

San Diego Mesa College  
 Safety Committee - Notes  
 Thursday, September 25, 2014  
 LRC 435, 2:00-3:00pm

<b>MEMBERS</b>	Rachelle Agatha	Nathan Betschart	Rachel Rose	Matt Fay	Ivonne Alvarez (absent)	Carol Rohe
	Saeid Eidgahy (absent)	Michael Fitzgerald (absent)	Ngoc Tran (absent)	Nedra Johnson	Eduardo Arteaga	Dave Warczakowski
	Charlotta Robertson	Peggy Fischer (absent)	Ella Walker (absent)	Taj Krumholz	Frank Fernandez (absent)	Erica Specht
	Sara Leonard (absent)	Kevin Krown (absent)	Jack Doherty (absent)	Alessandra Moctezuma (absent)	Lynn Dang (absent)	
	Frank Fennessey	Michael Lewis	Nancy Bromma (absent)	Chris Renda (absent)	Penny Hedgecoth	
	Gemma Conine (absent)	Barbara Pongsrikul (absent)	Melvin Clay (absent)	Dave Evans	Suzanne Khambata (absent)	

**I. CALL TO ORDER**

<b>Welcome</b>	<ul style="list-style-type: none"> <li>Rachelle called to order 2:03PM with roundtable introduction</li> </ul>
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**II. REVIEW OF GOVERNANCE & GOALS FOR 14-15**

<b>Governance</b>	<ul style="list-style-type: none"> <li>Review of website and governance</li> <li>Discussion on membership: all high-safety departments should be represented</li> <li>Meeting Dates – sent out via outlook.</li> <li>Discussion of required meetings (Cal-OSHA / District)</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>Discussion on purpose held: committee will be responsible for safety planning and strategic safety projects and issues. Committee will report to the President’s Cabinet</li> <li>Committee to focus on Safety planning, injury trends, disaster preparedness with attention to actionable items, regulations, effective communication, and awareness</li> </ul>

**III. CERS SUBMISSION**

<b>California Environmental Reporting System (CERS) Update</b>	<ul style="list-style-type: none"> <li>Initially supposed to be Jan 2013, site visit by county over summer 2014 reinforced the requirement to switch to the online system</li> <li>Requires current updates (at least one a year) – the County of San Diego will check against this report</li> <li>The emergency evacuation maps require changing</li> <li>New faculty/staff will also need training if their departments are affected by CERS</li> <li>Committee recommends that contacts are designated to represent department/area to get information/authority</li> </ul>
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#### IV: ROUNDTABLE

<b>Misc</b>	<ul style="list-style-type: none"> <li>County Inspections: Department contact to be designated, procedure to be communicated</li> <li>Discussion held on Self-inspections, procedures and process to be defined.</li> <li>The following documents are to be developed: (1) Organizational chart of department points of contact and the flow of communication, (2) Cal-OSHA required safety handbook, (3) school handbook and emergency plan, (4) proper self-inspection forms, (5) other written plans required by Cal-OSHA including IIP</li> <li>Communication facilitation discussion held: pressing challenges include employee knowledge/training, determining appropriate communication channels, timelines, and what information is to be communicated (ex: CERS and County Inspections)</li> <li>District in process of hiring safety officer as a central resource</li> <li>Discussion on Keenan resources. Committee encouraged to gain access and review website and materials.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Refine membership	Tri-Chairs	October 23 <sup>rd</sup> Meeting
Meeting schedule to be finalized	Tri-Chairs	October 23 <sup>rd</sup> Meeting
Website Updates	Taj Krumholz	ASAP
Department Contact Designation	Committee	ASAP
Safety manual	Committee	
Developing required documents	Committee	ASAP
Send CERS access to applicable parties	Rachelle Agatha	ASAP
Keenan access – members make request	Frank and Nedra	ASAP