



***SHASTA-TEHAMA-TRINITY COMMUNITY COLLEGE DISTRICT
DISTRICT SAFETY AND WELLNESS COMMITTEE***

Meeting Notes

Friday, February 23, 2018

CALL TO ORDER: The meeting was called to order at 10:34 a.m. by Co-Chair George Estrada.

ATTENDANCE: Members Present

George Estrada (Co-Chair)

Pamela Carney (Co-Chair)

Denise Axtell

Phil Clark (Keenan & Assoc.)

Campus Safety Rep: Andrea Brown

Greg Smith

Mike Mari

Jamie Spielmann

Jay Axtell

Members Absent

Denise Axtell

Debbie Goodman

Student Senate Representative

Guest: Peter Griggs

MEETING NOTES: Greg moved to approve, Mike seconded. Notes approved.

I. NEW BUSINESS:

- Ad-Hoc Committee on Marketing Campaign – Greg, Jamie and Jay met with Director of Marketing and Outreach, Peter Griggs, to discuss a marketing campaign that encourages active participation and a call to action. Peter emphasized the importance of a clear and consistent message. He suggested developing some kind of tag line and using current spaces to “advertise” the committee message, such as restroom stalls, tables, TV screens, window blinds, etc. Peter also suggested the committee establish a full year campaign, switching out signs/banners after a period of time, keeping a short, concise message. The campaign should have an organized template to start, with posters, email blasts and a simple/fast competition of some kind. The next step would involve coming up with a chronology for the campaign and identifying issues the committee would like to address. Greg will work on a proposal for the campaign. George mentioned it would be beneficial to have student involvement as well.
- Committee Bylaw Approval – Greg presented a proposal for new bylaws. The proposed changes included renaming the committee to “Health & Safety Committee,” revising the mission statement, adding vision and values statements and updating the quorum to seven voting members. The committee will review the proposed changes and provide feedback by Friday, March 9.
- Faculty Member Addition to Committee Discussion – This item is tied to the bylaws. It is tabled until the bylaws have been approved.

II. OLD BUSINESS:

- New Safety Incentive Program to Promote Keenan Safe Schools Campus Wide – This item is tied into the marketing campaign. It will be removed from future meeting agendas.

III. OCCUPATIONAL INJURY & ILLNESS INCIDENT REPORTS: - (Phil/Jamie)

- Jamie shared two new claims, two report-only incidents and one exposure first aid incident which was processed as First Aid only. The first claim was from a nursing student who fell and was treated in the ER, making it an automatic claim. The second was also from an ER visit which had previously been filed as report-only.

IV. ALLEGED HAZARDS REPORTED TO MEMBERS:

- Chemical Fire in Room 1404 – George shared there were two small fires in the organic chemistry lab. Due to some unusual circumstances, the preferred equipment wasn’t set up so the instructor

used an alternate procedure recommended in the textbook. The instructor used the fire extinguisher but initially had trouble locating it because he expected it to be by the door, rather than in the center of the room. Gregg explained that a lab classroom requires a fire extinguisher to be within a certain distance from the tables. He would like to offer another hands-on fire extinguisher training with the staff, especially since there have been so many new hires in recent years. Greg suggested adding the location of fire extinguishers would be a good item to cover in the marketing campaign or an orientation of some kind.

- Tree Removal Campus Wide/Purchase of Detection Equipment (Resistograph) – George is still working on the best, most cost-effective route for this issue.

V. INSPECTION REPORTS:

- Missing Inspection Reports – Keri reported that Marsha is back at work now and only six reports are missing for January.

VI. SAFETY COMMUNICATION (notices, procedures, in-service training, etc.):

- Request for Use of Safety Credit Funds
 - i. Protective Gloves for Sharps – approved via email
 - ii. Welding Fume Extraction Hood – approved via email
 - iii. Emergency Deployment Bags – Campus Safety is requesting the purchase of the emergency deployment bags. The committee reviewed the three quotes provided. Pam motioned to approve, Greg seconded. The committee approved the purchase from Mallory Safety & Supply LLC, totaling \$17,585.67.
 - iv. PEAT Safety Meeting (Administration participation) – Mike shared he has invited several deans to attend their next PEAT safety meeting. He would like to show another Keenan Safe Colleges course and offer breakfast items. The committee approved this use of funds.
- Pending Safety Credit Fund Requests
 - i. Investigation on 10 Sit/Stand Stations, Ergonomic Office Equipment – George shared that Office Depot is donating a new model to have on campus for staff to test.
 - ii. Emergency Response Barrels – Andrea shared Campus Safety is having a difficult time finding a vendor that provides a complete kit.
 - iii. Physical Plant Emergency Response Equipment – George said PPD has identified items through the Logistics section of the Emergency Operations team. These items will be brought to the committee at a future date.

VII. ENFORCEMENT OF SAFE PRACTICES AND RULES:

- Facilities Master Plan Update – George shared the bond website should be updated soon with the Veteran's Center floor plan on the north side of the 100 building and a template for refreshing current buildings on campus.

VIII. RECOMMENDATION FOR HAZARD CONTROL:

- None

IX. OTHER

Meeting adjourned at 11:40 a.m.

GE: km

Cc: Morris Rodrigue, Vice President, Administrative Service