



SAFETY & SECURITY COMMITTEE MINUTES

December 7, 2005

A meeting of the Safety & Security Committee was held on *Wednesday, December 7, 2005, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:04 p.m.

Roll Call

Members Present Tony Cruz, Mike Ellis, Katherine Gannett, Nancy Horio, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Donna Renner, Dolores Silva and Don Thompson

Members Absent: Norma Bean, Mary Cassoni, Jayne Conway, Eric Duvall, Michael Finton, Neill Kovrig and Karen Mifflin

Ex-Officio Members Present: Lucy Nelson and Pam Webb

A. Minutes – November 9, 2005

MSC Ellis/Cruz None opposed.

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 November 2005, there were five workers' comp claims; two of which were first aid and three were for strains, sprains and a contusion.

Kelley recommended that perhaps the District could provide specific counseling for District employees that are repeat workers' comp offenders. Nancy indicated that she will talk with Keenan & Associates regarding the workers' comp process. Another recommendation was to redo training through Keenan & Associates PIPS Program¹ centering on employees who have a history hurting themselves on the job. These employees not only affect safety violations but also affect their performance evaluations. Kelley and Lucy will meet to review past cases.

Kelley reported that the Ergonomic Workshop recently presented to District supervisors was very successful. The workshop covered general ergonomic principles, common ergonomic hazards and strategies to minimize risk of injury to workers.

Kelley and Ken Jay will meet with our representative, Brian Wong, to discuss the "Return to Work Program" that is available for employers seeking to take control of their Workers' Comp program. This program offers approved modified duty which not only reduces lost time and disability payments but allows a faster and fuller rehabilitation. Injured workers return to work up to 50 percent sooner. The District's dollars would pay for actual work

¹ Keenan & Associates has emerged as true innovators by creating and implementing a new generation workers' compensation program – a hybrid self-insurance re-insurance mode 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.

instead of paying an employee to stay home. In order for this program to work we need to get the Vice-Presidents involved.

In other news, Lucy provided Kelley with a map of common campus trip hazard locations including areas in buildings ES and SU. A lot of these trip hazards are caused by people wearing inappropriate shoes and not having good balance.

2. **Campus Police – Tony Cruz**

Tony reported that the month of November was a poor month. The following items occurred during the month of November 2005:

- Five vehicles burglaries (Main Campus/Lots 9 and 12 and Escondido Center)
- Recent surveillance found two young individuals (not students) parked at the end of Lot 12 near Avenida Azul in a green, Toyota truck, smashing windows to grab unattended valuables.
- Six petty thefts (purses, wallets, cell phones)
- Four arrests (Lot 12) involving drug activity (crack cocaine, marijuana, miscellaneous drug paraphernalia).

Tony also reported that as a requirement of POST Training, the Police Department must update their pistol qualifications four times a year. Tony is working with the U.S.M.C. at Camp Pendleton to utilize their shooting range. Camp Pendleton is requiring a Certificate of Liability and Ken concurred.

3. **Risk Management – Ken Jay**

Ken reported that the District still has two outstanding lawsuits:

- One from the elderly woman who tripped on the bleachers in the DOME (2003)
- One from an Art student who altered his hand utilizing a bandsaw (October 2004)

4. **Health Services – Pam Webb**

Pam reported that all the AEDs have been successfully installed in their appropriate areas (HBET Lobby, Escondido Center and Student Union Building). Campus Police has two machines, Health Services has one machine.

Pam also reported that the recently held Blood Drive was very successful and that there are still flu shots available for the following priority groups:

- People aged 65 years and older, with and without chronic health conditions
- Residents of long-term care facilities
- People aged 2-64 years with chronic health conditions
- Children aged 6-23 months
- Pregnant women
- Health-care personnel who provide direct patient care
- Household contacts and out-of-home caregivers of children less than 6 months of age.

Pam briefly shared that the American Lung Association's Tobacco Control Report Card has been upgraded from an "F" to a "B+."²

5. **ASG**

There was none to report.

² http://lungaction.org/lungusa/alert-description.tcl?alert_id=3026843

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

Kelley and Don reported on the following activities:

- Four work station evaluations were processed.
- Disposed of 12 pallets of computer monitors; no charge to the District.
- Kelley will be participated in the City of San Marcos' Disaster Drill.
- Kelley reported that her office is updating the District's Emergency Plan Organization. Since the original plan was implemented several years ago, several key figures have left and there is a need to get the new administrators on-board.

C. **Action Items/Second Reading**

1. **Authorized Drivers**

Kelley reported that the Facilities procedures/forms will be modified to include the DMV points (refer to December 7th meeting minutes).

2. **Crosswalk Request**

Mike distributed a copy of the crosswalk survey the Facilities Department conducted at the junction at Comet Circle and the Access Road to the CDC/CES/T-Buildings. It was noted on the first day that a number of people would cross at an angle, especially when going south. It is not clear if these people would use a crosswalk or continue to cross Comet Circle at an angle to reduce the distance they had to walk.

