



Safety Committee

Meeting Minutes 06/11/2015

SAFETY COMMITTEE – MEMBER ATTENDANCE: P = PRESENT A = ABSENT

Krystal Nash Chair – Safety + Risk Mgmt.	P	Claudia Connelly DRC/HR + College Senate (R2)	A*	Alan Braun ITS (R2)	P	Steve Vutsinas Student Affairs (R3)	P
Chris Swilley Academic Centers (R3)	P	Gary Cothren Facilities Services (R3)	P	Rich Jenkins Laboratory Sciences (R3)	P	Michelle Hagan Zoo (R3)	A
Lisa Davis Career Service (R1)	A	Owen Reynolds Fine Arts (R1)	A	Nance Lempinen-Leedy Library (R2)	P	Student Government	A
Kathyleen Hardage CTE Program Centers (R1)	A	Jim Thompson Health Sciences (R1)	P	Lt. Ryan Woods Police Department (R2)	P	*Kimberley Smith - DRC	

1. MEETING CALLED TO ORDER: 1:00 pm in Y-102.

2. ANNOUNCEMENTS:

- a. Emergency Procedures Quick Guides – Website Locations
 - i. The guides are posted on the Safety and Risk Management website as well as the main page for each campus and center.
 - ii. Good coverage of campus has generally been found. Please be checking to make sure the location (upper right hand corner) and AED information (under Medical Emergencies) are filled out properly.

3. OLD BUSINESS:

- a. Student Government Crosswalk Request
 - i. Status the same as last meeting. See 05/14/2015 meeting minutes.
- b. Parking Change Requests:
 - i. Request 005 – Approved
 - 1. Work Order has been placed for removal of gravel lots (per Grounds planning) and clarification of signage. PD has been notified to expect the change.
 - ii. Request 006 – Approved
 - 1. Work Order has been placed for the removal of two (2) motorcycle/scooter parking spaces from Lot 10. Those spots will be added to Lot 11A on the south side of the gym. One (1) motorcycle/scooter space will be retained in Lot 10. PD has been notified to expect the change.
 - iii. Chief Book has followed up with the Parking Appeals Committee to let them know of the changes. The initial request came from discussions had by that committee and the police department.

4. NEW BUSINESS

- a. Parking Change Requests
 - i. Request 007: Request for Additional Visitor Parking

1. Human Resources requested additional parking near their building (R-Annex) for retirees to utilize. Their concern is for individuals with mobility impairments or those utilizing handicapped parking.
 2. Committee surveyed the area and found there is a total of seven (7) handicapped spots adjacent to the building as well as nine (9) visitor parking spaces.
 3. Committee agreed for change to be denied. Several members were in favor of adding specific visitor parking (30 minute limit) signs to the six (6) visitor spots on the north side of the administration building loop for consistency.
- ii. Request 008: Request for Relocation of College Vehicle Reserved Spots
1. Student Life has requested the relocation of their two (2) reserved college vehicle spots. They are currently adjacent to the S-Building bus loop. The current spot has proven difficult in maneuvering the large 12 passenger van. Minor damage has occurred to both vehicles due to the parking location.
 2. Request asked to move the spots to the south end of the S-Building bus loop next to the handicapped parking.
 3. Committee denied the request as-is and came up with a solution that works with our effort to put in crosswalks in the area, increase pedestrian visibility, and make loading the vans easier. Chair will contact requesters with alternate plan. If the department agrees with the new plan, a recommendation will be made to the VP of Administrative Affairs.

5. ACCIDENT/INCIDENT REVIEW:

Type of Accident/Incident	YTD / 2015 1-1-15 thru 6-8-15	Employee ¹		Student ³	Visitor ⁴
		Incident	WC ²		
Contusion/Bump/Bruise	6	5	0	1	0
Cut/Laceration/Puncture Wound	8	2	0	6	0
Burn/Sting/Bite	1	0	0	1	0
Lost Consciousness/Fainted/Seizure	9	2	0	7	0
Muscle Sprain/Strain	12	1	0	10	1
Ergonomics Related	0	0	0	0	0
Fracture or Broken Bone(s)	0	0	0	0	0
Needlestick/BBP Exposure/OPIM	8	0	0	8	0
Slip, Trip, Fall	9	4	1	3	1
Other Medical/Health Incident	10	1	0	7	2
Foreign object in eye	0	0	0	0	0
Auto damage – no injury	2	1	0	0	0
Chest Pain	0	0	0	0	0
Heat-Related/Over Exertion/Dehydration	3	0	0	1	2
Property Damage	1	0	0	0	0
Chemical Exposure	0	0	0	0	0
Allied Health Incident	4	0	0	4	0
Miscellaneous Incident	4	1	0	3	0
TOTAL	77	17	1	51	6

