



SAFETY & SECURITY COMMITTEE MINUTES

November 5, 2003

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

A. Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 3:03 p.m.

B. Roll Call

Members Present Norma Bean, Jayne Conway, Mike Ellis, Katherine Gannett, Donna Greene, Nancy Horio, Kelley Hudson-MacIsaac, Renee Hugo, Pam Keinath, Karen Mifflin, Dolores Silva and Don Thompson

Members Absent: Eric Duvall, Brian Engleman, Michael Finton, Ken Jay, Jon Stone and Jim Stoney

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

Kelley welcomed our newest committee member Dolores Silva. Dolores is replacing Toni Griffith.

C. Minutes

MSC Ellis/Horio. None opposed.

The proceedings of the meeting of October 1, 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 Policies

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 **ensure** that the District is conducting its operations as **safely** 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. These limits notwithstanding, the Board will accept settlements made by an insurance carrier in the name of the District, under terms of applicable insurance policies.¹

Proposed Board 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 **safe** and **healthy** work practices through education, training and enforcement.²

Kelley reported that she made four minor grammatical changes to the above referenced proposals. Kelley asked the committee members if they had taken these proposals to their respective groups. She indicated that she had received comments from CAST (Confidential and Supervisory Team). Katherine replied that she had not taken this information to the Administrative Association.

Motion was made to approve these proposed board policies. Proposals will be forwarded to the Administrative Services Planning Council.

MSC Ellis/Greene. None Opposed.

2. Smoking Education Committee (formerly the Smoking Task Force) – Kelley Hudson-MacIsaac

a. Modify Board Policy 105
Board Policy 105/Smoking

There shall be no smoking permitted in buildings or within 7.5 feet of buildings at Palomar College (GB 6/30/87, Revised 6/11/96)

AB 846

No public employee or member of the public shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building, or in a passenger vehicle, as defined by Section 465 of the Vehicle Code, owned by the state.

Proposed Board Policy/Smoking

There shall be no smoking permitted in buildings or within 20 feet of buildings at Palomar College.

¹ Reference Government code Sections 935 et seq.

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

The new law highly limits the smoking areas on the campus. Kelley shared that she, and Pam recently walked the campus to see what parts could be identified as smoking areas. The following areas would like to be designated smoke-free:

- Athletics
- Child Care Center
- Pavilion
- Student Union Complex

Smoking zones must be identified on campus that will meet the criteria of the new law of 20 feet. The Smoking Education Committee will be working on this procedure. Norma expressed concern that the procedures will not be in place prior to the modification of this policy. The committee briefly discussed her concern. The new law goes into effect on January 1, 2004.

Kelley reported that an extensive campaign will be provided to the campus community informing them about the new law. Donna asked if this information could be provided without delay to employees in the Student Services division. Kelley replied yes.

The policy change will need to be brought forward to the Administrative Services Planning Council, Strategic Planning Council and the Governing Board.

Jayne reported that a cooperative venture between Palomar College Health Services, Phi Theta Kappa, Vista Community Clinic and the American Cancer Society will be providing information on how to quit smoking at the San Marcos Campus, November 20, 2003, and at the Escondido Center. **Free** information kits will be given out in front of the Student Center and in the lobby at the Escondido Center.

Norma asked who would be replacing Toni on the Smoking Education Committee. Kelley replied that she had contacted Theo who agreed to serve as the Escondido Center representative.

Motion was made to approve the modification to Board Policy 105. Modification will be forwarded to the Administrative Services Planning Council.

MSC Conway/Bean None Opposed.

3. Annual Implementation Plan 2003-2004 Proposal – Kelley Hudson-MacIsaac
Kelley distributed a copy of the following document:

Strategic Plan
Annual Implementation Plan 2003-2004
Progress Report
For Facilities-Related Safety & Security throughout the District

The committee perused the document and recommended the following minor corrections:

- Change Director of Education Centers to Director, Extended Education
- Change Student Health Services to Health Services
- Under the Outline for Development/Task Assignments, EH&S was added to section I.G (Child Development Center Safety)
- Under the Outline for Development/Task Assignments, Health Services was added to section I.K (Workers' Comp Issues/Back-to-Work Program)

February 2004 will be upon us quickly. Kelley will keep the committee up-to-date on our tasks/assignments during the month of January when we do not meet.

Motion was made to approve the progress report. Draft will be forwarded to the Administrative Services Planning Council.

MSC Conway/Horio None Opposed.

E. Reports

1. Campus Police

There was none to report.

