



SAFETY & SECURITY COMMITTEE MINUTES

March 3, 2004

A meeting of the Safety & Security Committee was held on *Wednesday, March 3, 2003, at 3:00 p.m.*, in RS-5.

A. Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 3:00 p.m.

B. Roll Call

Members Present Norma Bean, Jayne Conway, Eric Duvall, Mike Ellis, Michael Finton, Katherine Gannett, Donna Greene, Renee Hugo, Kelley Hudson-MacIsaac, Ken Jay, Karen Mifflin, Dolores Silva, and Don Thompson

Members Absent: Brian Engleman, Michael Finton, Nancy Horio, Pam Keinath, Jon Stone and Jim Stoney

Ex-Officio Members Present: Eileen Bundoc and Pam Webb

Ex-Officio Members Absent: Max Cregar

Guests: Anthony Cruz and Carlos Vargas

C. Minutes

MSC Jay/Mifflin. None opposed.

The proceedings of the meeting of February 4, 2004 were approved. Minutes are posted on the Palomar College web page as follows: <http://www.palomar.edu/committees.htm>.

D. Unfinished Business – Second Reading

1. Smoking Education Working Group

Kelley reported that the Strategic Planning Council has approved the new proposed board policy at its meeting of February 17, 2004. Item was forwarded to the Governing Board and it will be added to the March 9th agenda.

Kelley indicated that even though the Smoking Education Working Group has selected four smoking areas on campus, procedures must be developed. Who is going to designate what areas of campus are going to be non-smoking? Please email any comments to Kelley prior to our next meeting on Wednesday, April 7, 2004.

Jayne reported that once the new policy has been approved by the Governing Board the new signage will be installed.

2. Emergency Procedures/Response

Kelley met with Jerry Patton and he concurred that the fire alarm testing is an excellent idea. Jerry will bring forth our recommendation to Cabinet. April is disaster month and it is hoped that the testing can take place during that month.

Kelley briefly shared that she will be attending a Fire Safety Conference March 14-16, 2004 in San Diego.

Kelley reported that she has made arrangements to conduct fire extinguisher training in mid-April for the San Marcos and Escondido campuses.

E. Reports

1. Campus Police – Tony Cruz and Carlos Vargas

There was none to report.

2. Risk Management – Key Jay

There was none to report.

3. Workers Compensation – Eileen Bundoc

There was none to report.

4. Health Services – Jayne Conway

Jayne distributed copies of the Health Services Emergency/First Aid Summary Report that is distributed each month to the Executive Administration.

The potentially **life-threatening emergencies** summary, for dates 2/01/04 through 02/29/04, is as follows:

- 9 students/0 employees on the San Marcos campus
- 0 students/0 employees on the Escondido campus

In addition, Health Services provided **non-life-threatening first aid** to 24 individuals at the San Marcos Campus and 3 individuals at the Escondido campus.

During this time period Health Services had a total of **804** total office visits with 688 visits at the San Marcos Campus and 116 visits at the Escondido Campus.

Jayne asked the committee members for input on the distribution of this report. It was recommended that Health Services distribute this report to the same departments that Campus Police distributes their reports to. Committee members were asked to please notify Kelley if they would like an electronic version of this report. Jayne was instructed to send an electronic version to Kelley who will have Donna distribute copies.

Jayne reported that the blood drive acquired 84 units of blood which is available to anyone on campus.

Pam briefly shared that Health Services and the Wellness Team are sponsoring the discount History and Physical promotion this month.

March 1, 2004 through April 28, 2004
To schedule an Appointment, Call Health Services
San Marcos Campus: 760/744-1150, x2380
Escondido Campus: 760/432-0624, x8105

Exams will be performed by our College Health Nurses, Dr. Cudal and N.P. Cotton.

The exam includes urine test, hearing screening, vision screening and skin screening.

Spring Special: Students \$50.00. Employees \$75.00

With this promotion only, TB test can be provided for an additional \$5.00 charge

Pam also reported that the Tobacco Coalition met last week and they will be taking part in the annual Spring Fest. They will be involved in handing out educational materials and partaking in a survey.

Incentives will be distributed to motivate people to stop smoking and to reward people for not-smoking in smoke-free areas.

5. ASG

Renee reported that the Spring Fest will be held March 24-25, 2004. Campus Police and Health Services will have booths plus there will be entertainment and music.

6. Environmental Health & Safety – Kelley Hudson-MacIsaac/Don Thompson

Kelley reported that her office had received a two-page report from the County Hazardous Materials Inspector. The District received only one violation: waste label on auto body waste oil container was not visible. Kelley indicated that waste label was there but inspector couldn't see it.

Kelley reported that her office has been identifying and tracking safety hazards. Twenty (20) potential hazards were identified and mitigated.

Don reported that EH&S conducted six work station evaluations and certified five cart operators.

EH&S investigated seven (7) incident reports received from Health Services.

Kelley reported that Brian Engleman is the first Palomar employee to utilize the hazardous identification form. The form is available through the following webpage link: <http://www.palomar.edu/ehs/HAZRD%20ID%20FROM.htm>

Don reported that Leigh Austin-Taylor, Loss Control Analyst, with the San Diego County Office of Education came to the San Marcos Campus and assisted Kelley and Don by conducting safety inspections on potential trips and fall hazards. Lee gave her report to Don who is currently inputting her findings into the computer. One of Lee's findings included:

- Students have established paths by cutting through planter areas.

