

**Crafton Hills College**  
**Environmental Health and Safety Committee**  
*December 13, 2010*  
**Minutes**

Members:

_____ Rosemarie Hansen-Barnes (Co-Chair)	_____ Mike Strong (Co-Chair)
_____ Robin Bishop (Faculty)	_____ Vacant (Classified Staff)
_____ Judy Giacona (Faculty)	_____ Vacant (Classified Staff)
_____ Cammy Purper (Management)	_____ Rick Hogrefe (Management)
_____ Lizanna Ocampo (Human Resources)	_____ June Yamamoto (Management)
_____ Pierre Galvez (District Police)	_____ Lito Reyes (Keenan and Associates)

Members Present: Rosemarie Hansen-Barnes (Co-Chair), Mike Strong (Co-Chair), Cammy Purper (Management), June Yamamoto (Management), Judy Giacona (Faculty),

Members Absent: Pierre Galvez (District Police), Lizanna Ocampo (HR District), Rick Hogrefe (Management), Lito Reyes (Keenan and Associates), Robin Bishop (Faculty)

Meeting was called to order at *1:05pm*

- I.** Approval of Minutes from November 8, 2010 with revision that Cammy Purper was added to committee
  
- II.** Reports
  - A.** Co-Chairs
    - (a)** Report to Crafton Council was read by Mike Strong. Showed alignment of Safety Committee with the EMP
  - B.** Human Resources
    - (a)** Absent
  - C.** District Police
    - (a)** Absent
  
- III.** Standing Items
  - A.** Safety Plan Review and Approval
    - (a)** Mike provided partially updated list. Will have complete list at next meeting.

## **B. Departmental Safety Inspections**

- (a)** Discussion of the Walkway and Fixture inspection from December 6, 2010. Was decided that some items were priorities and that the list would be sent along to M&O. M&O will prioritize the list and return with actions to be take or that have been taken to remediate issues.
- (b)** Was decided that the CDC inspection will take place the week of May 16<sup>th</sup> and that the M&O inspection will take place March 14<sup>th</sup> at the regular meeting.
  - i.** Will have check list for M&O at the February meeting and checklist for CDC prior to inspection.

## **C. Events**

- (a)** AS Week Spring of 2011 and the Spring Career Fair will be the next event.
  - i.** It was suggested that the Safety Committee will be attending such events that we are in need of a banner/table covering. Judy was to check prices for such items for the next meeting.

## **IV. Old Business**

### **A. Goals of the committee remain as stated**

- i.** Finalize Plans
- ii.** Schedule for Plan Review
- iii.** Schedule of Inspections
- iv.** 100% employee safety training
- v.** Fully staff safety committee
  - 1. CSEA is making committee assignments during February. Rick Kirkhart has offered to be on the committee.

### **B. Safety Website**

- (a)** Sitcore training on the 20<sup>th</sup>. Mike and Rose to find out who is responsible for the content of the Committee page at District for content management

**C. Distribution of Emergency Flipcharts**

- (a) Judy will work on combining the two flipcharts using the relevant materials out of the CHC flipchart.

**D. February meeting will be when new appointments to Co-Chair, and other offices within the committee will take place**

- (a) Review of operations plans
- (b) Master Schedule
  - i. Plans
  - ii. Inspections and Re-inspections
  - iii. Training Schedule
  - iv. Annual Report to Crafton Council

**V. New Business**

**A. Day to Day Operations Plans**

- (a) There was discussion of day to day plans that are covered under the Emergency Preparedness Plan. These plans need to be developed, approved, and implemented. These plans would include such items as building captains and the required duties in the event of an emergency.
- (b) The duties of the Ryan White Officer were discussed.
- (c) The issue of liability for the members of the safety committee was discussed

**VI. Future Agenda Items**

- (a) Review of Orientation Operations Plan at February meeting for alignment to EMP

**VII. Announcements**

Meeting was adjourned at *2:15pm*

Next meeting: Monday, *Monday January 10, 2011*

*1:00 pm*

*LADM 161*

Respectfully submitted,

*Rosemarie Hansen-Barnes*

*Co-Chair*