Location of Accident/Incident	YTD / 2015 1-1-15 thru 6-8-15	WC
Andrews Center	0	0
Blount Center	3	0
Davis Center	0	0
Kirkpatrick Center – IPS	20	0
NW Campus	37	1
Perry Center	0	0
Watson Center	0	0
Other Location – Off Site	16	0
TOTAL	76	1

MONTH	TOTAL INCIDENTS	WC
JAN	17	0
FEB	17	0
MAR	15	0
APR	18	1
MAY	9	0
JUNE	0	0
JULY		
AUG		
SEPT		
OCT		
NOV		
DEC		
TOTAL	76	1

TRANSPORTED VIA EMS	EMS CALLED
11	19

¹Temp Force A/I numbers are listed with employee totals (incident ONLY).

²WC includes registered volunteers as they are covered on our policy.

³Student numbers include enrolled students, CFK, and Stem Camp.

⁴Visitor numbers include any individuals not employed by the College and non-students.

6. INSPECTION REPORT REVIEW:

- a. Fire Extinguisher Service and Maintenance
 - i. Centers have all been completed. A total of 121 fire extinguishers were checked and serviced, as needed. 34 extinguishers had reached the end of their time frame for which service is still allowable, so they were replaced.
 - ii. NW Campus is scheduled for the same service mid-July.
- b. Evacuation Drills
 - i. They were completed for NW Campus, all centers, and GTEC. The final, after-action report will be available in July.

7. RECOMMENDATIONS:

- a. Committee recommends Student Life (re: Parking Request 008) consider moving reserved college vehicle spots to Lot 20 where spots could be made wide enough to accommodate large vehicles. Suggests best practice of van loading at the south end of S-Building bus loop on access road for ease of material loading and personnel safety. Motorcycle/scooter parking currently located in the first row of Lot 20 would move to the current location of the van parking.

8. COMMITTEE GOALS/PLANNING:

- a. Building Inspections
 - i. Reports from committee members of findings – minimal, overall, on NW Campus. Outstanding Q2 inspections are due to the Chair by Tuesday, June 30, 2015.
- b. Safety “Manual”
 - i. Body Mechanics – Alan Braun
 - 1. Committee was asked to review the current Safety Manual’s information on this topic and resources Alan and Kathyleen Hardage were able to collect.
 - 2. Safety and Risk Management is working on an Ergonomics Safety Plan that will cover general body mechanics and ergonomics evaluations.
 - 3. Alan was asked to look at good resources (e.g. acronyms, visuals, etc.) for ladder safety and proper lifting technique.
 - ii. Hazard Communication/Right to Know – Krystal Nash and Rich Jenkins
 - 1. Committee was asked to review Hazard Communication Program rough draft.
 - 2. Particular feedback interest from Facilities, the Zoo, and Fine Arts as areas that would fall under this plan. Gary Cothren is checking into current contractor requirements.
 - iii. Follow-up/Previous Topics:
 - 1. Bloodborne Pathogens
 - a. The Chair sent Ryan Woods and Lisa Davis a copy of example plan templates for use in designing a college-wide program for SF.
 - 2. Appliance Guidelines
 - a. The Chair spoke with the Sustainability Committee about their willingness to collaborate on these guidelines. She was referred to the Facilities Representative Jeff Kruger and has

asked about the feasibility of developing a sheet with energy cost information for employees. She also spoke with David Schlafer about the possibility that space heaters could have been purchased with college funds. There is a possibility because their price point means they can be ordered on blanket purchase orders.

3. Holiday Decorations

- a. Follow-up on metal trees determined that the concern would be that someone would bring in faulty lights and put them on an artificial tree. If the lights had a short, we are creating a shock risk.
- b. Committee suggestion to add wording similar to the following: "Electrical light strands on artificial trees with metal components must meet the following qualifications" with a list of those requirements (i.e. preferably come attached to the tree/wreath, LED (safer?), appropriate inspection tags, in good repair, etc.). The guidelines should also include an authority statement that allows Safety and Risk Management, Facilities, and SFCPD to remove any decorations from use that post a risk to employee, student, or visitor safety.
- c. Final wording will be reviewed at July meeting.

9. ADJOURNMENT: 2:00 pm.

The next Safety Committee meeting is scheduled for Thursday, July 9, 2015 in Y-102 at 1:00pm. Meeting minutes are taken by Krystal Nash, Chairperson, for distribution to the Committee for approval no later than five days from the meeting date. At time of approval they will be posted on the Safety and Risk Management website and submitted to the Vice President for Administrative Affairs.