PALOMAR COLLEGE
Learning for Success

SAFETY & SECURITY COMMITTEE
MINUTES

October 1, 2003

A meeting of the Safety & Security Committee was held on *Wednesday, October 1, 2003, at* 3:00 p.m., in RS-5.

A. Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 3:04 p.m.

B. Roll Call

Members Present Norma Bean, Jayne Conway, Mike Ellis, Brian Engleman, Michael Finton, Katherine Gannett, Donna Greene, Toni Griffith, Nancy Horio, Kelley Hudson-MacIsaac, Renee Hugo, Ken Jay, Pam Keinath, Karen Mifflin, Jon Stone and Jim Stoney

Members Absent: Jayne Conway, Eric Duvall and Don Thompson

Ex-Officio Members Present: Eileen Bundoc, Max Cregar and Pam Webb

Guests Present: Jim Cooper, Steve Keith, Jerry Patton and Pat Schwerdtfeger

C. Minutes

MSC Jay/Ellis. None opposed.

The proceedings of the meeting of September 3, 2003 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. Proposed Board Polices

a. Proposed Board Policy/Risk Management – Kelley Hudson-MacIsaac

The Board is committed to the establishment of a risk management program that is consistent with all legal requirements for community colleges. The primary concern of such a program shall be the safety and health of students, faculty, staff and the public and the protection of District property and assets. In order to assure that the District is conducting its operations as safety and efficiently as possible, the Board authorizes the Superintendent/President or designee to develop and maintain a risk management program that includes identification, prevention, mitigation and assumption or transfer of risks through appropriate agreements, purchase of insurance, pooling with other agencies or other risk financing practices. The ultimate goal shall be successful implementation of safety and loss prevention/control practices and the maintenance of adequate insurance programs. An annual report on the program shall be presented to the Board.

The Superintendent/President may delegate to a staff member the authority to administer and adjust claims up to $XXXXX with the advice and concurrence of the Assistant Superintendent/Vice President for Finance and Administrative Services. The Board shall approve settlements in excess of $XXXXX (Jerry Patton will provide amount). These limits not withstanding, the Board will accept settlements made by an insurance carrier in the name of the District, under terms of applicable insurance polices.[1]

Kelley stated that this policy is similar to the one in place at Foothill-De Anza College. Kelley directed each representative to take this proposal to their respective employee groups for feedback/comments and bring back their findings to the next Safety & Security Committee meeting on Wednesday, November 5th.

b. Proposed Policy: Injury/Illness Prevention – Kelley Hudson-MacIsaac

Pursuant to the Labor Code and California General Industry Orders, the Board of Trustees recognizes the necessity of an injury/illness prevention program. No employee shall be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health and safety. The District shall make every reasonable effort to ensure that working conditions and equipment are maintained in compliance with federal, state and local laws and regulations.

The Board expects all employees to use safe work practices and to report and correct any unsafe conditions that may occur. The Manager of Environment Health & Safety shall be named the Safety Officer for the District and shall be responsible for maintaining implementation procedures for this policy in accordance with federal, state and local laws. These procedures shall include the development of safety and health work practices through education, training and enforcement.[2]

Kelley directed each representative to take this proposal to their respective employee groups for feedback/comments and bring back their findings to the next Safety & Security Committee meeting on Wednesday, November 5th.

2. <u>Smoking Task Force</u>

Effective January 1, 2004, AB846 will go into effect. AB846, by Assembly Member Juan Vargas, expands smoke-free zones from five feet to within 20 feet outside the entrance, exit or operable window of a public building. The law covers the following buildings: State buildings owned and leased throughout California; all city and county buildings; nine University of California campuses; 23 California State University campuses; and 108 community college campuses.[3]

Kelley asked if we need to identify zones on campus. Brian recommended that we provide shelters with benches in appropriate areas and draft an implementation plan. Toni recommended that we walk around the campus and identify smoking areas.

Norma shared that Mira Costa College is a non-smoking campus with designated smoking areas. Other committee members shared that other colleges have smoking areas in their

[1] Reference Government code Sections 935 et seq.

[2] Labor Code Section 6401.7/Cal-OSHA Safety Orders Section 3203.

