

DISTRICT COMMITTEE ON SAFETY
MEETING SUMMARY
April 19, 2017

PRESENT: David Moore	ABSENT: Pam Chambers
Stephanie Barlow	Joseph Franco
Debbie Buffington	Tom Gallivan
Dr. Adriana Flores-Church	Judi Holmes
Alicia Edquist	Hillary Mennella
Jose (Jay) Elarcosa	David Tilahun
Patrick O'Donnell	Vacant Faculty position

GUEST(S): Luz E. Ocampo
Meeting Secretary

1. CALL TO ORDER

David Moore called the meeting to order at 1:05 p.m. in LC-51.

2. APPROVAL OF THE MARCH 15 MEETING SUMMARY

The March 15, 2017 meeting summary was approved with one change. Adriana Flores-Church commented on of the vacant “Manager” position. She requested that it be changed to “Director”. David Moore said we would make the amended change. Alicia Edquist and Adriana Flores-Church both abstained.

3. HAZARD REPORTING PROJECT

David Moore said that the committee has been working on the Safety and Hazard Reporting form, called SafetySnap. Tom Gallivan is not here to give us an update but most folks saw the prototype form at the last meeting. David Moore said he was going to the Coordinating Committee on Monday and was going to report on this form as our completed goal for this year. The last communication he had with Samuel Chavez was that he could not upload an attachment to the website. Stephanie Barlow said Samuel Chavez had mentioned that there was also a similar issue with uploading photos onto the Daily Falcon. Stephanie Barlow said that Tom Gallivan would talk to Miya Walker (Public Affairs) about possible placement of this form on the home page. David Moore said he would follow up with Samuel Chavez regarding an attachment feature.

Adriana Flores-Church asked who would be monitoring this website. David Moore said that it is set up to go to the two “chairs”, Tom Gallivan or himself. Adriana Flores-Church then asked if there would be an acknowledgement sent that you got the request and is there going to be a communication back to the person who submitted it. David Moore answered that they are considering an automatic reply that says: “Thank you for your submittal” - not necessarily a communication that this has issue has been resolved. Adriana Flores-Church

said that some employees may want a more detailed response, and also how would the reports be prioritized. David Moore said that some items may need immediate action, some items may not be a legitimate safety concern and some may take months or longer to resolve. Some items may come before this committee. It was discussed about creating a spreadsheet log of submittals and outcomes.

4. UPDATE ON FUNDS FOR SAFETY ISSUE

David Moore mentioned that Tom Gallivan has put together an extensive sign order, which got approved as a purchase order. He spent about \$5,000 of the money and he will spend a little more on other miscellaneous signage materials. Other than that, we have not had any concrete ideas to expend any of these funds that were made available. He did bring up the list of emergency phones. David Moore said he counted seven red phones still out in the field. Patrick O'Donnell said they would have to verify some of those. Updating emergency phones might be a viable goal for the next year.

5. ITEMS FROM THE FLOOR

David Moore passed out a survey form that is due to Research & Planning on May 19th. He said he will email the form to the Safety Committee, since not all members are in attendance at this meeting. Luz Ocampo will work on top table on the form. Once the committee members send in their responses the committee can create an aggregated form for Research & Planning.

Alicia Edquist asked why there is a lock & chain on the exterior door of the Study Room, located in the MCIS building. David Moore said there have been some challenges with these doors being able to lock after hours. This is temporary after classes end at night. Adriana Flores-Church said she had met with Patricia, of Keenan & Associates Loss Control, regarding risk issues. Adriana Flores-Church stated that she would bring Patricia to speak at the next meeting in May. Adriana Flores-Church suggested that this committee consider compiling training records, tracking other divisions, and determining if there is any written safety protocol in place in the different areas. Jay Elarcosa asked if we have a Right to Know in place and Adriana Flores-Church replied that the college does. Jay Elarcosa said the Dr. Fierro brought up at the Coordinating Committee the fact that we do not have any SOP's. Jay Elarcosa said, that as far as he knows, only one department is actually developing an SOP and it is Mark Logan in Purchasing.

David Moore said that Tom Gallivan did the annual safety walk with the students on March 28, 2017. Elizabeth Miller, Dean of Student Activities and the Student President were also present. The report is entirely on lighting issues and most of these have been addressed. David Moore went over the various deficiencies, communicated the corrective action either already accomplished or what was planned to address these issues.

6. NEXT MEETING DATE – MAY 17, 2017

The next meeting is scheduled for May 17, 2017 in LC-51.

7. ADJOURNMENT

The meeting adjourned at 1:45 p.m.