Kelley will meet with Mike regarding this report. Some of Lee's findings are easy to fix while others we will need to develop plans for repair.

F. New Business – First Reading

1. Annual Implementation Plan (Proposals for Identifying Hazards)

Kelley reported that the Working Group met to discuss a job description/definition for the Safety Technician position.

It was the consensus of the Safety & Security Committee to change the starting time of our meeting from 3:00 p.m. to 2:00 p.m.

2. Injury & Illness Prevention Plan: Revision

Kelley distributed a copy of the revised Injury and Illness Prevention Plan (IIPP) prepared by Don. Original mandated plan was developed in 1991.

Kelley requested the committee members to peruse the plan and send any comments to her prior to our next meeting on Wednesday, April 7, 2004. Jayne asked if she could bring this document to the Planning Councils, Kelley replied yes but only as an informational item. This plan is regulated by Cal-OSHA.

3. Injury Response Protocol

Kelley expressed concern that we are underreacting and/or overreacting to injury response requests. Example: After the student jumped off the wall at the Bookstore, Facilities had a wrought-iron fence installed to prevent this type of incident from occurring again. No one in over forty-years has jumped off that section of wall.

Mike asked if we need to install fencing along the walls (two-to-four foot drops) at the F, FCS, Q and SU Buildings. Mike indicated that we need to develop guidelines to prevent these types of established hazards from occurring. Do we need to install barricades?

4. Signage and Wrong-Way Traffic

Tony Cruz and Carlos Vargas distributed photographs depicting signage and wrong-way traffic problems on the San Marcos Campus. Description and recommendation are as follows:

- a) Entrance to Comet Circle from Mission Road
 - Recommend: Installing signage that indicates the road is "one-way."
- b) Fire Gate at Comet Circle
 - Recommend: Installing signage that indicates "no right turn" or "left turn only" while exiting.
- c) Comet Circle at Lot 5
 - Recommend: Move current stop sign to right side of the road (stop sign is actually for LOT 5 not Comet Circle).
 - Recommend: Yellow hazard lights should be in front of crosswalk not behind it.
- d) Lot 5 at Comet Circle
 - Recommend: Move "wrong way" sign from back of tree to front of tree for better visibility.
- e) Lot 4 at Comet Circle
 - Recommend: Installing signage that indicates "left turn only" or "right turn, one-way (currently there are only arrows on the asphalt).
- f) Staff Lot 6/Fire Lane
 - Recommend: Installing signage that indicates "no right turn, one way traffic" or "left turn only, one-way traffic."
- g) Library Frontage Road and Lot 7
 - Recommend: Installing signage that indicates "do not enter, one-way traffic."
- h) Lot 7 at Comet Circle
 - Recommend: Installing signage that indicates "left turn only, one-way traffic."

It was noted that once construction is started on the High Technology Classroom Building, this road will be utilized for two-way traffic.

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- i) Lot 12 at Comet Circle
 - Recommend: Installing signage that indicates “left turn only, one-way traffic” or “right turn only, one-way traffic.”
- j) LOT 11 at Comet Circle
 - Recommend: Installing signage that indicates “no right turn” or “left turn only.”
 - Recommend: Trimming bush as drivers cannot see STOP sign.
- k) LOT 13 at Comet Circle
 - Recommend: Installing signage that indicates “no right turn.”
- l) Staff Lot C-1 at Comet Circle
 - Recommend: Installing signage that indicates “no right turn” or “left turn only.”

It was noted that once construction is started on the High Technology Classroom Building, this lot will no longer be accessible for parking by campus staff as the Marketing Communication and IRIS Trailers will be relocated to this lot.

It was the consensus of the committee to approve Campus Police’s recommendations. Request will be submitted on a Facilities Work Request form.

MSC Jay/Gannett none opposed.

G. Other Items

1. Upcoming Projects – Mike Ellis

Mike briefly shared that the following projects will be occurring over spring break (March 14-21, 2004):

- a) Comet Circle will be resurfaced between the Softball/Soccer Field and Parking Lot 7. Traffic will be re-routed through Parking Lots 3 and 5 during the construction.
- b) T-Building access will be very limited while the access roads are renovated and resurfaced.
- c) The Running Track will be closed down to be renovated and resurfaced. The center playing field will be available for football practice with very limited access across the track surface.
- d) Borden Road and Comet Circle Intersection will be closed because the City of San Marcos contractors will be starting the roadwork to widen this intersection and install traffic signals. The contractor wants to complete work on our property when the students are not present.

2. Classified Staff Development Day Workshop – Kelley Hudson-MacIsaac

Kelley briefly shared that she and Don will be conducting a workshop, on Wednesday, March 17, 2004, at Classified Staff Development Day on Preventing Repetitive Stress Injuries. They will discuss ergonomics for our life away from Palomar with “ergo” friendly gardening and crafting tips as well as tips for other hobbies we enjoy.

H. Adjournment

There being no further business, the meeting was adjourned at 3:57 p.m.

The next scheduled meeting is Wednesday, April 7, 2004

Facilities Conference Room (RS-5)

2:00-3:30 p.m.

NOTE: NEW STARTING TIME FOR MEETING