



SAFETY & SECURITY COMMITTEE MINUTES

November 9, 2005

A meeting of the Safety & Security Committee was held on *Wednesday, November 9, 2005, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:02 p.m.

Roll Call

Members Present Mary Cassoni, Tony Cruz, Mike Ellis, Michael Finton, Katherine Gannett, Kelley Hudson-MacIsaac, Pam Keinath, Karen Mifflin, Donna Renner, Dolores Silva and Don Thompson

Members Absent: Norma Bean, Jayne Conway, Eric Duvall, Nancy Horio, Ken Jay and Neill Kovrig

Ex-Officio Members Present: Lucy Nelson

Ex-Officio Members Absent: Pam Webb

A. Minutes – September 7, 2005

MSC Ellis/Mifflin None opposed.

There was no quorum present for the October 5, 2005 meeting.

Minutes are posted on the Palomar College web page as follows:
<http://www.palomar.edu/committees.htm>.

B. Discussion/Information Items

1. **Workers Comp – Lucy Nelson**

Lucy reported that during the month of October 2005, there were four incidents (all students) while in just the last several weeks there has been four incidents involving Facilities Department employees. Lucy recommended that these Facilities employees attend safety training courses. Lucy was informed by Mike and Kelley that all Facilities employees had received PIPS training¹ this past spring which included safe lifting.

Lucy indicated that she had perused her workers comp files and discovered that seven Facilities Department employees are repeat offenders and that these claims continually jack up the district's rates. There is one Facilities Department employee who has had ten claims plus one. Lucy recommended that this employee be scheduled for even more specialized training. Mike and Kelley both informed Lucy that the Building Services and Grounds Services areas of the Facilities Department conduct documented weekly safety meeting which includes watching safety videos provided through the Environmental Health & Safety Office.

¹Keenan & Associates has emerged as true innovators by creating and implementing a new generation workers' compensation program – a hybrid self-insurance and re-insurance model that now covers 381 school districts and community colleges in California. Keenan's Protected Insurance Program for Schools and Community Colleges (PIPS) may be the single largest workers' compensation insurance pool for schools in the state, and perhaps the country.

Committee members briefly discussed the "Return to Work" program² Kelley, who is a representative of the Human Resources Planning Council, will bring forth the "Return to Work" program to that committee as an agenda item.

Kelley requested Lucy to provide her with employee incident reports on trips and falls similar to the student incident reports Kelley receives from Health Services on a monthly basis. Kelley is collecting this information on behalf of Brian Wong, our representative from Keenan & Associates, who is graphing this information for the district.

2. **Campus Police – Tony Cruz**

Tony reported that activities have been slow. The following items occurred during the month of October 2005:

- One male student arrested for drinking (beer) on campus property
- One Grand Theft (T Building)
- Campus department reported four young males casing their area for possible theft; patrols have been increased.

Tony briefly shared that the Campus Police have launched their annual toy drive for the Holiday Season. He urged everyone to eat at Applebee's in San Marcos on Thursday, November 10th as this restaurant will be donating 15% of everyone's purchase to the Palomar College Campus Police Toy Drive.

3. **Risk Management**

There was none to report.

4. **Health Services**

There was none to report.

5. **ASG**

There was none to report.

6. **Environmental Health & Safety – Kelley Hudson-MacIsaac/Don Thompson**

Kelley distributed a copy of the Quarterly report of Student Incidents:

Department	July-Sept 05	Oct-Dec 05	Jan-Mar 06	Apr-June 06	Totals
Physical Ed	11	2			13
CFT	2	0			2
Dance	4	0			4
NA	18	6			24
Escondido Center	1	1			2
EME	2	0			2
Life Sciences	1	2			3
Welding	1	1			2
Art	0	2			2
Child Care Ctr	0	1			1
Student Union	0	1			1
Design &					
Consumer Ed	0	1			1
Performing Arts	0	1			1

² Return-To-Work is a proactive approach to helping injured workers return to safe and productive work activities as soon as it is physically possible. It is a partnership involving employers, workers, health care providers, unions, Joint Occupational Health & Safety Committees and the Workers' Compensation Board, and is designed to minimize the impact of workplace injuries. The primary goal of a Return-To-Work Program is to return injured workers to their pre-accident jobs. However, this is not the only goal. A Return-To-Work Program must also strive to restore all injured workers to the economic, social and vocational status that they had prior to the injury.

