



SAFETY & SECURITY COMMITTEE MINUTES
November 4, 2015

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, November 4, 2015* was held in RS-5. Derrick Johnson called the meeting to order at 1:07 p.m.

ROLL CALL

Members Present: Ashour, Chakkanakuzh, DiMaggio, Finton, Harris, Heath, Johnson, MacNeil, Sena, Sterling, Studinka
Members Absent: Dimmick, Hornsby, Medel, Miller, Silva,
Ex-Officios: De La Torre
Ex-Officios Absent: None
Guests: Wick
Recorder: Reilly

A. MINUTES

1. **Approval of Minutes of October 7, 2015**

The minutes were approved as presented. Minutes are posted on the Palomar College Webpage as follows:
<http://www.palomar.edu/committees/safety>

B. DISCUSSION/INFORMATION ITEMS

1. **Workers Comp**

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

(5) Five employee incidents:

- Three reportable: (1) needle stick (1) rib contusion (1) laceration
Two were vocational students during training
One was a volunteer
- Two non-reportable: back strain-Grounds Department/Finger strain-Custodial Department

2. **Campus Police**

There continue to be two to three bicycle thefts per week at a loss of approximately \$300-\$2000 each. An arrest has been made today by campus police of an individual who admitted to the thefts. The bike racks in the parking lots need to be moved so they are more visible.

Signage that states parking permits are required is needed at the new baseball field near the diamond. Campus Police is unable to enforce parking violations without the signage.

3. **Risk Management**

Wick provided the following information for the month of October, 2015:

(8) Eight student incidents

- Two bee/wasp stings
- Two jammed fingers
- One slip/fall
- One fainting
- Two students had an accident in a parking lot.

4. **Health Services**

Harris reports that there have been some injuries at the Wellness Center where students are being sent to Health Services instead of staff members filling out the Medical Injury Report.

Wick reports that training has occurred for some staff members, but that it should be expanded.

Studinka suggested training of part time faculty during the next plenary event in January.

Sena reports he will be working with the VP of Instruction and Student Services to develop training to increase awareness of risk management practices.

5. **ASG**

No representation.

6. **Environmental Health & Safety Office-Derrick Johnson**

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

Emergency Preparedness:

1. October 21st – Campus Police and EH&S provided “Emergency Response General Awareness Training” to (12) faculty and staff. Topics covered were: Active Shooter, Evacuation & Notification Procedures, Earthquake, Hazardous Material Incidents, Fires, Power Outages, Building Pre-Emergency Action Planning
2. EH&S, Facilities, Campus Police and Risk Management is scheduled to meet with Sharon Carlson, Disaster Preparedness Coordinator for Sharp Healthcare on the 23rd of November to discuss shared egress during emergencies and the Sharp Healthcare Disaster Partnership/(MOU) for the Rancho Bernardo Campus.

Safety:

1. San Marcos:
 - Cafeteria fire sprinkler/suppression system is not to code. It has been out of compliance for the past (7) years

Sena reports he had a kitchen designer/engineer provide recommendations on: fire suppression, a remedy to unlock the freezer door if it gets stuck and the HVAC unit. He is working with Airmark and the Facilities Department to correct the issues. The fume hoods may need to be removed. New freezers have been ordered and the old door will be removed. The HVAC equipment will be relocated and additional equipment may be installed. Derrick states the fire sprinkler system needs to be inspected. If it does not pass, the kitchen may have to be closed.

2. Rancho Bernardo Campus Inspection Failures:

- The fire sprinkler/suppression system 5 year inspection for the main building and parking garage is past due
- Fire hydrant testing is not current
- The annual “Horizontal sliding fire door” inspection is past due and in constant alarm mode

EH&S is waiting for contract finalization with Cintas to perform the inspections and bring us to compliance. Inspection failures need to be completed prior to December 5th open house of Rancho Bernardo Campus.

ERGO/ADA Accommodations:

1. (2) ADA/Ergonomic assessments have been completed

Hazmat:

1. Clarifiers were pumped out in the automotive, ceramics, MD building wash room, facilities paint shop and mechanics shop
2. (4) Medical Waste Shipments were completed at the San Marcos campus

C. **Action Item/Second Reading**

- 1.

D. **Action Item/First Reading**

- 1.

E. **Discussion Items**

1. Personal electrical items in office spaces (i.e. space heaters, microwaves, toaster ovens, coffee pots): Ashour states that there is no policy or procedure for the use of these devices. Johnson will draft a plan that will be reviewed by the committee at the next meeting.
2. Santar Place and 3C Media – Ashour spoke with V.P. Gonzales and reports that relocation of staff from both campus satellite locations is challenging due to difficulty finding the space to accommodate the needs of the classes during construction when various departments have to move to temporary locations. She will discuss the issue further with VP Gonzales.
3. Service animals: Wick discussed the need to be sensitive relating to ADA requirements and with questions relating to the privacy of people with disabilities. Only two questions can be asked of the person with the animal: (1) What work or task has the dog been trained to perform? (2) Is the dog a service animal that is required due to a disability? If a service animal is out of control and the handler does not take effective action to control it, the staff may request that the animal may be removed from the premises.

F. **Safety Concerns**

1. Studinka concerned about construction noise when rocks are being dumped while the children were eating lunch at the CDC. Johnson advised that the construction will be ongoing, but he will discuss the timeline for the rock removal with Astl, Manager of Construction and Facilities Planning.
2. MacNeil would like to know if hazardous waste can be disposed of in sinks in the NS building. Johnson states that all hazardous waste must be disposed of in appropriate containers supplied by the EH&S department.
3. Ashour reports receiving positive feedback from several students in the “H” building elevator on the new emergency posters.
4. Studinka reports that the Informacast cannot always be heard during the emergency notifications due to people changing the volume settings on the phones. The Emergency Preparedness Plan Working Group (EPPWG) is investigating ways to improve the campus infrastructure in regards to how emergency information is being disseminated.
5. Sterling reports students have been able to get into the library when it is closed due to doors not latching if not closed with enough force. No additional incidents have occurred since the Facilities Department adjusted them. The evening custodial vendor may not be aware of the method to lock the doors. Johnson will relay this information to the Custodial Supervisor. DiMaggio said Campus Police will check the doors on weekends.

G. **Adjournment**

The meeting adjourned at 2:10 p.m.

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