



SAFETY & SECURITY COMMITTEE MINUTES
September 6, 2017

A regular meeting of the Palomar College Safety & Security Committee scheduled for Wednesday, September 6, 2017 was held in RS-5. Derrick Johnson called the meeting to order at 1:07 p.m.

ROLL CALL

Members Present: Finton, Harris, Heath, Holthaus, Johnson, MacNeil, Moore, Sterling, Vasquez, Wick
Members Absent: Ashour, McGurn, Medel, Miller
Ex-Officios: Corbin
Ex-Officios Absent: None
Guests: Diane Studinka
Recorder: Sadie Gropen

A. MINUTES

1. Approval of Minutes of May 3, 2017

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

<https://www2.palomar.edu/pages/safetyandsecurity/minutes-and-agendas/current/>

B. INFORMATION ITEMS

1. New Member Introductions

Johnson led the introduction of Safety and Security Committee members for the 2017-2018 Fiscal Year.

1. Workers' Comp (Exhibit B1)

Corbin reviewed a Workers' Comp report for the months of May to August 2017.

Corbin emphasized that if there are any ergonomic concerns, that they should be addressed as soon as they can so they do not become an injury. Johnson added that the Environmental Health and Safety website has an ergonomics evaluation form that can be used to request an evaluation. Corbin clarified that ergonomics has two divisions: (1) worker's compensation ergonomics as done through the District's worker's compensation provider and (2) ADA/District requested ergonomics through the EH&S Department.

Studinka asked if you had to see a doctor before you are able to receive an ergonomic evaluation. Johnson responded that you do not need to see a doctor before receiving an ergonomic evaluation – he clarified that if you move to a new work station or have not received an ergonomic evaluation before a department funded evaluation is recommended. If it is an ADA accommodation, then the EH&S Department is responsible for paying. Sterling added that if the ergonomic remedy is done in-house, they will not be charged.

2. Campus Police

Moore introduced himself as the newly appointed Chief of Police. He continued by briefly reviewing different activities that have been completed and are still in progress for the parking lots for the first couple of weeks of Fall Semester. Moore detailed the following additions and changes as a collaborative effort between Campus Police and Facilities: overflow parking lots, additional signage, fencing and signage for the Y-intersection adjacent to the NS-Building, and an additional speedbump and fencing at the front of campus. He also mentioned that the parking structure is on track to be opened in January 2018.

Johnson clarified that the temporary parking closes at a certain time because of lighting. Moore responded that signage is being created for the lots by the CVS and the Mormon church, which both close at 5 p.m. Facilities is also working on lighting improvements to an additional lot by Lot 5, which might eventually turn into overflow staff parking.

3. Risk Management:

Wick reviewed the following Risk Management report for the months of June, July and August 2017:

Thirty one (31) total incidents:

- Seven (7) cuts
- Five (5) bee stings
- Four (4) trip and falls
- Three (3) eye irritation
- One (1) hurt toe
- One (1) chronic condition of agitation
- One (1) burn
- One (1) muscle spasm
- One (1) rash
- One (1) deep scratch
- One (1) bruise
- One (1) finger slammed on door
- One (1) fight
- One (1) scrape
- One (1) foot pain
- One (1) shoulder dislocation

Wick also emphasized that the number of bee stings seemed larger than normal. Johnson responded that he had contractors come out, who were actually killing the bees. He said he is currently in the process of trying to find a contractor that will relocate the bees instead of killing them.

4. Health Services:

The urgent care reports are available as **Exhibit B4** on the Safety and Security website.

Moore mentioned a concern regarding a Hepatitis A outbreak in San Diego County, and possibly adding hand sanitizers around campus.

Harris reported that the Palomar College physician retired at the end of Summer Semester, so Health Services does not have a campus physician at the time, which affects the services provided to students. Health Services will refer people to other sites for services they cannot provide. They will provide basic first aid and tuberculosis skin testing, and will contact ambulances and emergency services if people arrive to Health Services needing services that are beyond the capabilities of the medical staff. Harris is

working on hiring another physician as soon as possible. Harris also mentioned a head injury caused by a person tripping on the pavement by the football field as a possible safety concern for Facilities to address.

Harris followed up on the hepatitis A outbreak, and stated that the San Diego County Public Health department has declared a public health emergency regarding the hepatitis A infection, mostly among homeless populations. It has resulted in a number of hospitalizations and a significant number of deaths. Harris presented at the Vice President cabinet regarding checking in with the Custodial Department for the cleaning supplies they use and checking their immunizations, as well as working on immunizing homeless students. She continued that the Health Services Department cannot vaccinate because of the absence of a physician, so she is looking at working with other avenues – bringing outside parties to vaccinate and handing out medical kits. Moore mentioned the possibility of contracting with Concentra to streamline resources. Harris spoke with Shawna Cohen in HR, and there is a contract with Concentra currently. She clarified that these activities regarding hepatitis A are not in response to any cases of the virus at Palomar, but as prevention methods.