Generally, Return-To-Work Plans, within an overall workplace Return-To-Work Program, are individually designed for each injured worker as a short-term accommodation, working towards a common, primary goal - a successful return to work. Return-To-Work Plans have time frames and schedules that are transitional and depend on the type of injury, physical abilities and limitations, skills, and pre-accident employment duties of the injured worker.

Type of Injury	July-Sept 05	Oct-Dec 05	Jan-Mar 06	Apr-June 06	Totals
Burns	1	1			2
Falls	4	3			7
Cuts	2	6			8
Strains/Sprains	16	1			17
Bee Stings	8	0			8
Heart Attack	1	0			1
Scrape	1	0			1
Blister	1	0			1
Collision	1	0			1
Needle-stick	1	0			1
Hit w/Object	2	2			4
Contact					
Dermatitis	2	2			4
Fight	1	0			1
Seizure	0	1			1
Foreign Object	0	1			1

The Environmental Health & Safety Office will be evaluating departments that have a high incident of accidents. Her office will revisit all safety rules and precautions. Next month, evaluation will be conducted on why there seems to be an increase in falls campus-wide.

Kelley reported that the Ergonomic Training for all supervisory and management personnel taught by ergonomist Kathy Espinoza was very informative. Kathy covered the following items which included steps that helped avoid these types of injuries:

- Repetitive motion injuries
- Cumulative Trauma Disorders
- Work-Related Musculoskeletal Disorders such as carpal tunnel syndrome

Kelley also reported that they hope to bring Kathy back to campus to conduct this type of training for all employees.

Kelley met with Brian Wong of Keenan & Associates to develop:

- Risk Management Procedures
- Identify Training for Facilities and Child Care Center Employees

Other items reported included the following:

- Four work station evaluations were processed
- The cart forums were conducted in October; a lot of good information was derived from these meetings - Campus Police was under the impression that their drivers were exempt from cart training – this matter has been resolved.
- Coordinated forklift training for 12 campus employees
- EHS has reinstated receipt of monthly safety videos
- EHS is coordinating the removal of asbestos in the B and P Buildings during the Holiday/Semester Break.

Committee members discussed how to ensure that new District employees read the "Injury and Illness Prevention Plan³" upon their hiring. It was decided that Environmental Health & Safety would burn a DVD with this information and provide it to Human Resources for new hire orientations.

C. **Action Items/Second Reading**

1. **Authorized Driver Procedures**

The committee discussed the procedures for using district vehicles which is overseen by the Facilities Office. It was noted that the Facilities Coordinator evaluates Driver Information Records (DIRs) for accidents, violations or any other action taken against the driving privilege for those employees approved to drive college vehicles.

The employee's DMV printout will be evaluated and "points" assessed as follows:

One point is charged for the following:

- Unsafe operation of a vehicle
- Moving violation
- "At Fault" accident. If the employee disputes the fault of an accident it is the employee's responsibility to obtain a copy of the traffic accident report or insurance company report for district review and consideration.

Two points are charged for any of the following:

- reckless driving
- Hit and Run driving
- Vehicular manslaughter
- Evading a peace officer or resisting citation/arrest
- Driving on the wrong side of the highway
- Speed contest or exhibition of speed

Three points are charged for any of the following:

- Use of a vehicle for any illegal purpose
- Driving under the influence of liquor and/or any drug

The following point count exceeds the district guidelines:

- **More than two points in the most recent 12-month period.**
- **More than three points in the most recent 24-month period.**
- **More than four points in the most recent 36-month period**

Since the majority of committee representatives had not yet perused this document, Donna was directed to re-send it to the committee. A decision will be made at our next meeting on Wednesday, December 7th.

