

DISTRICT COMMITTEE ON SAFETY  
MEETING SUMMARY  
January 18, 2017

**PRESENT:** David Moore  
Tom Gallivan  
Stephanie Barlow  
Debbie Buffington  
Alicia Edquist  
Jose (Jay) Elarcosa  
Dr. Hillary Mennella  
Patrick O'Donnell  
David Tilahun

**ABSENT:** Pam Chambers  
Joseph Franco  
Judi Holmes  
Vacant Manager position  
Vacant Faculty position

**GUEST(S):** Luz E. Ocampo  
Meeting Secretary

**1. CALL TO ORDER**

David Moore called the meeting to order at 1:08 p.m. in LC-51.

**2. APPROVAL OF THE NOVEMBER 16, 2016 MEETING SUMMARY**

The November 16, 2016 meeting summary was approved with an amendment from Alicia Edquist.

**3. DISCUSSION OF SAFETY REPORTING METHOD**

Stephanie Barlow and Alicia Edquist had volunteered to work on this project for naming ideas and a method. Alicia has been very busy relocating her division operations so she basically had no free time to explore any information gathering. Stephanie did some online research and noted that Public Affairs has a similar form. Stephanie thought perhaps the committee could build on that form to add our own fillable boxes and attachment options. Stephanie also suggested some naming alternatives for the safety reporting method: FalconSafe, SafetySnap, and HazAlert. After some discussion the committee decided to move forward with SafetySnap as the new program name. The next steps were discussed and Chief Gallivan offered to work with Samuel Chavez in Public Affairs to refine the page, write up a process guideline for the page and prepare the web page for presentation to the Coordinating Committee. Tom said he would work on this and email the committee before the next scheduled meeting.

**4. ITEMS FROM THE FLOOR**

Jay Elarcosa wanted to know if the training processes were being conducted on a regular basis, specifically OSHA, IIPP, MDS, Right to Know training, and Lockout/Tagout. David

Moore responded that IIPP is managed by Dr. Adriana Flores-Church in Human Resources, and is made available on their web site. Facilities uses Keenan & Associates throughout the year for initial and annual refresher training. Keenan covers the topics Jay mentioned as well as PPE, proper lifting, fall protection, forklift training, hazmat awareness and many other basic work related training classes. Facilities tries to invite employees from other divisions that may benefit from these training course such as Technology, Theater personnel, warehouse staff, etc. OSHA replies or reporting is completed through Human Resources

**5. NEXT MEETING DATE – FEBRUARY 15, 2017**

The next meeting is scheduled for February 15, 2017 in LC-51.

**6. ADJOURNMENT**

The meeting adjourned at 1:50 p.m.