

MESA COLLEGE SAFETY COMMITTEE

MINUTES

Thursday, September 26, 2013

2pm –LRC 435

ATTENDANCE: Bob Garber, Charlotta Robertson, Dawn Stoll, Erica Specht, Matt Fay, Michael Lewis, Pahua Vang (for Ivonne Alvarez), Paul Nguyen (for Carol Rohe), Nikki Smith (for Lynn Dang), Gianna Principato (for Penny Hedgecoth), Kandra Olsen, Eduardo Arteaga, Ella Walker, Gemma Conine, Kevin Krown, Suzanne Khambata, Peggy Fischer DVM, Kim McIntyre, Nancy Bromma.

1. OLD BUSINESS:

- a) Safety Committee Overview and Purpose-Charlotta Robertson showed the Safety Committee website (www.sdmesa.edu) and read the purpose of the committee for the new members.
- b) Approval of Minutes: Minutes from May 23, 2013 were approved without corrections.

M/S/U: Khambatta/Stoll

c) **Injury/Illness &Accident Reports**-Charlotta Robertson reviewed the reports for the committee.

- Visitor tripped on the steps and hit their head on a metal rail that resulted in an injury in the theater. The lights were on low at the time. Action: improve lighting on the stairs.
- Student cut their hand with a knife in an Art Class. The student went to Student Health Services for treatment and an injury report was made.
- Student was stung by a bee. Action: Facilities will handle bee issues.
- Visitor with her son found a diabetic syringe in the C-building patio area and were pricked by the syringe. Action: Signage has been posted for proper disposal of needles.

Matt Fay asked how to handle minor injuries that occur in the biology lab classes. Kandra Olsen stated that anyone injured should be strongly encouraged to seek medical assistance. Instructors should strongly recommend that students go to the Student Health Center for treatment of all injuries occurring on campus. Nurse Khambatta concurred and added that they have the appropriate paperwork for student injuries. Kandra Olsen wants one report for each injury.

- d) Classroom Emergency Signage was shown to the committee by Charlotta Robertson. Lina Heil and Eduardo Arteaga have more signs, if needed contact them.

2. NEW BUSINESS

- a) Membership/Site Representation- Charlotta welcomed the new members to the committee and explained the Mesa College positions that constitute the Safety Committee. President Luster is the site incident commander for Mesa College. Additional information can be

found on the Safety Committee website. The committee needs the following participants: department chair of allied health, a food service supervisor, a computer lab supervisor, and a representative from the MET school.

- b) Future meeting dates were confirmed as: 10/24/13, 11/21/13 (**LRC 208**), 12/12/13, 1/30/14, 2/27/13, 3/27/14, 4/24/14, 5/22/14, 6/26/14 **in LRC 435**.
- c) Building Evacuation Protocols handout was discussed by Charlotta Robertson. She showed a slideshow of the LRC evacuation procedures. Each multistory building needs to have an evacuation plan. This would include: exit routes, a floor captain for each floor with a list of the building occupancy (am & pm shifts), evacuation routes and zones map, and a list of personnel with Family Service radios for emergency communications. Dawn Stoll asked how training with the evacuation chairs will occur. Charlotta showed an evacuation chair that has the usage instructions on the unit. There is also a training video online. Matt Fay wanted to know who was in charge of the evacuation plan for the Math & Science building; Dean Eidaghy is in charge of developing the action plan. Suzanne Khambatta described the emergency procedures in the Student Services building.
- d) First Aid Kit refills- Suzanne Khambatta from Student Health Services explained why they no longer refill the first aid kits on campus. Personnel who need first aid kit refills should go to the stockroom for those needed items.
- e) Property/Liability Inspection will occur on November 19 &20, 2013. The insurance carriers will inspect signage, student safety concerns, liability issues, and any other concerns identified by the inspectors.

3) SAFETY EDUCATION

a) C-CERT Trainees- 10 new Mesa College C-CERTs were trained in the summer session.

b) Great American Shakeout-October 17th @ 10:17am- Mesa C-CERTs will hold a drill. t

4) Chemical Hygiene Plan (CHP)-no report

5.) ROUNDTABLE

a) Department Reports:

- 1.) Suzanne Khambatta announced the Student Health Fair on October 30th.
- 2) The dyson dryer water problems in the Student Services building are still being addressed. Acting VPA Garber suggested that a different hand dryer be installed.
- 3) Gianna Principato expressed concern regarding the ongoing problem with skateboarding on campus. Officer Gemma Conine explained the police procedure and ticketing of offenders.
- 4) Traffic pile-on insert sleeves on the east side of the Math & Science building pose a tripping hazard. VPA Garber explained that the pile-ons would be in place the majority of the time and will only be removed if there is an emergency.

b) AED inventory handout was reviewed by Charlotta Robertson. She explained that the AEDs are purchased with FF & E funds for new buildings. Nurse Khambatta suggested that AED purchases, battery, pad, and equipment replacement should be part of the General Fund budgeting for the campus. The handout also provided a recommendation for future AED sites on campus and a breakdown of unit costs based on the site assessment by Cardiac Science and Project Heartbeat.

c) Family Service Radio Test will occur at 10am on Friday, September 27, 2013.

6) FUTURE AGENDA ITEMS- IIPP PLAN (Section 10)

7) **NEXT MEETING:** Thursday, October 24, 2013 at 2pm.

Submitted by: Professor Erica J. Specht