

## MESA COLLEGE SAFETY COMMITTEE

### MINUTES

Thursday, October 24, 2013

2pm –LRC 435

**ATTENDANCE:** Charlotta Robertson, Saeid Eidgahy, Erica Specht, Carol Rohe, Lynn Dang, Kandra Olsen, Gemma Conine, Nancy Schumaker, Suzanne Khambata, Peggy Fischer DVM, Nancy Bromma, Chris Renda, Michael Fitzgerald, Ngoc Tran, Nedra Johnson.

#### 1. **OLD BUSINESS:**

- a) Approval of Minutes: Minutes from September 26, 2013 were approved with the addition of the website address for the Mesa College Safety committee site in 1(a).

M/S/U: Fitzgerald/Renda

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

- Student tripped on the steps and hit their head while going down the stairs in the continuing education building. The student was taken to Sharp Hospital. No safety issues were found after examining the fall location.
- Student slipped on standing water while exiting the east doors of the cafeteria. The right knee, right arm and head were injured. The student went to Student Health Services for treatment and an injury report was made. Action: Michael Fitzgerald will investigate why area is wet.
- Student became ill after eating cafeteria food and went to the hospital for treatment. Michael Fitzgerald stated that any illnesses from food-borne sources need to be investigated and a food-borne illness report form should be filled out.

#### 2. **NEW BUSINESS**

- a) **Police Status Report to President c/o Mesa Safety Concerns** - Robertson reviewed the report written by Sgt. Conine. The report addressed how the police were handling community calls, skateboarding and bicycle riding on campus, and the bus only entrance/exit on the east end of campus.
- b) **AED Locations in Math & Science Building** - Robertson discussed the planned locations for the AED's noting that all the units were placed on the west side of building. After the campus inspection with Cardiac Science, a recommendation of four additional units to be installed on the east side of the building was made. Funding from Prop N will cover the additional expense.
- c) **SDCCD Emergency Communication Test Results**- Robertson reviewed the findings from the test. Half of the SDCCD employees are logged into the system. She encouraged all employees to sign up using WebAdvisor.

### 3) SAFETY EDUCATION

a) **Great American Shakeout**-October 17<sup>th</sup> @ 10:17am Mesa College participated in the "Drop, Cover, Hold" statewide drill. Mesa C-CERTs conducted a training drill in the Math & Science Building. Robertson displayed a "Prezi" presentation of the exercise with the C-CERTs and police in action. Mesa College now has 70 C-CERTs and has doubled the number of evening C-CERTs on campus.

b) Suzanne Khambatta announced the Student Health Fair on October 30<sup>th</sup>. There will be 20 vendors, CPR & QPR training, and spiritual and yoga practitioners available down the campus promenade.

**4) Chemical Hygiene Plan (CHP)**-Kandra Olsen announced that MSDS (Material Safety Data Sheets) will be changing its format. Also, specialized training provided by Safe Colleges will be required of all employees who use chemicals at work by December 1, 2013.

### 5.) ROUNDTABLE

a) Department Reports:

1) Lynn Dang reported that the Dyson dryer water problems in the Student Services building are still not resolved. She also reported problems with the doors opening out and hitting people on the outside. Signs are needed to remind everyone to OPEN SLOWLY.

2) Suzanne Khambatta reported that the ashtray towers are not being emptied by the custodial staff. The towers are catching on fire, causing a safety hazard.

3) Peggy Fischer requested guidance with student injuries occurring after 5pm or when Student Services closed. Kandra Olsen stated that if the student has insurance then that person would use their own insurance. If the student does not have insurance, then the person should be sent to Sharp Urgent Care or UCSD for treatment. A claim form must be sent with the injured student to the treatment facility.

4) Kim Tran requested protocol information regarding police actions outside his classroom. Sgt. Conine told the committee that faculty and staff should use their judgment but to always ensure the safety of the students in their classrooms first. Lock doors, close windows and blinds when possible. Look for cover and alternate ways out of the classroom.

b) Continuing Education Incidents/Reports-Dean Eidaghy stated that the Mesa College Safety committee has no authority over the continuing education building on the Mesa College campus. Kandra Olsen and Charlotta Robertson will seek clarification regarding whether the committee should review accident reports from the continuing education building.

c) Family Service Radio Test will occur at 10am on Friday, October 25, 2013.

7) **NEXT MEETING:** Thursday, November 21, 2013 at 2pm. **LRC 208**

Submitted by: Professor Erica J. Specht