

MESA COLLEGE SAFETY COMMITTEE

MINUTES

Thursday, January 30, 2014

2pm –LRC 435

ATTENDANCE: Rachelle Agatha, Saeid Eidgahy, Erica Specht, Lynn Dang, Ngoc Tran, Ivonne Alvarez, Nedra Johnson, Chris Renda, Matt Fay, Gemma Conine, Michael Fitzgerald .

Nedra Johnson announced that Risk Manager Kandra Olsen is leaving the district. Nedra has joined the committee to represent the district risk management office.

1. **OLD BUSINESS:**

- a) Approval of Minutes: Minutes from December 12, 2013 were approved.

M/S/U: Renda/Tran

- b) **Injury/Illness &Accident Reports**- VPA Agatha reviewed the report for the committee.

An instructor injured his back when he was moving into his new office. An injury report was completed and sent to the district risk management office. No corrective action required. Matt Fay commented that the Keenan SafeCollege website has a module on correct lifting procedures to prevent back injury.

- c) Location of Call Boxes update-VPA Agatha reported on the call box locations in the classrooms. New signage at each call box assists users on how to use the system. Specht reported that some of the call boxes in the new Math and Science building are not operational, an inventory is being made with the assistance of college police to identify these call boxes so that they can be fixed.

2. **NEW BUSINESS**

- a) SWACC Property & Liability Inspection Report update-VPA Agatha provided an update on the annual inspection report. Mesa specific issues will be forwarded to the deans and safety committee members for review and corrective measures will be taken to ensure that all safety issues have been rectified.
- b) First Aid Kits recurring costs-VPA Agatha stated that all first aid kit replacements will be charged to each department's budget.
- c) New Safety Data Sheet Process-VPA Agatha explained the new SDS process to the committee. The district has asked the deans to access the website and test the data entry folders. Dean Eidgahy stated that the system has a flexible structure and will allow individual programs to manage their own SDS folders. All SDS materials would be housed online and updated with new SDS when needed.

3) SAFETY EDUCATION

a) Safety Education Requirements and Timing-Dean Eidgahy discussed the three levels of awareness concerning safety education at Mesa College: 1) no awareness of requirements, 2) awareness of requirements for their program/department only 3) The School of Math and Science with a schedule of required training for all employees in the school handling hazardous waste and disposal. The deans at Mesa College are reviewing the Keenan SafeColleges website and will report back to the Dean's Council with their input.

4) Chemical Hygiene Plan (CHP)- Matt Fay stated that the business plan needs to be submitted each calendar year. Specht reminded the committee that Kandra Olsen stated at the last meeting that the plan must be submitted online to the county of San Diego.

5.) ROUNDTABLE

a) Department Reports

- Matt Fay requested information on the evacuation procedures for non-ambulatory students from upper floors in the Math and Science building. Specht suggested a drill for building staff to practice the evacuation procedures and other emergency protocols.
- Tran reported that a speed bump is needed on the north side access road behind the K-200 building. This has been reported before by other committee members. Officer Conine will investigate the situation and report back to the committee.

b) Family Service Radio Test was cancelled for 10am on Friday, January 31, 2014.

7) **NEXT MEETING:** Thursday, February 27, 2014 at 2pm. **LRC 435**

Submitted by: Professor Erica J. Specht