

**SAN DIEGO MIRAMAR COLLEGE
SAFETY COMMITTEE**

**Minutes
Wednesday, September 12, 2018
Room L-108 1:00 p.m.**

Attended: Brett Bell, Darrell Rankin (on behalf of Dane Lindsay), Donna Sanmur, Jeff Hughes, Jesse Lopez, Josh Beall, Karen Woods, Lezlie Allen, Linda Woods, Lorena Telo, Martin Walsh, Paul Chlapecka, Roy Kinley, & Vuong Nguyen

Absent: Dan Gutowski, Dane Lindsay, Diana Medero, Francine McCorkell, Frank Fennessey, Kurt Hill, Laurel Slater, Lisa Howard, Michael Lopez, Mylene Noceda, Patrick Breen, Stephen Um, & Sean Young

- 1) Approval of September 12, 2018 Agenda: (MSC, M. Walsh, V. Nguyen)
- 2) Approval of May 9, 2018 Minutes: (MSC, M. Walsh, J. Beall)
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

5/09/18: At approximately 1:04 p.m. while an employee was attempting to walk through the automated door to the K1 Student Services 2nd floor suite the door jammed. The automated door didn't open as it should and the employee tried to fix the door by sticking hand in between the door and the frame. The door closed on left hand slicing index finger. Employee left work. A work order was submitted to repair the door. *B. Bell: Asked the safety committee if they agree with the employee placing a work order for the repair instead of trying to perform the repair at own will; the committee agreed.*

5/14/18: Time unknown. As an employee was cleaning the salt water fish tank in the S6 marine biology lab room right index finger became infected due to an open cut injury sustained prior to this incident. The Supervisor asked the staff to remind one another to be mindful while working with injured fingers/ hands. *B. Bell: Asked the committee if there were any concerns about this incident. None were identified.*

5/15/18: Time unknown. Employee came to work with a brace on elbow. Over some time the employee developed soreness in left wrist and elbow. Prior to this day the pain was intermittent; however now has become more of a chronic pain that worsens when left hand is flexed causing pain to radiate to upper arm, shoulder, and elbow. Unclear at this time of the cause; Supervisor requested an ergonomic consult. *B. Bell: Asked the committee if there were any concerns about this incident. None were identified.*

5/25/18: At approximately 12:45 p.m. a student walked into K2 Student Health Services to get a cholesterol lab test done. The student was fasting, loss consciousness, and fell forward from the chair hitting head on the floor. Police report was taken, ambulance was called, and the student was taken to Scripps La Jolla Emergency. *B. Bell: Asked the committee if there were any concerns about this incident. None were identified.*

6/06/18: At approximately 3:15 p.m. while instructing a police academy arrest and control course (during a fight scenario) an employee planted right foot on the floor mat to prevent from being tackled. While doing so the employee felt right knee buckle and heard a pop. Employee left work. Supervisor recommended for role players to wear protective equipment and/ or have more training in the mat room with padded floors. *B. Bell: Asked the committee if there were any concerns about this incident. None were identified.*

7/31/18: At approximately 12:30 p.m. while eating a hamburger in the cafeteria a student bit into the burger and what appeared to be a small stone broke tooth (upper left molar). The incident was reported to the Food Service Supervisor. *B. Bell: Asked the committee if there were any concerns about this incident. None were identified.*

8/04/18: At approximately 12:50 p.m. while walking through the weight room a NANC employee picked up a dumbbell with right arm and realized it was too heavy to hold. Instead of letting go of the dumbbell with concerns of it landing on foot the employee held onto it and pulled right arm out of socket. The heavy weight caused this injury; however this was reported as being the 5th time the employee's arm has come out of the socket and the 1st time after the employee's shoulder surgery a year ago. The employee was treated at Palomar Medical Center Emergency. The Supervisor stressed the importance of knowing your limits. *B. Bell: Advised the safety committee that there has been a safety rule set into place to prevent injuries like this in the future.*

8/22/18: Time unknown. Employee reported injury that stems back to September 2016. Due to daily computer key-entry use over the years the employee reported pain in right shoulder, wrist, and arm. Employee also experiences tingling in forearm. This chronic pain is now affecting routine movement outside of work as well. An ergonomics assessment was requested on 11/28/17, approved on 01/19/18, and installed on 03/14/18.

B. Bell: This is a true stressed injury. Risk Management has been contacted and new equipment has been installed for the employee to better set up the work environment. Asked the committee if there were any concerns about this incident. None were identified.

8/29/18: At approximately 4:00 p.m. while in receiving an employee was stocking paper in a crouching position and noticed a change in vision in left eye after standing up. Employee left work to seek medical attention at Kaiser Emergency. *B. Bell: This was an unpreventable injury and the employee sustained a torn retina.*

8/29/18: At approximately 1:30 p.m. while performing a flu vaccination a NANC employee was speaking with the student, not paying attention to where hands were while disposing of the needle in the sharps container, and stuck self with it. Supervisor will conduct retraining the staff. *B. Bell: Asked the committee if there were any concerns about this incident. None were identified.*

8/29/18: At approximately 2:00 p.m. an employee was training a fellow employee on PeopleSoft travel input. After training was complete, around 2:20 pm, the employee vomited then sat at an open desk for lunch to feel better. The employee went back to work; however the witness to the event noticed that the employee appeared to be flushed and shaky. The campus nurse was called to evaluate the employee and diagnosed it as the flu; however due to other reported symptoms not so much related to the flu suggested the employee to go to ER for a heart evaluation. Employee left work and was driven by son to Kaiser Emergency. *B. Bell: Advised the committee that this is a true illness and not an accident.*

4) Review/Update

a. Emergency Preparedness Plan (Brett Bell)

B. Bell stated that there are no updates at this time. It is place and continues to be in place until we do a revaluation on that.

b. Campus Safety Environment (Brett Bell)

None addressed at this time.