[3] Secondhand smoke causes lung cancer, heart disease and other debilitating illnesses. It is responsible for an estimated 4,700 deaths annually in California. In addition, many non-smokers suffer from asthma, eye irritation and respiratory problems as a result of exposure to secondhand smoke.

parking lots. Kelley stated that we will need to change the current smoking policy of 7.5 feet to 20 feet. The policy change will need to be brought forward to the Administrative Services Planning Council, Strategic Planning Council and the Governing Board. Pam asked that committee members send her any suggestions/comments that they might have on establishing designated smoking areas. Information about the new law will be provided campus-wide through our class schedule, catalog and cable (ETV).

Pam shared that she, Jayne and Toni had met and that they are still working on the surveys.

3. Annual Implementation Plan 2003-2004 Proposal – Kelley Hudson-MacIsaac

Kelley distributed a copy of the Strategic Planning Goal for Facilities Improvement/ Safety & Security

Outline for Development is defined as follows:

I. Develop a List of Problem Areas
- a. Trip and Fall Hazards
- b. Risk Management Issues
- c. Lighting Improvements
- d. Police Protective Services
- e. Classroom Safety
- f. Laboratory Safety
- g. Child Development Center Safety
- h. Ergonomic Issues
- i. Indoor Air Quality
- j. Regulatory Issues (lead paint, asbestos, etc.)
- k. Workers' Compensation Issues/Back-to-Work Program
- l. Others

II. Develop Governing Board Policy Supporting Safety & Security
- a. Risk Management Procedures
- b. Regulatory Requirements (IIPP< HMMP, APC, Right-to-Know, UST, etc.)
- c. Classroom & Laboratory Safety Procedures for Students
- d. Safety Training for Faculty & Staff
- e. Americans with Disabilities Act Requirements & Procedures
- f. Standard Lighting Levels for the District
- g. Others

III. Safety & Security Committee Responsibilities & Annual Budget
- a. Develop a list of the Committee's Responsibilities
- b. Develop a Standard Operational Procedures Manual for Safety Related Issues
- c. Develop an Annual Budget Proposal to fund Approved Safety Repairs
- d. Publish an Annual Report on the Committee's Actions & Achievements

IV. Short-Term Objectives
- a. Develop a list of Short-Term Projects to Address the Major Safety Issues
- b. Develop a Budget for the List of Approved Projects
- c. Prioritize and Schedule the Projects

V. Long-Term Objectives
- a. Develop Procedures/Projects that will be implemented over time to achieve the level of safety that is desired by the District.
- b. Develop a Budget Proposal and Anticipated Implementation Dates

VI. Other Safety & Security Related Issues

Kelley reported that most other institutions have Governing Board policies but that the Palomar Community College District does not. Mike and Kelley have brainstormed together on this project and have determined that Safety & Security Committee members will be assigned some of these tasks so we need to identify the representatives responsible for getting these tasks completed.

Mike stated that these policies would be district-wide. Borrego Springs and Mt. Carmel Education Centers are responsibility for safety procedures in the classrooms but they are not responsible for trip hazards outside the classroom. We need to concentrate on establishing short-term and long-term objectives.

Kelley stated that a large amount of the required information is available through the Safety & Security web page **http://www.palomar.edu/ehs**. Managers and Supervisors are responsible for their areas (safety-wise) and a lot of problems that occur are the result of procedural errors. The safest areas on campus are the Laboratory Classrooms. Numerous offices feel that it is Kelley's responsibility and not theirs.

Norma recommended that we implement an aggressive back-to-work program where employees who have a doctor's restriction for their position can be utilized by another department (answering the phone, filing, recycling, shredding, etc.). Eileen, Nancy, Kelley and Ken will be meeting quarterly on workers' compensation issues. Nancy recommended that Managers and Supervisors list safety training on their employee's performance evaluation. Pam reported that Health Services keeps Eileen informed about the number of workers' compensation employees they see.

Kelley directed everyone to review the distributed outline and email her with any comment. Volunteers will be selected at our next meeting. Kelley will distribute a copy of the revised list by mid-month with an approval schedule at the next meeting.

4. Parking Lot One – Pedestrian Access from Transit Center

Mike shared that we are going to increase the size of the "stop bar" and "STOP" labeling on the pavement in hopes that people will be aware that they are required to come to a full stop and look both ways before proceeding. If this does not work, Campus Police may start ticketing people who run this stop sign. Notification to the campus community will be sent through the general information email system, the Telescope and the Facilities monthly newsletter, Trenchside Chat.

