Crafton Hills College Safety Committee Minutes

Date: September 8, 2025

CCR 247 (Admin Conference Room)

Members (Absent*):
Mike Strong (VPAS - Co-Chair)
Ruby Zuniga (CSEA – Co Chair)
Craig Eilander, Classified
Ryan Harold – CTA Rep
Duran Gaddy (faculty)
Alex Jaco (Faculty)
Koen Diaz (Student Senate)*
Cyndie St. Jean
Matt White (SAS)*
Jackline Martinez (Human Resources)*
Blake Bonnett (District Police)
Vonda O'Shaughnessy (Faculty)
Demain Brunty (Facilities Management)
Thomas Cole, Campus Safety Specialist
Patrick Keith, EH&S Administrator for CHC

TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes 05/12/25	Minutes approved by consensus.	
Safety Committee Charge and Membership	The safety committee reviewed the Charge and Membership. By consensus, no changes were made. Here is the current Charge and membership: **Charge**: The goal of the Crafton Hills College Safety Committee is to help the San Bernardino Community College District eliminate workplace injuries and illnesses by involving employees in achieving a safe, healthful workplace and by promoting awareness and participation in emergency response programs. The committee: • Assists management in identifying safety hazards and suggests ways to eliminate them. • Provides input on planning safety/emergency-related exercises and assists as necessary to carry them out. • Reviews safety-related incidents, injuries, and illnesses and makes suggestions to management for future prevention. • Reviews workplace inspections to identify themes and recommends methods for eliminating or controlling hazards. • Reviews the college's schedule to update and revise workplace safety and health programs; and makes suggestions to management for safety-related improvements. • Reviews and provides input on safety-related facility plans and projects.	

	Membership: • Vice President, Administrative Services (Co-Chair) • One CSEA representative (Co-Chair) • Director, Facilities, Maintenance and Operations • Health and Wellness Center designee • District Emergency Management representative • District Police representative • Student Accessibility Services representative • Human Resources representative • District Environmental Health and Safety Administrator • Up to two faculty representatives • One CTA representative • One Student Senate appointee • One Classified Senate representative **Term**: one year (for appointees)	
Safety Concerns	Today, a student in Art slipped off stool, hit head and left campus. Police to follow up with student. Demian stated we had a huge leaf fall today and ground workers are trying to clear leaves, especially the stairwells. Blake stated parking has been good. A couple of accidents. He reported that some curbing or limit line painting is dull and will add request to fix. Parking permits needed as of today. Just finalized last year's annual security report (2024) and CHC is good. We have had very few incidents that require a Clery report. Ryan had a concern in Lot I from students speeding through the parking lot. He has put up cones to eliminate traffic along the first row next to the training facility.	
Safety Training Calendar Draft – Review	The committee reviewed the draft of the Safety training calendar. We will be adding due dates for	

	permits and any required training or inspections to the list. Ryan asked that we include signage and/or training for wild animals on campus. What is the procedure if we see a rattlesnake? Do we call police? Blake says they have not been trained to deal with snakes. We have other animals on campus: bear, scorpions, coyotes, bobcats, etc. The site safety officer is the Vice President of Administrative Services (at both campuses)	

SRM Update
• AEDs/First Aid Kits/Stop the Bleed Kits
• Safety Inspections (SRM)
  • IIPP Departmental Inspections
  • Safety Inspection Forms
  • Workplace Violence Inspections
  • SWACC inspection in February 2026
	Patrick reported:
	➢ Heat illness reminder, if need assistance, reach out to Patrick
	➢ Employee injury procedure reviewed
	➢ Student injury has no requirements
	➢ Student Workers and students doing clinicals are treated as employees
	➢ We are in peak wildfire season. He will be adding a section to the IPP (Injury or Illness Prevention Program) for employees who work outside when smoke or air quality bad. We will get a monitor to do our own air quality testing.
	➢ SWACC property and liability inspection for every property in District is coming. Don't have exact date for CHC in February. Big change this year. They usually come during spring break but this year they will be coming while school is in session but will try to be the least disruptive as possible.
	
	Thomas reported:
	➢ AED/First Aid/Stop the Bleed – if a building has 200 or more and built after 2017, need AED. Any renovation over $100,00 or more, need AED. We will be adding 3 AEDs.
	➢ We purchased 8 cabinets for the Stop the Bleed kits.
	➢ Annual safety inspection of labs occurs two times a year. Submit forms – come to Mike for review before February???
	➢ Building Captains
		SRM will provide a safety plan calendar for the committee's review in February – not discussed

Emergency Prep Update: • Break Shake Out Evac Drill (10-10-25 at 10:00 a.m.) • Shakeout Template Review	We have two evacuation drills a year. Spring evacuation drill will be conducted at night. The fall	Did not discuss

• Training ○ Building Captain/Floor Captain training – Night 10-10-25	2025 evacuation drill will be the Great Shake Out on 10-16-25 at 10:00 a.m. We will hold Building Captain training and update bags on 10-10-25 at 1:00 p.m.	template review
Reports (as needed): • HR Employee Injury Update • M&O Safety Projects (Demian): Measure CCL Safety and Security Projects (as needed) • District Police Report (police)	No HR update. PAC still doing final changes. We will review ACCJC next meeting.	
Adjournment	Meeting adjourned at 2:09 p.m. The next Meeting is scheduled for October 13, 2025, at 1:00 pm in CCR 247	

Mission Statement

The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

Vision Statement

To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.

Institutional Values

We rely on the following values to support our vision and mission:

Respect: To champion active listening and open dialogue within our community.

Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration.

Diversity & Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.

Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.

Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience.