

**SAN DIEGO MIRAMAR COLLEGE  
SAFETY COMMITTEE**

**Minutes  
Wednesday, October 9, 2019  
Room L-108 1:00 p.m.**

Attended: Brett Bell, Calvin Le, Dan Vera, Dane Lindsay, Elizabeth Nguyen, Francine McCorkell, Josh Beall, Lorena Telo, Paul Chlapecka, Roy Kinley, & Vuong Nguyen

Absent: Dan Gutowski, Donna Samnur, Frank Fennessey, Kurt Hill, Laurel Slater, Lezlie Allen, Lisa Howard, Martin Walsh, Michael Lopez, Patrick Breen, Sean Young, Stephen Um, & Terry Hiatt

- 1) Approval of October 9, 2019 Agenda: (MSC, D. Lindsay, J. Beall)
- 2) Approval of June 12, 2019 Minutes: (MSC, P. Chlapecka, D. Vera)
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

07/01/19: At approximately 2:00 p.m. an employee was drilling a piece of metal on the drill press and as the employee attempted to clean off the drill metal shards caused a deep cut on left index finger. Employee left work. The Dean discussed proper cleaning techniques such as using a brush to clean the drill bit. *B. Bell asked the committee if there were any questions or concerns. None were identified.*

07/11/19: At approximately 11:00 a.m. a volunteer with ARC fell to the floor while attempting to sit in a chair with wheels. The chair slid back causing the volunteer to fall. The volunteer experienced pain in right hip, right elbow, and right wrist. The volunteer continued working after the incident. *B. Bell asked the committee if there were any questions or concerns. D. Lindsay asked where the incident occurred since now facilities is replacing chairs w/ wheels if they are not on carpeted floors. Facilities is wanting to fulfill these requests as they come up when the type of flooring is identified.*

07/26/19: At approximately 11:56 a.m. an employee was completing daily computer key entry duties, stood up to walk and retrieve something in the office, and hit foot on an open file cabinet drawer. Employee did not leave work. A new safety rule was implemented to the staff to make sure all drawers and cabinets are closed if not in use. *B. Bell asked the committee if there were any questions or concerns. None were identified.*

08/29/19: At approximately 7:00 p.m. while an employee was removing books from the book drop the heavy door shut on right elbow. The employee experienced minor swelling to right elbow; however did not leave work. It was communicated to the employee by the Supervisor to be careful when closing Library book drops. *B. Bell asked the committee if there were any questions or concerns. None were identified.*

08/30/19: At approximately 12:00 p.m. an employee was sitting at desk, but was then found on the floor complaining of stomach pain. The employee left work. *B. Bell stated that this is an illness and not accident related. B. Bell asked the committee if there were any questions or concerns. None were identified. B. Bell also asked Environmental Occupational Health & Safety Coordinator, Dan Vera, if we should be documenting illness related incidents. D. Vera stated that Risk Management documents them as "incident only". An Injury and Illness Incident and Investigation Report should still be completed and the employee should also be given the Declination of Medical Treatment form.*

09/25/19: At approximately 2:00 p.m. a student passed a funnel with a mixture of two chemicals (dichloromethane & naphthalene) to a fellow student and it dripped on glove. The student went to Student Health Services as a precaution to be evaluated, then went back to class. *B. Bell asked Instructional Lab Technician, Calvin Le, to follow up with the instructor to find out exactly what happened before determining whether or not this incident could have been avoided. Calvin has been asked to report back with this information at next month's safety meeting.*

09/27/19 1 of 2: At approximately 9:15 a.m. while a student was working with an employee under a truck raised on a lift, the truck shifted, and fell off the lift as the student was moving from underneath it. The bottom of the truck grazed the student's right side of head and right pinky finger was also injured as a result. Student went to Kaiser's Urgent Care. *B. Bell stressed a concern about the truck shifting on its own and falling. He will be requesting a more detailed incident report for further review. Environmental Occupational Health & Safety Coordinator, Dan Vera, came to Miramar to assess the scene and will provide VPA, Brett Bell, with this information.*

09/27/19 2 of 2: At approximately 9:15 a.m. while an employee was working with a student under a truck raised on a lift, the truck shifted, and fell off the lift as the employee was moving from underneath it. As the employee moved quickly away; the employee suffered a minor scratch on forehead due to running into a nearby rack. *B. Bell stressed a concern about the truck shifting on its own and falling. He will be requesting a more detailed incident report for further review.* Environmental Occupational Health & Safety Coordinator, Dan Vera, came to Miramar to assess the scene and will provide VPA, Brett Bell, with this information.

