

**SAN DIEGO MIRAMAR COLLEGE
SAFETY COMMITTEE**

Minutes

**Wednesday, February 11, 2015
Room L-108 1:00 p.m.**

Attended: Brett Bell, Paul Chlapecka, Lezlie Davenport-Allen, Francine McCorkell, Vuong Nguyen, Carol Reagan, Lorena Telo, Martin Walsh, & Karen Woods

Absent: Ray Batenga, Frank Fennessy, Kurt Hill, Peggy Hunt, Nedra Johnson, Roy Kinley, Dane Lindsay, Vince Margetta, Dante Mora, Kevin Olson, Elizabeth Thomas, Stephen Um, Gary Waldrop, Dan Willkie, & Joseph Young

- 1) Approval of December 10, 2014 Minutes: (F. McCorkell, M. Walsh)
- 2) Approval of February 11, 2015 Agenda: Approved with no revisions.
- 3) Injury/Illness and Accident Investigation Reports Received Since Last Meeting

10/14: At approximately 7:30 a.m. in the K-1 lobby employee tapped the automatic door open bar with right foot. Immediately following the incident the right knee felt weak and pain radiated up the leg. When reaching K-207 workroom employee's injured right knee gave out and began to swell. Employee requested to leave work. *B. Bell sees this as an accidental injury and not something that we could have done to avoid the incident. He noted that the description of what happened wasn't quite clear on the report and to give examples of how to complete these forms.*

12/03: At approximately 10:00 a.m. in the DETAC Room student was performing required defensive tactics moves and was punched in the nose by accident. Police report was taken and student went to the emergency room for treatment. *B. Bell stated no further action to be taken.*

12/05: At approximately 1:00 p.m. in the DETAC Room student was performing required defensive tactics moves and was struck in the groin by accident. Police report was taken and student went to urgent care for treatment. *B. Bell stated no further action to be taken.*

01/12: At approximately 11:00 a.m. while walking in front of the M & N buildings employee slipped on wet leaves that were scattered over the pavement. Employee landed on both knees, first on left and then on right. Employee requested to leave work. *B. Bell stated that he spoke to Dane Lindsay and they are blowing leaves on a more frequent basis. No further action to be taken.*

- 4) Review/Update

- a. Emergency Preparedness Plan (Brett Bell)

- B. Bell noted that there is nothing in the queue to be discussed at this time.

b. Campus Safety Environment (Brett Bell)

- i. M & L Buildings - B. Bell addressed that there has been discussion about the two areas behind the L & M buildings having potential safety concerns with students walking off those walkways. He had a walkthrough with Facilities and confirmed that these walkways meet code; however meeting code doesn't necessarily mean they are safe. The walkway coming out of the side of the M building has no railing with a sidewalk that drops onto rocks, then onto the curb. There has been discussion of installing a concrete lip or ballaster above the walkway preventing somebody from walking off of it. Regardless of being reviewed as to meeting code, we are currently in the process of going above and beyond to avoid further injuries. This improvement will be combined with another project.

5) Old Business

a. Safety Inspections – Tabled

b. AED Daily/ Monthly/ Annual Maintenance

- i. In the safety meeting held 12/10/14 F. McCorkell shared the campus map with the location of all the AEDs on campus. She showed the AED checklist and B. Bell suggested to add a line on the top of the page for the serial number. B. Bell stated he would speak to the manager over each building to assign a classified staff employee to do the daily, monthly, and annual maintenance on AEDs that are located on campus. F. McCorkell offered her help to train those staff members on the procedure.
- ii. In the safety meeting held 02/11/15 B. Bell stated that we can move forward by talking to the managers of each building and asking that they designate a Classified or Faculty employee that can perform the daily/ monthly/ annual checks required. It was also suggested to also designate a back-up person to perform these checks in their absence. These designated employees are needed to maintain the AEDs in buildings: **J** (Hourglass Field Athletics Department), **J-1** (Gymnasium & Fitness Center), **F1** (Aviation), **K1** (Student Services/Bookstore/Cafeteria), **K2** (Student Resources & Welcome Center), **L** (Learning Resource Center) when replaced, **N** (Administration), **R** (Fire Technology & EMT), and **T** (College Police). F. McCorkell has created the log which can be utilized once maintenance is in place. L. Allen is already maintaining the K1 and K2 buildings. Tosh is already maintaining the Gym and Fitness Center. K. Woods suggested that Francine be sent the monthly logs so she can report all the information on the San Diego Project Heartbeat website.
- iii. **C-CERT Supplies** - B. Bell discussed the supplies and the locations of the shipping containers. M. Walsh offered to add the new FIRE/EMT supplies to the list. F. McCorkell offered to help compile that list.

6) New Business

- i. **Emergency Lights**- F. McCorkell addressed concerns about minimal lighting behind the L building. Due to coyote sightings Francine discussed this with the lighting supervisor about repairing whether it is replacing or adjusting the timer.

- ii. **Overgrown Brush Behind L-104** - F. McCorkell addressed concerns about the overgrown bush behind the L building. With minimal lighting in the area there is a safety concern of coyotes hiding in the brush.
- iii. **Skateboards** - F. McCorkell addressed concerns with students skateboarding on campus grounds. There are signs posted that specifically state “No Skateboarding” resulting in a \$265 fine. B. Bell will be discussing this safety concern with Chief Aguirre and entertain ideas on how to tactfully handle these students who are not following District policy.
- iv. **SDS Online** – K. Woods had plans on discussing, but after discussing with her manager, F. Fennessey, he would like to be a part of the discussion when he is able to make the next meeting. The campus has identified all of those who will be primary and secondary. B. Bell will put together a list and discuss the next step.
- v. **Clean Up & Identify Safety Committee Roster** – B. Bell stated that this is not a shared governance committee; it is a committee established based on where you work and what you do. He would like to clean up the roster and identify “who” the safety meeting members are. He is seeing the same faces each month, but not seeing others. Perhaps if they are not showing up we need to assign new members.

7) Safety Related Items

- a. M. Walsh stressed his concerns about ongoing problems with non-students (specifically homeless people) wandering around the offices, quad area, and bathrooms. Among this issue he is also noticing groups of people from the transit station asking to use our restroom facilities at least twice a week. We cannot post “no restroom” signs since we are a public institution; however maybe having a CPO on campus day and night to address these sightings will solve this problem. B. Bell has discussed with Dane Lindsay and he will find out why the restrooms aren’t being locked at night. B. Bell stated that we need to find out the standard open and close times for each building so that Facilities will open and close the main gates. Regarding the transit station, during the MOU and development process, B. Bell asked MTS and SANDAG to build a public restroom on their station. They didn’t want to comply so we told them that we would not provide restrooms for those using their public transportation services. Unfortunately being that we are a public institution we cannot enforce this; we can just lock our restrooms to prevent the use after hours. L. Allen added that she has also witnessed a homeless person camping out in a restroom stall with a note stating “Out of Order – Do Not Use”. She says that the women in the K building have been monitoring both the men and women restrooms since it’s been a growing problem in the evening hours. B. Bell asked that Lezlie discuss with Dean Irvin when this building open and closes. M. Walsh lastly addressed that a key is needed to disable the electronic door opener in the R building restroom. B. Bell asked that he discuss with Dean Beity.

8) Next Meeting: Wednesday, March 11, 2015, at 1 pm, Room L-108