



SAFETY & SECURITY COMMITTEE MINUTES

April 1, 2015

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, April 1, 2015* was held in RS-5. Derrick Johnson called the meeting to order at 1:09 p.m.

ROLL CALL

Present: Finton, Hornsby, Johnson, Keinath, Lofthouse, Nebelsick-Tagg, Renner, Sterling, Wick
Absent: Ashour, Conway, DiMaggio, Dimmick, Dryden, Kinsinger, Medel, Miller, Silva
Ex-Officios: Nelson
Guests: Murillo
Recorder: Yolande Berg

A. MINUTES

1. Approval of Minutes of March 4, 2015

The meeting minutes of May 7, 2014 will be pending until the next Safety & Security Committee meeting on May 6, 2015.

Minutes will be posted on the Palomar Webpage as follows:

<http://www.palomar.edu/committees/safety>

B. DISCUSSION/INFORMATION ITEMS

1. Workers Comp

Lucy Nelson provided the following information for the month of March 2015:

Two (2) claims

- One was a first aid
- One was a cumulative trauma (CT)
- Two were from facilities

2. Campus Police

No representation

3. Risk Management

Chris Wick reported the following information:

- Two Vehicle accidents
- One vehicle versus property accident
- One burglary at the Escondido Center
- Five medical injury reports

4. Health Services

No representation

5. ASG

No representation.

6. Environmental Health & Safety Office-Derrick Johnson

Derrick reported on the following information:

- a) We will be phasing out our Emergency Planning Consultant. We will use Cal OES to provide free training and resources. EH&S and campus police met with Cal OES in March. The new trainings will be consistent with state and federal requirements.
- b) An assessment of current emergency supplies inventory was performed for outfitting the Emergency Operation Centers (EOC's), Emergency Response Teams (ERT's) and emergency supply storage unit. New safety equipment will be ordered this month.
- c) EH&S met with the web design department to discuss improvements for accessibility of emergency notifications on the web portal. Some improvements will take place on the new homepage they will be releasing in July tentatively.
- d) Together with Campus Police, EH&S in the process of benchmarking other EOC's to determine the best working design for Palomar College. We toured CSUSM and will tour San Diego County OES. EH&S is considering a few other local tours.
- e) EH&S met with Campus Police, the Performing Arts department and PCTV to discuss making active shooter/lockdown, earthquake and evacuation videos to be used for plenary training, the web portal and the PCTV channel. Lucy would like to add the training to classified staff day. Carl suggested the new drills should be linked to current homeland security methods.
- f) Safety training for February and March, 2015:
 - February:
 - Forklift training - 18 people from Facilities
 - Aerial/boom lift - 14 people from Facilities / 9 people from Performing Arts
 - March:
 - ⊕ Forklift training - 1 person from Facilities/ 12 people from Trades & Industry
- g) Storm water: The San Marcos and Escondido campus storm water assessment was completed.
 - San Marcos campus – A report pending from Downstream, the company reviewing the assessment.
 - Escondido campus – need 8 filter inserts for oil and sediments and 3 filters for curb inlets to manage trash and debris.
- h) Hazmat shipments:
 - (1) Universal waste shipment – recycled 100 pounds of batteries
 - (4) Medical waste shipments –totaling 37.6 cu. ft.
 - (1) Non-hazardous waste shipment – Grease and water from cafeteria grease traps
- i) March Ergo/ADA accommodations:
 - (3) Ergonomic assessments
 - (6) Ergonomic installations/moves
- j) Hazmat/Safety Inspection failures:
 - (1) General area (housekeeping) failure - "J" building mechanic shop
 - (3) Container management failures (non-secured lids, items stored on top of containers, no labels) - "J" building mechanics shop, Art department/ceramics, and the facilities paint shop.
 - (5) Eyewash station failures (obstructions) - Theatre, NS228, "J" building mechanics shop, plumbing shop and pool area.
 - A new AED was installed in the "A" building. There are now 21 AED's on the San Marcos campus and 4 at the Escondido campus.
 - All state inspection corrective actions for 14 elevators were completed and permits will be renewed. An MRT was created for the IS department to issue separate phone numbers for each elevator.

C. Action Item/Second Reading

- I. There was no report.

D. First Reading/ Video Camera in Tutoring STAR Center/Leticia Murillo

1. The tutoring center has a proposal for installation of a security camera behind her work station and a security systems plan for the department. CCE/AFT and the Faculty Senate have approved the proposals. The safety plan has been submitted to Dean Kahn and VP Gonzales. Lisa Hornsby recommends contacting the Palomar Faculty Federation (PFF) in case they will be in camera view. Leticia said she will be the only one affected by the camera. Marilee inquired if campus police will be monitoring it so it will be a part of the same system we currently have. This will move to next month's meeting as a first reading for clarification of the proposal.

E. Discussion/Other Items

1. A signup sheet will be provided next month to volunteer for a safety working group, which will be a subgroup of the Safety and Security Committee.
2. The vacant CAST position has been filled by Cheryl Ashour. Three additional positions will become vacant at the end of the fiscal year due to the retirements of Carl Lofthouse, Lucy Nelson and Marilee Nelbelsick-Tagg

F. Safety Concerns

1. Donna brought up some safety concerns on behalf of Delores Silva: MD105 has water stains with a possible water leak. The third floor cat walk of the MD building has trim metal that may not be stable. There is a crack in the concrete on the eastside of the stairwell in the MD building.
2. Derrick reported that some of the umbrellas in the SU area have flown off on windy days. He is working on a solution with Chris Miller.

G. Adjournment

The meeting adjourned at 1:54 p.m.

Reminder: Next meeting is **scheduled** for Wednesday, May 6, 2015, 1 p.m., Room RS-5