

## MESA COLLEGE SAFETY COMMITTEE

### MINUTES

Thursday, December 12, 2013

2pm –LRC 435

**ATTENDANCE:** Charlotta Robertson, Rachele Agatha, Erica Specht, Lynn Dang, Peggy Fischer DVM, Ngoc Tran, Carol Rohe, Ella Walker, Ivonne Alvarez, Kandra Olsen, Kim McIntyre, Nancy Bromma, Gianna Principato (for Penny Hedgecoth), Suzanne Khambata, Nedra Johnson.

Robertson welcomed VPA Rachele Agatha to the committee and the committee members introduced themselves.

**1. OLD BUSINESS:**

- a) Approval of Minutes: Minutes from November 21, 2013 were approved.

M/S/U: Fischer/ McIntyre

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

A student was side-swiped by a green facilities cart near the Math & Science building. She was injured and went to Student Health for treatment. Subsequently, she went to the doctor and filed an injury report with the police. An insurance claim form was completed and sent to the district risk management office.

**2. NEW BUSINESS**

- a) AED recurring costs will be covered by a blanket purchase order for the campus. Funding from the district is being requested to cover these expenses.
- b) MOU with SDCS/MET program- a representative from the MET school will attend safety committee meetings, coordinate with the Mesa administration regarding campus evacuation, and will take C-CERT training. Ivonne Alvarez stated that the admissions office makes identification cards for all MET students and that they should have their ID on their person while they are on Mesa campus.
- c) Location of Call Boxes-Robertson requested an assessment of the campus call boxes. Some boxes are blocked by lecturns or are not in an accessible location or are bumped accidentally by instructors and students. Solutions are being developed for each problematic box.

**3) SAFETY EDUCATION**

**a) Hazardous Communications Training (GHS) update-** Robertson showed the committee a spreadsheet of the training course completions for the hazardous communication training modules on the Keenan SafeColleges website. Kandra Olsen told Peggy Fischer that she could use the SafeColleges website as a teaching aid for her classes.

**4) Chemical Hygiene Plan (CHP)**- Eddie Arteaga from facilities showed Robertson the campus emergency plan that includes the CHP business plan for the college. Kandra Olsen stated that the business plan needs to be submitted online to the county of San Diego.

## **5.) ROUNDTABLE**

### **a) Department Reports**

- Principato stated that additional speed bumps are needed further east on the back road near the back door of the mailroom. Large trucks are not slowing down and near misses have occurred.
- Tran reported that heating/cooling in his classrooms is not being properly regulated. It was agreed that this is a campus-wide issue. Report all issues to your dean.
- Alvarez questioned the location of the emergency bins and the distribution of family service radios in the Student Services building. These issues should be addressed by the Student Services Vice-President. Robertson explained the distribution of the family service radios on campus.
- Dang questioned why all the fire extinguishers were removed for maintenance at the same time in the Student Services building. Robertson stated that facilities needed to be reminded not to take all the extinguishers at one time. She also questioned the location of the evacuation chairs and stated that they were hidden from view and would be difficult to locate during an emergency.

**b)** Rubber mats have been installed in the bathrooms in the LRC and the Student Services building.

**c)** Family Service Radio Test will occur at 10am on Friday, January 31, 2014.

**7) NEXT MEETING:** Thursday, January 30, 2014 at 2pm. **LRC 435**

Submitted by: Professor Erica J. Specht