



SAFETY & SECURITY COMMITTEE MINUTES

March 2, 2015

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, March 2, 2016* was held in RS-5. Derrick Johnson called the meeting to order at 1:09 p.m.

ROLL CALL

Members Present: Ashour, Chakkanakuzhi, DiMaggio, Finton, Heath Hornsby, Johnson, MacNeil, Miller, Sena, Silva, Sterling, Studinka
Members Absent: Dimmick, Harris, Medel
Ex-Officios: None
Ex-Officios Absent: De La Torre
Guests: Puccio
Recorder: Reilly

A. MINUTES

1. Approval of Minutes of December 2, 2015

The minutes were approved as presented. Minutes are posted on the Palomar College Webpage as follows:
<http://www.palomar.edu/committees/safety>

B. DISCUSSION/INFORMATION ITEMS

1. Workers Comp

Lisa Hornsby provided the following information for Victoria De La Torre for the month of December, 2015; January and February, 2016:

(13) Thirteen employee incidents:

- Seven reportable: (2) contusion (1) respiratory-allergic reaction (4) strains
- Six non-reportable: (1) eye (1) abrasion (2) bruises (2) first aid

2. Campus Police

DiMaggio reports that mental health issues and the transient population has been increasing, causing disruption in the classroom areas. Faculty members are having challenges containing some of the situations, leading to Campus Police involvement.

The District Attorney will not file any cases or prosecute anyone related to sign violation cases unless we have signs at all (5) entrances of the campus. These signs must state that there cannot be any weapons, knives, narcotics, or alcohol on the campus. The signage is needed as soon as possible, so that Palomar is covered legally when incidents occur. Miller will work with DiMaggio on this.

3. Risk Management

Sena provided the following information for the month of December, 2015:

(2) Two student incidents

- One light cover that fell on a student
- One pinched finger

4. **Health Services**

No representation.

5. **ASG**

No representation.

6. **Environmental Health & Safety Office-Derrick Johnson**

Derrick reported on the following information for the months of December, 2015, January and February, 2016:

Emergency Preparedness:

- Emergency Response General Awareness Training was provided at the January 14th Plenary Day Workshop. Topics covered were active shooter, evacuation & notification procedures, earthquake safety, hazardous material incidents, and fires.

Safety Issues:

1. "J" Building: the EH&S Department conducted mold testing in January. Test results were negative, but the Custodial Services Department cleaned the areas. The staff in the building was instructed to keep the building clean.
2. Escondido Center: In February, the EH&S Department completed an assessment of room 401, used as the biology lab room. The ventilation in the room is not adequate for dissections. EH&S recommended the use of room 700 for the dissection component of the class.
3. Dome rooms G2 & G3: The EH&S Department conducted a fungi surface (mold) sampling due to a pipe leakage. The pipe was repaired, but there was some mold located on the old wrestling mats and the rubber flooring underneath. An asbestos abatement was completed in February to resolve the problem. New mats and flooring will also be purchased or donated.
4. In February, the Facilities Department received a request to repaint all faded pedestrian crosswalks throughout campus. Proper signage will be posted at each pedestrian crossing. Signage will also be posted as you enter onto campus to warn drivers to slow and watch for pedestrians.

ERGO/ADA Accommodations:

1. ADA/Ergonomic assessments completed: (9) Nine

Hazmat:

1. (12) Twelve medical waste shipments
2. (1) One non- hazardous waste shipment: grease & water from cafeteria grease traps
3. (1) One non-hazardous waste shipment: degreasers & clarifiers (Facilities Paint Shop/ Mechanic Shop, Automotive/Art Department)
4. (1) One campus-wide hazardous waste shipment that was shipped offsite for disposal

Palomar College SWACC Property & liability Inspection: Conducted in January.

A report was generated after the inspection that produced the following results:

- (0) **Immediate Hazards** - hazard that represents a significant life threatening danger requiring immediate attention
- (6) **High** – exposure that, if not corrected, has the potential to result in a severe property or liability loss in the short term.
- (28) **Medium** – exposure that, while having the potential for a loss, would not normally result in a significant or severe loss.
- (2) **Low** – exposure that is commonplace throughout the district.

EH&S and the Facilities Supervisor determined who the responsible parties will be for each issue. They will be contacted to go over area failures and have them make the necessary corrections.

C. Action Item/Second Reading

There was no report.

D. Action Item/First Reading

There was no report

E. Discussion Items

1. Personal electrical items in office spaces (i.e. space heaters, microwaves, toaster ovens, coffee pots):
Ashour spoke with Doerfler, Executive Assistant to the President, who is against this becoming an official policy. Johnson is concerned that it will not be taken seriously if the information is not coming from the President. Sena thought a less formal mode of campus communication may be effective. Ashour recommended the information be inserted into the CAST and Classified Day packets. Hornsby will discuss the topic of personal electrical items at the Manager's Meeting.
2. Safety and Security Working Group Library inspection update:
Reilly reported that the Library inspection found (33) items that required addressing, many of which have been rectified now. The next building to address will be the MD building in April.

F. Safety Concerns

1. Johnson has a liability concern related to staff members bringing their children on campus while they are working. Some employees have been observed driving with their children on district golf carts. Sterling is also concerned about two minors who are being left unsupervised in the Library. These are the children of a staff member. She stated that Vista Home Schooling advertises on a blog that Palomar College is a home school site for grades K-12. There is currently no policy regarding staff bringing their children to Palomar. Hornsby reports this issue is currently being reviewed by the Policies and Procedures Committee so the district can enforce this issue.
2. Studinka reports a comfort dog belonging to a family member of a child in the Child Development Center is sometimes not on a leash. She would like the dog to remain outside while a staff member brings the child out of the building for the safety of the children. Hornsby and Studinka will work to develop guidelines.
3. MacNeil wants to know what the protocol is when student mental health issues occur in the classrooms. DiMaggio reports that the instructors should call the Director of Student Affairs, who informs Campus Police. Together, they provide behavioral intervention and discipline the student if necessary.
4. Heath reports that there will be an increase in traffic near the old baseball field and current football field due to a new parking lot being built. Hauling of dirt by construction personnel will be occurring on Fridays and Saturdays when less traffic is on campus.

5. Sterling and Hornsby would like to see more safety practice drills on campus. Johnson reports that EH&S does work to implement drills but that the decision is ultimately up to the President and Vice-Presidents of the college.
6. Silva concerned about bird droppings at the Wellness Center. Johnson reports that active nests cannot be moved but the droppings can be cleaned up. The Facilities Department uses an outside vendor to perform the cleanup. Johnson recommends implementing a preventative maintenance schedule.
7. Johnson reports concerns when the IS department installs equipment, they do not always perform cord management which is a safety hazard. EH&S will work with the IS Director to rectify this situation.

G. Adjournment

The meeting was adjourned at 2:20 p.m.

Reminder: Next meeting is scheduled for Wednesday, April 6, 2016, 1 p.m., Room RS-5
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