



SAFETY & SECURITY COMMITTEE MINUTES

May 6, 2015

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, May 6, 2015* was held in RS-5. Derrick Johnson called the meeting to order at 1:10 p.m.

ROLL CALL

Members Present: Conway, DiMaggio, Dryden, Hornsby, Johnson, Keinath, Medel, Miller, Nebelsick-Tagg, Sterling
Members Absent: Ashour, Dimmick, Lofthouse, Silva, Wick
Ex-Officios: De La Torre
Ex-Officios Absent: Nelson
Guests: Boguta Reeve, Maines, Barnaba
Recorder: Berg, Renner

A. MINUTES

I. Approval of Minutes of May 7, 2014 and April 1, 2015

The minutes were approved as presented. Minutes are posted on the Palomar College Webpage as follows:

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

Guest Speaker:

Jason Adams, North County Disaster Manager from the American Red Cross, presented different partnership possibilities in case of an emergency. The Red Cross can do a site survey to determine what training, supplies and shelter assistance would be appropriate on the campus. They coordinate with the Department of Health and Human Services to distribute disaster health services.

B. DISCUSSION/INFORMATION ITEMS

I. Workers Comp

Victoria De La Torre provided the following information for the month of April 2015:

Six (6) claims:

- Two were first aid (non-industrial)
- Three were from facilities
- One was a carpal tunnel injury

2. Campus Police

DiMaggio and Maines reported that five bicycle thefts have occurred in the past few months. Campus police performed surveillance, but there was no visibility in lot 12 due to some high bushes surrounding the bike racks. An MRT will be created to trim back the bushes. Bike rack locations will be re-assessed by facilities to determine the safety of the locations.

There have been some locks cut on vending machines at the MD building. If possible, DiMaggio would like the vendor to provide additional safety measures to prevent future vandalism and theft.

3. Risk Management

No representation

4. Health Services

Jayne Conway provided the following information for the month of April:

- 266 Basic First Aid
- 18 Emergency Response
- 4 Mental Health
- 9 Medical Injury Reports

- Some students have volunteered for substance abuse rehabilitation.
- Students requesting MMR vaccine have been referred to community centers.
- The smoking policy is still in process with the Policies and Procedures Committee.

5. ASG

No representation.

6. Environmental Health & Safety Office-Derrick Johnson

Derrick reported on the following information for the month of April:

Emergency Preparedness:

- **Conference Room Phones** – Rooms MD 141 & HS-202 do not have phones in their conference rooms. These will be installed by the IS department. Funds will come from the Emergency Response budget.
- **GIS Mapping** – GIS students completed a project to map out the locations of campus hazmat and emergency equipment storage areas, emergency phone locations, parking lot lighting and emergency equipment boxes.
- **Emergency Response Training Video** – EH&S developed a video script for PCTV to do filming of an emergency evacuation video for Plenary training. The project will be completed next month.
- **Emergency Storage Area** – EH&S removed all expired emergency response supplies and is restocking it for current emergency preparedness needs.
- **Emergency Preparedness Plan Working Group** – The group resumed their meetings on April 08, 2015 to discuss upcoming trainings, make revisions to some employee's names in EOC and ERP positions, and discuss future drills

Safety Training:

- Two day Aerial Lift/Scissor lift “train the trainer” class – Five (5) people attended from Performing Arts and one (1) from EH&S. This certification allows the in-house training of new lift operators by current staff and faculty.
- Hazmat Department of Transportation (DOT) training– Three (3) people attended from Construction & Facilities Planning, three (3) from EH&S and six (6) from Building Services. The certification allows the signing of documentation to verify and ship hazardous materials to a disposal site.

SWPPP: In Preparation for New MS4 Permit Requirements

The cost for installation of drain filter inserts and annual maintenance is \$25,234.42 for the San Marcos campus and \$6,344.66 for the Escondido campus. EH&S is waiting for approval from VP Perez.

ERGO/ADA Accommodations:

- Eight (8) Completed ADA/Ergonomic assessments
- Seven (7) Ergonomic fixes/moves

Hazmat:

- Two (2) Universal Waste Shipments of used lamps and rechargeable batteries
- Five (5) Medical Waste Shipments

Hazmat/Safety Inspection Failures:

- One General Area Failures (poor housekeeping) in the Facilities Mechanics shop that has been rectified without fines.
- One Failure to display required signage for CPR in the Pool Area that will be rectified without fines.

C. Action Item/Second Reading

- I. There was no report.

D. First Reading/ Video Camera in Tutoring STAR Center/Ruth Barnaba

- I. The center is waiting for approval on a security camera. Campus Police will monitor the activities through their current system, which is also used for monitoring activity in the parking lots.

MSC (Johnson/Miller) to move action/second reading.

MSC (Conway/Hornsby) The Safety and Security Committee approved the video camera in the Tutoring Star Center. The motion was carried by unanimous vote. It will be forwarded by Miller to the Finance and Administrative Services Planning Council (FASPC).

2. Dummy camera for the Escondido Center ESL department/Gary Sosa

Sosa contacted Berg today to have this item removed from the agenda.

3. Safety Camera in the RS staff lounge/Derrick Johnson

Johnson brought up several concerns with regards to the court workers who provide labor on the campus: One concern is the ratio of workers to staff on the weekend. That item is being addressed by HR. The other concern relates to a worker who was injured and did not report the injury for two weeks.

Facilities staff is currently providing oral presentations to the court workers about safety before they begin working. The Facilities department is working with HR on having an approved process for a paper method of delivery. The court workers will sign those documents prior to beginning work on the campus. Johnson would like to see the training provided in the RS staff room in a televised format with a safety camera to deter theft; however this is the location where the court workers and facilities employees take their breaks. It was discussed if a television was purchased it should be secured. However, it was determined that no safety camera should be purchased due to employees using the same room for breaks and restroom usage.

4. Sign up for volunteers of safety working group/Derrick Johnson

This item will be tabled until the September 2, 2015 meeting.

E. Discussion Items**I. Determine task for safety working group**

This item will be tabled until the September 2, 2015 meeting.

2. Emergency Procedures Poster

Johnson and Berg discussed the placement and usage of the posters, which are to be used as a quick reference for emergency situations. This will be brought to the Emergency Preparedness Plan Working Group for final approval before printing next month.

F. Safety Concerns

There was no report.

G. Adjournment

The meeting adjourned at 2:04 p.m.

Reminder: Next meeting is scheduled for Wednesday, September 2, 2015, 1 p.m., Room RS-5