Date	Time	Straight	Angle	General
11/15/05	9-10 a.m.		8	
11/15/05	10-11 a.m.		6	
11/15/05	1-2 p.m.		3	
Daily Totals				17
11/18/05	8-9 a.m.	1	0	
11/18/05	9-10 a.m.	0	4	
11/18/05	1-2 p.m.	0	0	
11/18/05	2-3 p.m.	0	5	
11/18/05	3-4 p.m.	0	3	
Daily Totals				13
11/21/05	8-9 a.m.	1	12	
11/21/05	9-10 a.m.	1	2	
11/21/05	1-2 p.m.	1	8	
11/21/05	2-3 p.m.	0	3	
11/21/05	3-4 p.m.	0	1	
Daily Totals				29
11/22/05	8-9 a.m.	0	4	
11/22/05	9-10 a.m.	2	4	20-Class
11/22/05	10-11 a.m.	1	8	
11/22/05	12-1 p.m.	0	2	
11/22/05	1-2 p.m.	0	5	
11/22/05	2-4 p.m.	6	5	
Daily Totals				57
11/28/05	8-9 a.m.	1	5	
11/28/05	9-10 a.m.	0	8	
11/28/05	1-2 p.m.	1	2	
11/28/05	2-3 p.m.	0	6	
11/28/05	3-4 p.m.	0	2	
Daily Totals				25
11/29/05	8-9 a.m.	1	4	
11/29/05	9-10 a.m.	2	5	
11/29/05	10-11 a.m.	1	7	
11/29/05	12-1 p.m.	1	3	
11/29/05	1-2 p.m.	1	3	
11/29/05	2-3 p.m.	1	3	
11/29/05	3-4 p.m.	1	8	
Daily Totals				41

It was the consensus of the committee to not approve this request.

MSC Jay/Cruz none opposed

3. Annual Implementation Plan for Safety & Security

A motion was raised to approve the Annual Implementation Plan for Safety & Security.

MSC Ellis/Jay none opposed

D. **First Reading**

1. BES-1/BES-6 Trip Hazards

It has been brought to the attention of the Environmental Health & Safety Office that there are several trip hazards (computer cables in the vicinity of the whiteboards) in classrooms BES-1 and BES-6. The main concern with these hazards is that the department (Behavioral Sciences) created this problem themselves and did not involve Facilities. The most logical solution to resolve this issue would be to install the computer cables underneath the floor of these portable buildings. Installation of a power pole is not an option. Department is not comfortable with having to pay proposed changes since it is a "safety" issue.

Committee members discussed situation and recommended that an IRRF control device be mounted on wall. Devices are \$125 per circuit set (electrical and data) or \$500 per room.

Kelley and Mike will meet with Behavioral Sciences department along with Audio Visual and Information Services regarding proposed options.

2. SWACC Inspection

The State Wide Association of Community Colleges (SWACC) which is one of our insurance providers will be doing their annual inspection this month. All departments have been notified of their scheduled inspection times.

E. **Discussion/Other Items**

1. Construction Updates

The left lane at Comet Circle will be partially closed for approximately one month starting Monday, December 12th, as steel is being trucked onto the San Marcos Campus for the High Technology Laboratory & Classroom Building.

The grading for the Baseball Fields should be completed by the end of January 2006.

The Escondido Center Remodel Project went out to bid and a job walk is scheduled for December 12, 2005.

2. Swimming Pool Lights

At our meeting in October, Kelly Falcone had reported that the Athletics and Physical Education Departments have expressed concern about the lighting in the pool area. With the current lighting system the deck and the pool itself are much too dark and create a serious situation for instructors when the sun goes down.

Physical Education classes and several Community Groups utilize the swimming pool until 10 p.m. most nights.

The committee inquired as to why this is an issue now when the lighting system has not changed for several years; Kelly indicated that the deck lighting does not appear to allow for adequate supervision of students and community members on the deck particularly from corner-to-corner.

Mike briefly explained about the state lighting codes. He indicated that he had the Maintenance Electricians take readings of the lights and they determined that there are two areas that the lighting is not sufficient.

Kelley had emailed Kelly regarding an update to her request and as of today's date had not yet received a response.

3. Head Hazard – Bumper
Facilities installed padding on the shelf that caused this injury.
4. Rattlesnake Signage
Don displayed a copy of the Rattlesnake signage the Environmental Health & Safety Office purchased for the Arboretum.
5. Prevention of Communicable Disease (Avian Flu)
Avian influenza is an infection caused by avian (bird) influenza (flu) viruses which occurs naturally among birds. Standard precautions always include hand-washing, covering your mouth when coughing.

Don commented that he wished that employees would stay home from work when they are sick (or have a fever).
6. Safety of Child Care Center Play Structure
Kelley reported that Brian Wong, Keenan & Associates, has contacted a Playground Specialist regarding play structures age appropriation. The Environmental Health & Safety Office is currently looking for signage.

F. **Safety Concerns**

1. AED Signage
Pam requested that AED signage be purchased to provide to clearly identify the location of these units. Kelley will work with Don to obtain signage.
2. Flu Bookmark
Pam distributed bookmarks about "The Flu" to each Safety & Security Committee representative. The bookmark outlines: transmission, symptoms, complications and prevention.
3. Documented Skateboard/Bicycle Citations
Tony reported that documented skateboard/bicycle citations are forwarded to Bruce Bishop of the Student Affairs Office.
4. Lot 9/Dirt Lot
Tony reported that on several occasions, Campus Police has discovered individuals on the golf range; Mike indicated that we must discourage these individuals from accessing this area as they are utilizing a construction zone.
5. San Marcos: Autumn Drive Gang Shooting
Tony reported that recently a 12-year old boy was shot outside an Autumn Drive apartment complex during the early evening. Numerous gunshots were heard with the San Diego Sheriff's Department chasing several individuals including one individual onto the Palomar College campus through Parking Lot 9.

H. Adjournment

There being no further business, the meeting was adjourned at 3:21 p.m.

Reminder: Next meeting scheduled for
Wednesday, February 1, 2006, 2 p.m., Room RS-5