

San Diego Mesa College  
Safety Committee - Notes  
Thursday, May 16, 2019  
A-104, 2:15-3:15pm

<b>MEMBERS</b>	Lorenze Legaspi (A)	Erika Higginbotham (A)	Mike Lewis	Ryan Shumaker (A)
	Carol Novosad (A)	Jacqueline Collins	Nancy Bromma	Trevor Amery
	Dave Warczakowski (A)	Karen Woods	Nathan Beschart	Carla Grossini-Concha
	Susan Topham	Matt Fay	Rob Myers	Dan Vera
	Eduardo Arteaga	Melissa Agudelo (A)	Oscar Acevedo	Frank Fennessey

<b>A. Welcome</b>	<ul style="list-style-type: none"> <li>Meeting was called to order at 2:15 pm.</li> </ul>
<b>B. Review &amp; Approve March Minutes</b>	<ul style="list-style-type: none"> <li>Frank Fennessey moved, Oscar Acevedo approved.</li> </ul>
<b>C. Policies/Plans</b>	<ul style="list-style-type: none"> <li>Matt sent out Bio-Safety Bloodborne Pathogens Plan to Sciences, Facilities, Student Health, Allied Health and Athletics for review and feedback.</li> </ul>
<b>D. Inspections</b>	<ul style="list-style-type: none"> <li>Matt will be doing facilities inspections beginning in June, for every building on campus.</li> <li>Matt to send out an email to recruit people to participate in building checks and participation in incident response.</li> </ul>
<b>E. Task Force Reports</b>	<ul style="list-style-type: none"> <li>Susan reported that science safety group is finalizing evacuation plan.</li> </ul>
<b>F. Discussion Items</b>	<ul style="list-style-type: none"> <li>Matt reported that the Draft Emergency Management Calendar is being circulated and awaiting feedback from management and supervisors.</li> <li>Discussion regarding recent incident on campus. Matt and Lorenze (along with reps from Campus Police and Facilities) to start developing protocols for different types of incidences which will be consolidated into a manual.</li> <li>Frank and Dan spoke of the need to notify Cal-OSHA if an employee is taken away from campus with an injury. Also, Cal-OSHA form 301 must be completed within 7 days of the incident.</li> <li>Dan to give Matt the Cal-OSHA phone number.</li> <li>Rob Meyers asked if we can put the Biohazardous waste collections points on the campus map. Matt started that the current Biohazard waste collection points are in AHT, Science 3<sup>rd</sup> floor, Student Health, Athletic Trainer area, and Allied Health.</li> </ul>
<b>G. Injury Reports &amp; Updates</b>	<ul style="list-style-type: none"> <li>Dan went over work related injury reports and student accident reports.</li> </ul>

<b>H. Round Table</b>	<ul style="list-style-type: none"> <li>• Trevor brought up concern about metal dust.</li> <li>• Susan talked about creating online folders for each area, a handbook with all the prep sheets, and all the Safety Data Sheets under the drive for math and sciences. Matt asked to bring him into this process so that efforts are not duplicated.</li> </ul>
<b>I. Adjournment</b>	<ul style="list-style-type: none"> <li>• 3:01 pm</li> <li>• Next meeting Fall 2019</li> </ul>