

**Crafton Hills College  
Environmental Health and  
Safety Committee**

**Date: September 9, 2013**

**Minutes – REVISED, See Markup Below**

<p><u>Members (*Absent):</u>          Rosemarie Hansen (Co-Chair)          Mike Strong (Co-Chair)          *Dan Sullivan (Public Safety Faculty)          Judy Giacona (HWC Faculty)          *Crystal (Student)          Larry Cook (Facilities Management)          *Rick Hogrefe (Management)</p>	<p>*Ashley Lucht (Human Resources)          *June Yamamoto (Management)          Pierre Galvez (District Police)          Lito Reyes (Keenan and Associates)          Whitney Fields (District EH&amp;S Admin)          Lisa Shimeld (Faculty)          Appointee? (Classified)          *Robin Bishop (CTA Appointee)</p>
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TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes from 5/13/13	Approved by consensus	
Co-Chair Report (Chair) <ul style="list-style-type: none"> <li>Membership 2013-14</li> <li>Charge, purpose, and Attendees (revised)</li> <li>Safety Committee Self Eval 2012 – review results</li> </ul>	<ul style="list-style-type: none"> <li>Charge and purpose needs to be updated online.</li> <li>Rose will mentor the new student on the committee (Crystal)</li> </ul>	<ul style="list-style-type: none"> <li>Mike to update the charge online.</li> <li>Mike to email committee information to Steve Ramirez.</li> </ul>
M&O Safety Projects Report (Facilities):	Sidewalk root repair has been completed.	
District Police Report (Police): <ul style="list-style-type: none"> <li>Heightened security during upcoming construction</li> <li>Lockdown training online?</li> <li>Emergency Manger Position</li> </ul>	Whitney stated the option to hold bond threat training. It was suggested that it be included in the Safety Newsletter	Whitney to add bomb threat training to safety newsletter.
Smoking Policy (Police) <ul style="list-style-type: none"> <li>LRC Smoking Area (ashtray?)</li> <li>CHS Smoking Area – student complaints</li> </ul>	Smoking areas will be re-evaluated at the completion of construction in 2 years. Discussion was had that appropriate reassignment of smoking areas may be limited to smoking in parking lots only.	Mike to call Respiratory Care Department and explain the CHS smoking area will be re-evaluated following construction.
Workplace Injuries Report & follow up: <ul style="list-style-type: none"> <li>Workman’s Comp Injury Report(Human Resources/EH&amp;S)</li> <li>Minor injury report (non-workman’s comp) (EH&amp;S)</li> </ul>	The committee reviewed the workplace injury report. It was reported that CHC is trending well.	

Student Injury Report (HWC)	Judy reported three ankle sprains on stairs.	
<p>Safety Training and Events:</p> <ul style="list-style-type: none"> <li>• Shakeout 10/17/13 at 10:17 am; Evening?</li> <li>• Zombie apocalypse in April 2014</li> <li>• ICS Org Chart and required training.</li> <li>• CERT Training?</li> <li>• CPR Certification?</li> </ul>	<ul style="list-style-type: none"> <li>• The shakeout planning is ongoing. Building captain training is scheduled for 10/15 and 10/16. Perishable items in the backpacks will be replaced. Shakeout banner should be installed. Firealarms will signal the drill and the “all clear.”</li> <li>• Kristen Newbury is updating the ICS org chart.</li> <li>• CERT Training will be scheduled this fall.</li> <li>• CPR Certification will be completed during Classified Professional Development Week next June.</li> </ul>	
<p>Safety Plan Review and Approvals/Self Inspection Report:</p> <ul style="list-style-type: none"> <li>• Review Safety Plan Schedule</li> <li>• Status of self-inspections</li> <li>•</li> </ul>	Self-inspections are required by each department.	Whitney and Mike to follow up on schedule.
<p>Old Business:</p> <ul style="list-style-type: none"> <li>• OE1 EMS – SOP’s status</li> <li>• OE1 Pharmaceutical Donations – safe storage and delivery</li> <li>• EMS Facilitators – proper training?</li> <li>• Review Safety Committee Ops</li> <li>• Plan requirements per DIR IIPP</li> </ul>	<ul style="list-style-type: none"> <li>• An SOP for donation of drugs is in place. <u>However, Rose reported that EMS is not following the SOP since Robin and Rose went to the lab this morning and a donation had been received and left on the floor in the storeroom, the pharmaceutical containers designated to store donations were still unopened. Robin sent pictures in an email today.</u></li> <li>• <u>Mike stated that he will discuss this issue with June and Dan and will halt donations until compliance with the SOP’s.</u></li> <li>• <u>Lisa asked why we would not stop the receipt of donations when it is wrong and illegal. Mike stated that if we cannot receive donations legally and safely in accordance with the SOP, then they will need to stop. Mike to pursue options using the Demo</u></li> </ul>	Mike and Whitney to take action on implementation of Demo dose drugs to mitigate risk.

	<p><u>Dose simulated drugs.</u></p> <ul style="list-style-type: none"> <li>• <del>More discussion is to be had on this subject.</del></li> </ul>	
New Business:		
Adjournment	Next Meeting scheduled October 14, 2013 at 1:00pm	
<p><b>Mission Statement</b></p> <p>The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.</p>	<p><b>Vision Statement</b></p> <p>The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.</p>	<p><b>Institutional Values</b></p> <p>Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>