5) Old Business

- a. **SDS Database Reorganization Plan Update** - B. Bell has identified the employees who will assist with this plan. He still needs to get them login access for the database which is planned to be done this semester with Dean, Linda Woods help.
- b. **Hazard Communication Program** - B. Bell stated that we have not had a chance to review the program yet; however it is on the safety calendar to discuss at a later date.
- c. **L Building OSHI Walk Through** - Results will be forwarded to the Deans for mitigation on the safety items that were identified.
- d. **R Building OSHI Walk Through** - Results will be forwarded to the Deans for mitigation on the safety items that were identified.
- e. **U Building OSHI Walk Through** - Results will be forwarded to the Deans for mitigation on the safety items that were identified.
- f. **Annual Safety Inspection Reports** – Some still haven't submitted safety inspection reports for their buildings. In the coming months we will be working on the 2019 safety inspection reports for the New Year.

6) New Business

- a. **Safety Calendar** – We meet the 2nd Wednesday of the month. Dark months being July, August and January. In September 2018 we will go over 18-19 Goals. In October we will go over PPE Plan. In November we will go over Hazardous Assessment Plan. In December we will go over Hazard Communication Plan. In February 2019 we will discuss Slip, Trip, and Fall. In March we will discuss Fire Prevention. In April the Annual Safety Inspection Reports will be due. We will provide Heat Illness training, distribute Safety Award Ballots, and tally. In May we will Present Safety Awards and provide Hearing Conservation training. Lastly, in June we will discuss Biological Hazard Plan. V. Nguyen requested if the e-mail can be sent out earlier requesting the completion of the Safety Inspection Reports. B. Bell asked Lorena to send the request in October.

- b. **Goals for 2018-2019** – B. Bell stated that the #1 safety goal for this fiscal year is the completion of all Campus Safety Inspections Reports by the April 2019 due date. We are held accountable from many agencies to complete these so it is important that they get done every year. In addition we have these high priority goals to cover **SDS Training and Implementation, Hazardous Communication Plan, Personal Protective Equipment, Hazardous Assessment, Slip Trip and Fall, Fire Prevention, Heat Illness Prevention Program, Hearing Conservation Program, and Biological Hazard Program**. B. Bell also mentioned that a Hazardous Spill Plan needs campus buy in from Deans, Jesse Lopez and Linda Woods & Stockroom Supervisor, Josh Beall. Regional Facility Officer, Dane Lindsay, will be managing the plan and all will need to agree upon some annual training on managing hazardous material spills.
- c. **Chemical Hygiene Implementation** - L. Woods inquired with K. Woods about what to expect going forward with the Chemical Hygiene training. T. Wilson initially trained her faculty and staff back in January 2018; however since the training has to be completed once a year L. Woods inquired about who will be facilitating the training going forward. As new faculty and staff are hired L. Woods stated that she is having them complete the training on the Keenan website; however wasn't sure who would provide the materials for the annual training for all staff. K. Woods stated that the idea of the Safety Coordinator coming out initially was to train the trainer and going forward an employee would be identified at the campus level to facilitate the trainings. K. Woods will send updated materials on this plan. Prior to the next safety meeting B. Bell would like to meet with Linda Woods, Jesse Lopez, and Josh Beall to discuss and agree upon a procedure for our campus on this training. L. Woods also addressed her concern of not being in compliance with the amount of secondary containers required for the amount of waste containers due to budgetary issues. K. Woods stated that we are in the initial stages of implementing the plan so as long as we have a plan and slowly making these purchases we are in compliance. The important thing is to document the plan and ensure we are adhering to the plan's timelines. L. Woods also addressed questions to K. Woods regarding the fume hood inspections. These inspections were set up for an outside vendor to complete every other year and 2018 would be the year for an outside vendor to come to the campus to complete. K. Woods inquired the reasoning of having an outside vendor and L. Woods was unsure and guessed that perhaps to do a complete inspection. K. Woods stated that they do have an outside vendor that can come and train the trainer so that individual can train the other ILTs going forward to perform the inspections properly.
- d. **Southwestern Evacuation** – On September 6, 2018 there was a credible threat at Southwestern College for violence. B. Bell wants to use this recent incident to start talking about whether or not we would be prepared and know what we would do in a similar situation. J. Hughes stated that a student mumbled a threat; a classmate overheard, and reported it. Southwestern College size wise is similar to Miramar. The biggest difference is there are only (3) ways out of Southwestern that drop off on the same street while Miramar has more than (3) that exists on a couple different streets. We have (7) bus lines that could assist us in the case of an evacuation and Southwestern only have (4). Their biggest issue on this day was many students didn't have cars and couldn't evacuate quick enough due to not having transportation. J. Hughes solution to a critical scenario like this would be to have a contact with MTS and let them know that we will need to overwhelm their bus resources very quickly to get people to safety. To prepare us B. Bell wants to have another CERT (Community Emergency Response Team) training in the near future. He highly recommends that all managers and supervisors get trained since their team looks to them for guidance especially in emergencies. This CERT training is planned to be offered late Spring '19 semester.

7) Safety Related Items

Aviation recently put striping on their floor to remind employees of areas that are to remain clear at all times. B. Bell stated that striping can also provide proper 3 feet clearance around fire extinguishers and electrical panels. It's a great idea for maintaining that debris clearance at all times.

8) Next Meeting: Wednesday, October 10, 2018, at 1 pm, Room L-108