5. T-Shop Fire Lane

Mike stated that the Facilities crews will be striping the T-Shop this weekend per the Fire Marshall's recommendation. The new parking space will be eliminated due to an invalid turning radius.

E. Reports

1. Campus Police – Jim Stoney

There was none to report.

2. Risk Management – Ken Jay

Ken briefly shared that the District has received one lawsuit and that another lawsuit is pending.

3. Workers Compensation – Eileen Bundoc

There was none to report.

4. Health Services – Pam Webb
The Health & Safety Expo, co-sponsored by Health Services, Campus Police and Phi-Theta Kappa, will be held on Wednesday, October 22, 2003, from 9:00 a.m. to 1:00 p.m. on the walkway in front of the B Building.

Flu Shots are available, by appointment only, while supplies last. Costs are:

Students	$10
Staff	$15

5. ASG – Renee Hugo
There was none to report.

6. Environmental Health & Safety – Kelley Hudson-MacIsaac
There was none to report.

F. New Business – First Reading

1. Crisis Intervention Team/Plan – Donna Greene
Donna shared her feelings regarding the untimely demise of fellow employee Zeda Barnett in August and how JoAnne Lesser provided immediate counseling assistance to Student Services staff members. Campus Police Crisis Team arrived approximately an hour after employees were informed about Zeda's death. Donna wanted to know what happened to the Crisis Team that was established by Jane Engleman (former Vice-President of Human Resources).

Toni reported that she has been involved with TIPS (Trauma Intervention Program) for several years. TIPS consists of citizen volunteers who provide support to emotionally traumatized individuals immediately after a tragedy strikes and are available within 20 minutes after receiving a request for assistance. TIPS is available on a 24-hour, 365-day-a-year basis.

Kelley stated that she will work with Nancy Horio and Jack Miyamoto on the college's position and they will seek information on how other colleges handle these types of crisis.

Kelley also shared that the proposed revision of BP 111 – Dealing with Threats or Acts of Violence in the Workplace has been temporarily detained due to the Faculty Negotiations[4].

Steve recommended that Peer Counseling could be established in each department. Kelley replied that we have EASE available for free to campus employees.

[4] **BP 111**
Threats or Acts of Violence
The Palomar Community College District will not tolerate acts or threats of violence by students, employees, or members of the community. When such threats are made, the District will take immediate disciplinary action and/or arrest. It is unacceptable and/or illegal to use threats in an attempt to intimidate, prevent work from being completed, or in any way interfere with providing a safe environment.

G. Other Items

1. Workers' Compensation – Jerry Patton

Jerry briefly shared that the District recently received a bill for $192,000 for excessive workers' compensation claims. Our payment will have to come from the budget thus impeding other areas. We need to become proactive in preventing excessive workers' compensation claims. We need to identify the answers to the following questions:

- Are there chronic reasons for these claims?
- Why do these claims arise?

We need to provide employee training; identify unsafe working environments and identify liabilities. The Safety & Security Office and Eileen will work together on this process. Eileen will provide workers' compensation analysis for our next meeting.

2. Room D-10 – Jim Cooper and Patrick Schwerdtfeger

Jim and Pat shared their concerns regarding the safety hazards of Room D-10 which is used primarily as a performance lab/classroom and on an as-needed basis, the Governing Board Room. They expressed concern regarding the following:

- Rigging that is used to hold up the theatrical lights (which weigh between 700-800 lbs). The overhead lighting is held in place *only* by 3/16" bolt S hooks which are not rated to hang items overhead.
- Piping that hangs over the audience seating. It is pulling away from the wall.
- Sound Baffle (which weighs approximately 600 lbs) is held in place, through the rafters, *only* by eye screws. The chain that holds it in place is not sufficient nor is it rated.
- The roof is scattered with holes and a large 3'x3' moisture bubble. The wood is rotting and water is leaking through.

It was the recommendation of the committee that the lighting and piping be immediately removed (this weekend). Kelley will bring forth the committee's request to the Administrative Services Planning Council and the Strategic Planning Council. Mike indicated that a Structural Engineer would be required to conduct a full evaluation of Room D-10. Kelley directed Pat to follow-up on funding resources through the Instructional Planning Council.

MSC Griffith/Jay None Opposed.

H. Adjournment

There being no further business, the meeting was adjourned at 4:59 p.m.

The next scheduled meeting is Wednesday, November 5, 2003
Facilities Conference Room (RS-5)
3:00-4:30 p.m.