10/02/19: At approximately 3:30 p.m. as an employee sat in office chair, the chair slipped out from under causing the employee to fall on the floor. Employee experienced pain in her upper back; however did not leave work. *B. Bell stated that since this isn't the first incident with this employee there's discussion on the chair mat being removed.*

#### 4) Review/Update

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

B. Bell provided some training for the Safety Committee on how to locate the Emergency Preparedness Plan on Miramar's website:

1. Click on **Start Here**
2. Locate **Resources For Faculty & Staff**
3. Under **Frequently Requested Resources** Click on **College Governance**
4. Click on **Safety Committee**
5. Under **Important Documents** Click on **Emergency Plan**

B. Bell stated that the Emergency Preparedness Plan has been updated with all new contacts, assignments, and alternates for the campus. The next step is to have Incident Command Training by College Police where they will come in, do a table top with everyone who is involved, and perform exercises that are tailored to real life emergency events to train those involved how to handle specific situations such as an earthquake, active shooter, chemical spill, airplane crash, etc. The purpose of this training is to get us all together in conjunction with the C-Cert teams to prepare us for such events. The updated Emergency Preparedness Plan is pending to be uploaded on Miramar's website as it's still under review for changes.

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

B. Bell stated that there is going to be a property liability inspection by Keenan & Associates at the end of October. They will be on campus all day looking at things relating to safety and security. B. Bell asked V. Nguyen to give an example of one of Science's re-occurring safety hazards. V. Nguyen stated that their storage cabinets have railings above to protect it from falling. The problem with that is there must be an 18 inch clearance gap between the top of a cabinet and the ceiling. B. Bell stated another sample would be fire extinguishers that need to be checked and signed off on a monthly basis. Exit doors need to be cleared from all obstructions. There should be 3 foot clearance around all electrical panels. Anything placed on a cabinet or shelf should be secured so in the event of an earthquake it doesn't fall on someone's head. D. Lindsay mentioned that he has been finding unsecured 6 foot racks with supplies stored on them. Racks that tall should always be secured to the wall. D. Lindsay has also noticed employees bringing chemicals from home such as bug spray and cleaners, chemicals that we shouldn't have on campus. If we do not have a MSDS on file then we are not allowed to store it on campus property.

#### 5) Old Business

- a. **SDS Database Reorganization Plan Update** - B. Bell stated that we have not yet completed the SDS Database Reorganization Plan. We now have volunteers so hopefully this fiscal year we will get a chance to work on it.
- b. **Keenan Training for Spill Management** - B. Bell stated that our annual Spill Management Training needs to be completed this fiscal year.
- c. **Annual CHP/ Haz Mat Training** - B. Bell stated that our annual Chemical Hygiene Training also needs to be completed this fiscal year. B. Bell has followed up with Dean, Linda Woods then will follow up with Dean, Jesse Lopez at a later date.
- d. **Campus Evacuation Training** - B. Bell stated Campus Evacuation Training hasn't occurred yet; however we are keeping it on Old Business to work on that.

- e. **Safety Inspection Reports** – L. Telo stated that since the last meeting she has received some safety inspection reports for the H building that F. McCorkell was kind enough to complete; however we never did receive all the other buildings that were listed. Since we are way beyond the due date of these annual safety inspection reports B. Bell suggested that we start the process over and initiate the e-mail request earlier on October 31, 2019 requesting them to be due no later than **April 2020**. Reminder e-mails will be sent just before Thanksgiving break, January 15<sup>th</sup>, and March 15<sup>th</sup> 2020.

6) New Business

- a. **Safety Calendar** – B. Bell went over the safety calendar for the 2019-2020 fiscal year. The Safety Committee meets the 2<sup>nd</sup> Wednesday of each month except on dark months July, August, and January.
- b. **Goals for 2019-2020** - Per B. Bell high priority items include: **1.** Completion of Campus Safety Inspections (Due April 2020) **2.** SDS Training and Implementation **3.** Hazardous Communication Plan **4.** Personal Protective Equipment Plan **5.** Hazardous Assessment **6.** Biological Hazard Program. Medium priority items include **1.** Slip, Trip, and Fall **2.** Fire Prevention **3.** Heat Illness Prevention Program **4.** Hearing Conservation Program.
- c. **Walkway From Parking Structure (G3) To Campus Closest To M Building & MTS Station** – V. Nguyen stated that the pedestrian ramp that runs alongside Transit Way doesn't get utilized like it should and sees students walking on the street. V. Nguyen suggested that maybe we can create an additional access point where the students can get access without having to walk around the zig zag path that was specifically designed and built for ADA access. *B. Bell stated that he has also noticed the issue, looked at it from multiple directions, and hasn't come up with a solution. He will look at it again with D. Lindsay and D. Vera to see if they can help come up with a final solution to solve the issue.*

7) Safety Related Items

None addressed.

8) Next Meeting: Wednesday, November 13, 2019, at 1 pm, Room L-108