2. Risk Management

There was none to report

3. Workers Compensation – Eileen Bundoc

Eileen reported that she recently received an invoice for \$266.00 for emergency health services rendered for a student. Pam reported that the student was making observations with the children at the Child Care Center. The student had received permission from a Child Care Center Instructor to bring her pet iguana to the Center and observe the children's interactions. The iguana scratched the student and someone informed the student that Palomar College would pay her health costs. The student did not go to Health Services nor was the incident reported to Eileen. Eileen has referred the incident/invoice to Risk Management (Ken Jay).

4. Health Services – Jayne Conway

Jayne reported that since June 2003, Health Services, on the San Marcos campus, has received 140 first aid calls and 45 emergency calls (39 students, 5 staff).

Jayne also reported that since June 2003, Health Services, on the Escondido Center, has received 13 first aid calls and 2 emergency calls (1 student, 1 staff)

5. ASG – Renee Hugo

Renee shared that the ASG supports the new smoking law.

6. Environmental Health & Safety – Don Thompson

Don reported the following activities:

- Eleven (11) Trade & Industry Department employees recently became forklift certified.
- The Cat Room, Life Sciences Department, experienced a spill (Chris Hall was the primary). EH&S supplied the materials and disposed the items.
- 90-day lab pack was disbursed.
- EH&S conducted five (5) work station evaluations
- Don met with the vendor "Fit-to-You" on ergonomic issues specifically on task areas and keyboards.
- Safety Hazard in room D-10 has been removed.
- EH&S has created four Facilities Work Requests to fix sidewalks in four areas around the campus.

The committee briefly discussed the disposal of pc monitors which are now considered hazardous because of the lead in the glass. EH&S must pay \$15 per monitor to have it disposed. Don shared that we have 26 pallets of pc monitors.

F. New Business – First Reading

There was none to report.

G. Other Items

1. Bungee Cords – Kelley Hudson-MacIsaac

Kelley shared that she has received positive feedback regarding her first Safety Newsletter. Kelley reported that the Facilities Department's have banned the usage of bungee cords after an employee was injured (eye). It is recommended that all departments refrain from using this item.

Katherine reported that several bungee cords are holding back the Palm Trees located in the back planter box at the Library. Mike recommended that the Palm Trees be removed. Kelley will notify Grounds Services.

2. Cart Procedures – Kelley Hudson-MacIsaac

Kelley asked the committee if they had read the October 13th inflammatory Telescope Article on carts where they slammed the Safety & Security Committee stating that we prohibit the Disability Resource Center from transporting their students. Kelley met with Mary Tuttle who coordinates the transportation of the students and Mary indicated her department does have some issues. One of their issues is that while transporting their students the passenger is often hit by brushes while sitting the cart. Kelley will ride-along with Mary to peruse the situation and report her findings back to the committee. The Disability Resource Center has proposed that their department be exempt from driving down the main sidewalk during the hours of 7:30 a.m. to 1:30 p.m.

Kelley reported that in the past several people were hit by carts on the main sidewalk calling for the ban of carts during the hours of 7:30 a.m. to 1:30 p.m. Mike shared that there has not been an accident since the cart safety implementation plan was put into effect.

The committee discussed the current cart certification process. Dolores recommended that we re-certify employees annually. Cart safety training is available through the following web page link:

<http://www.palomar.edu/ehs/>

Mike recommended that we include a campus map with the restricted cart access areas highlighted in red.

3. Dead Birds/West Nile Virus – Kelley Hudson-MacIsaac

Kelley reported that if anyone finds a dead bird on campus they should immediately report it to the Facilities Office at extension 2629. A Facilities employee will be sent to pick up the dead bird and will contact the local health department for collection. If you must touch the carcass, avoid bare-handed contact with it. Use gloves or an inverted plastic bag to place the bird carcass in a garbage bag.

Jayne reported that the Health Services web page has information regarding the virus.

<http://www.palomar.edu/healthservices/home/nile.html>

4. County Fires – Mike Ellis

Mike reported that the Facilities crews changed the air filters in the buildings that their systems were up and running during the fire storm. Classrooms were not affected as their HVAC systems were on occupancy timers and were not operational. All tables and chairs in all buildings were thoroughly cleaned of dust and ash.

The Escondido Center experienced the most difficulty as their HVAC system ran for several days and as of this date still has a strong smoky smell.

Norma shared that she was very appreciative of the Facilities staff that prepared the campus for its re-opening on November 3, 2003.

Eileen reminded everyone that EASE counselors are available for all personnel affected by the fire.

H. Adjournment

There being no further business, the meeting was adjourned at 4:16 p.m.

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