3. **Annual Implementation Plan for Safety & Security**

Mike discussed the Annual Implementation Plan for Safety & Security for Fiscal Year 2005 and the Proposed List of Projects submitted. He referred to the list of projects proposed for fiscal year 2006 that have been identified as safety issues and he indicated that funding is being requested. Last year we were awarded \$25,000

This item will be brought back to our next meeting on Wednesday, December 7th.

³ The Injury and Illness Prevention Plan is a written "safety" program designed to help Palomar College staff and students maintain a safety and healthy working and learning environment. Cal-OSHA promulgated General Industry Safe Order (GISO) 3203, effective 7/1/91.

This document describes the goals, authority and responsibilities of all employees and students under the program. It addresses compliance, hazard identification, accident reporting and investigation, hazard mitigation, training, communications and program documentation. By making employee safety a priority, we will reduce injuries and illnesses, increase productivity and generally promote a safer, healthier environment for all individuals at Palomar.

D. First Reading**1. C-5 Projector Box Incident**

Mike reported that one year ago the Facilities Department received a Facilities Work Request from the Art Department to install a projection box in Classroom C-5. Facilities warned the department that someone would get hurt by hitting their head on the box and we advised against the installation.

Last week someone smacked their head on the projection box. Facilities crews were dispatched to install protective padding around box to prevent further incidents.

The committee members further discussed the issue of instructors not following procedures in regards to reporting injuries/accidents.

2. Crosswalk Request: T Building to IT Building

A request has been received by Jay Miller/Welding to install a crosswalk at the parallel road jutting out from the T Building alongside the Child Care Center across Comet Circle to the IT Building.

Committee members expressed their concern about too many crosswalks in that area. Currently there is one crosswalk from the J Building to the TCA/TCB Building to the main sidewalk and one crosswalk from LOT 12 to LOT 11.

Mike informed the committee membership that Facilities will monitor the area for several days to see how many people cross in this area.

This item will be brought back to our next meeting on Wednesday, December 7th.

E. Discussion/Other Items**1. Friends of the Arboretum Request for Safety Signage**

Rick Kratcoski has requested that Rattlesnake Signage be posted in the Arboretum specifically on the main trails.

It was the consensus of the committee to purchase and install this signage. Funding will be provided by the Friends of the Arboretum.

MSC: Ellis/Thompson none opposed

F. Safety Concerns**1. Library Evacuation Plan**

Katherine asked if the Library evacuation plan could be updated (current evacuation plan is over ten years old). Kelley indicated that a committee is currently working on a guide?

Katherine also asked about obtaining an "Evacuation Safety Chair⁴." This request will be added to the Annual Implementation Plan for Facilities Improvement.

2. Safety of Child Care Center Play Structures

Pam inquired about the safety of play structures that are specifically designed for two-year-old children but are used, on occasion, by older siblings such as eight-year-old children. Pam will email Kelley additional specifics so Kelley can forward information to Brian Wong/Keenan & Associates.

⁴ When individuals cannot use the elevators and can only rely on the stairs other employees can transport the injured or handicapped comfortably and safely up or down stairs. Evacuation chairs are mounted near evacuation exits, elevators or stairwells so they can be quickly and easily moved up or down stairs.

3. Concrete Projects

Mike reported that several concrete projects will be completed over the Holiday/Semester Break:

- Pool Patio
- LOT 2
- LOT 9
- South-side of Howard Brubeck Educational Theatre

4. Campus Police Medical Assists Reporting

Kelley reminded Tony Cruz that all medical assists reports not only need to be reported to Ken Jay/Risk Management but this must also be reported to Kelley/EH&S.

5. AEDs/CPR Training

President Deegan is working with Health Services on establishing training for campus employees on the AEDs and CPR.

H. Adjournment

There being no further business, the meeting was adjourned at 3:42 p.m.

Reminder: Next meeting scheduled for
Wednesday, December 7, 2005, 2 p.m., Room RS-5