. They have to be self-closing and cannot be rusted or packed with a lot of stuff. If we currently have rusted cabinets on campus B. Bell confirmed that a new one can be purchased. **Electrical Power Cords** - Still seeing power cords lying across walkways. **Extension Cords** - Cannot be used as permanent wiring, if needed for more than (90) days contact Facilities. **Electrical Panels** – Still seeing these panels blocked especially in storage areas. Electrical panels have to have a 36 inch clearance in front of the panel and remained closed at all times unless being used. **Ladders** - Those that are over 6 foot have to be stored on hangars. You cannot lean them up on a wall; they must be put back on a hangar after each use. **Storing Heavy Items** - They should always be stored on the bottom of the shelf so the rack doesn't fall over during the next earthquake. **Chemical Storage** – Keep chemicals away from food. **Batteries** - Cannot be thrown away and should be placed in a container with a lid. D. Lindsay can provide the container if needed. T. Wilson stated that during the recent Fire Marshall Inspection these safety items listed happen to be the same items that we found during our inspection. Performing these monthly walkthroughs is essential to maintaining compliance with the Fire Marshall and DEH.

- d. **Annual Safety Inspection Reports** – L. Telo sent an e-mail on Friday, April 13th requesting that the annual safety inspection reports be due by **Monday, April 30th**. L. Telo reported these buildings being received. A reminder e-mail will be sent for those buildings we are still waiting on.

Building
A-1 Continuing Education
D-1 Facilities
F-1 Aviation & Montgomery Field Aviation Hangar (pending Montgomery Field)
F-2 Child Development
K-1 Food Service
K-1 Student Services (Counseling, DSPS, EOPS, Student Development & Matriculation, Career Services & Job Placement)
K-1 Student Services (Student Accounting)
K-1 Student Services (Admissions & Veterans Affairs)
L Library/ Learning Resource Center
N Administration (Business Office & 2nd Floor Break Room)
N Administration (Reprographics & Mailroom)
N Administration (Stockroom)
N Administration (VP of Student Services & Conference RM N-201)
N Administration (VP of Instructional Services)
N Administration (President's Office & Conference RM N-206)
S-2, S-3, & S-4 Advanced Transportation Technology
S-5 & S-6 Science
T Campus Police
U Utility Plant & U-3 College Services Center (pending U-3)

L. Slater inquired whether or not the Cont. Ed playground should be added to the annual safety inspection and T. Wilson stated that it should be added.

7) Safety Related Items

T. Wilson stated that the Chemical Hygiene Program training has been completed for Chemistry and Biology classified employees; however there are many faculty employees still pending training. T. Wilson requested an update from M. Stout to set a date of training with Auto, Diesel, and Aviation. T. Wilson also stated that the annual assessment for Chemistry has been completed and the results are ready to be presented to Dean, Linda Woods. Lastly, T. Wilson created an Office Safety Program that he is offering group training for those administrative staff who spend a lot time at their desk. It covers evacuation safety, material handling, and ergonomics.

8) Next Meeting: Wednesday, June 13, 2018, at 1 pm, Room L-108