Johnson reiterated that the Health Services Department only sees students. Corbin added that there is a Company Nurse program where the patient will be able to speak to a nurse via telephone, and will create a report for HR. Corbin mentioned that Company Nurse is not heavily utilized, and by not using it, a person's care may be delayed. Studinka added that there should be more communications regarding the Company Nurse process, and suggested adding posters as well as attending the chairs and directors meetings.

5. **ASG**

ASG had nothing to report.

6. **Environmental Health & Safety Office (Exhibit B6):**

Johnson reported on the Environmental Health & Safety Office Monthly Progress Report for the months of May through August 2017.

C. **ACTION ITEM/SECOND READING**

No report.

D. **ACTION ITEM/FIRST READING**

No report.

E. **DISCUSSION ITEMS**

1. **TLC Air Quality– Johnson**

Johnson described an air quality concern that led to an individual filing a worker's compensation claim. Corbin responded that the cause of the concern may not be entirely the air quality within the building, but a possible sensitivity to the dust and materials created by the construction outside of the building. Johnson mentioned that the EH&S Department is now internally checking air quality concerns via a monitor versus always having an outside vendor test. Corbin added that it is of benefit to the District to have the air quality checked as soon as possible instead of having to wait longer for a third party to arrive.

2. NS-Building/Q-Building Safety Inspections – Johnson (Exhibit E2)

Johnson described the safety issues that arose at the NS-Building and the Q-Building, leading to Dean Kailikole requesting a safety inspection from the EH&S Department. Johnson briefly described some of the safety concerns with the different classrooms and offices. He mentioned that Dean Kailikole is still working on correcting some of the different safety concerns.

3. Cart Safety Awareness - Johnson

Johnson mentioned that since it's the beginning of the Semester, he wanted to reiterate the importance of cart safety. He mentioned that there was a General Information email sent out regarding cart safety, and the EH&S Department is working on addressing different cart safety concerns. He continued that there will be future informational messages sent out, as well.

F. SAFETY CONCERNS

1. Harris:

Harris mentioned the door for the Health Services office in the Escondido Center. She talked about changing the door to be all glass, as has been discussed with Chris Miller. She was wondering if there has been any progress on that project. Johnson said that he will talk with Miller and follow-up with her.

2. Corbin:

Corbin mentioned a possible ADA issue regarding adding signs in the sign language classrooms next to the emergency preparedness posters. The signs would indicate the Campus Police text message number as an alternative to calling. She also mentioned possibly having a number similar to that for the IS Department.

Johnson said that he and Gropen will work on placing signs in those locations.

3. Moore:

Moore was concerned about an area adjacent to the NS-Building where the fencing and sidewalk stop and an area of dirt begins. He has witnessed people walking along the dirt path and then dropping off on the roadway. He mentioned the possibility of pushing the fence out, or an alternate remedy to address the people walking in the street. Johnson said that he will create a remedy to address the concern at the end of the meeting.

Moore asked if there could be an occupancy load sign added to the Governing Board room. This is in response to demonstrations that have occurred in the room, and there is no official number to address how many people can be in a room. He adds that not having a sign is a possible fire and safety issue. Johnson said he could have somebody within the Facilities Department add a sign. Johnson added that any large areas where people commune should have a sign.

4. Studinka:

Studinka asked whether there is any follow-up to what is addressed during the Safety and Security Committee meeting. Johnson said that what is done is addressed later as needed, and then at times mentioned in the agenda for the next meeting. Studinka

mentioned an example of adding security cameras. Johnson indicated that the cameras are being addressed in a Safety Infrastructure meeting.

5. MacNeil:

MacNeil asked whether the different safety issues would need to be brought up to the Biology Department at the NS-Building. He mentioned that there was a discussion within the Department earlier regarding hygiene issues. Johnson stated that they should be reviewing the Chemical Hygiene Plan. Corbin mentioned that classified should also be included in these meetings, as well. Gropen will send MacNeil a copy of the Chemical Hygiene Plan.

6. Heath:

Heath asked if we have access to an epi-pen on campus. Harris said that Health Services does have an epi-pen. Harris emphasized that each person who is allergic should have their own, but Corbin asked if it was viable to have epi-pens on more than one location on campus.

7. Sterling:

Sterling mentioned her concern regarding people driving by the Library. Moore mentioned a discussion he had with Chris Miller regarding adding an arm by the Library, limiting access to staff and vendors. He added that a short-term solution is difficult, but they are looking at long-term solutions. Sterling added that maybe adding signs would be beneficial. Johnson said that part of the problem is when people remove the bollards and then do not replace them.

8. Vasquez:

Vasquez agreed that more cameras are needed on campus. Johnson mentioned that Facilities and Campus Police are working on placing cameras on campus.

9. Harris:

Harris mentioned her concern regarding people driving through the different parking lots and then hopping the curve onto Comet Circle.

G. ADJOURNMENT

The meeting was adjourned at 2:12 p.m.

Reminder: No meetings will be held during Summer Semester. Next meeting is scheduled for Fall Semester.