



***SHASTA-TEHAMA-TRINITY COMMUNITY COLLEGE DISTRICT
DISTRICT HEALTH & SAFETY COMMITTEE***

Meeting Notes

Friday, February 8, 2019

CALL TO ORDER: The meeting was called to order at 9:06 a.m. by Co-Chair George Estrada.

ATTENDANCE: Members Present

Pamela Carney (Co-Chair)
Phil Clark (Keenan & Assoc.)
Jay Axtell
Denise Axtell
Debbie Goodman

Amy Westlund
Gregg Wood
Mike Mari
Jake Capraro

Members Absent

SCSS Rep: Coty Garber
Lonnie Seay

Greg Smith
Craig Richie

MEETING NOTES: George moved to approve, Debbie advised minor edit to Flu notice.
Notes approved.

I. NEW BUSINESS:

- Committee Member Debbie Goodman announced her retirement.
- New Faculty Member Discussion – Committee advised a member could be appointed to the H&S committee by the dean; Holding Friday meetings at the downtown location a possibility

II. OLD BUSINESS:

- Safety Meeting Dean(s) – Mike Mari to send the message to encourage participation in the KEENAN Safe School Course
- “Health and Safety Poster” Marketing Campaign – The Committee voted on its approval to
 - i. Roll Out Approach: Begin installing Sign Holders 2/11/19; Interior doors, facing inside classroom; initiate with 8x11 size (*WO# in place*)
 - ii. Marketing-
Schedule announcement with News to Muse, Marque; TV screens located in buildings; Committee suggested Social Media network; Twitter; Facebook
 - iii. Committee suggested moving forward a timeless recyclable double-sided poster for Spring/Fall; Laminate for durability

III. OCCUPATIONAL INJURY & ILLNESS INCIDENT REPORTS: - (Amy-February Report)

- Amy advised 2 new reports filed resulting in: 1 Claim, 1 Report (attached document)

IV. ALLEGED HAZARDS REPORTED TO MEMBERS:

- SWACC Report-Conducted week of 02/11; Keenan will be conducting Interior/Exterior Slip and Fall; PNL- Phil will advise at next meeting
- Fork Lift Training Class scheduled for March 14,2019
- Denise advised reporting of kettle/stock pot use in Food Services, George advised he will obtain custodial report/ Mike Mari will address

- Install door stop to exterior loading door by Food Services (*WO# in place*)
- Removal of tree roots around East Tennis Court (*WO# in place*)

V. INSPECTION REPORTS:

- January 2019 received with 19 reports missing-
 - i. Jake Capraro advised he will be overseeing the process/ Missing reports have been sent to him
 - ii. Reports are still to go to Joe Trompczynski

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

- Custodial First Aid Kits-
 - i. *Email From Lonnie to advise- Kits have been ordered/Anticipating arrival in March/Possible Spring Break Install pending Vendor time permits
- Request for Use of Safety Credit Funds- Lonnie
 - i. Certified container for recycled batteries; Gregg Wood advised still in discussions, close to settling on locations.
- Pending Safety Credit Fund Requests (Revisit)
 - i. Emergency Response Barrels – Lonnie- Barrels are on hold for two months and will be ready for presentation by May
 - ii. Physical Plant Emergency Response Equipment – Under investigation; working with Lonnie. Bldg. 100 was used as a template for ordering supplies, safety items to keep in a separate container in case of emergencies.
 - iii. Tree Removal Campus Wide/Purchase of Detection Equipment (Resistograph) – Arborist will continue the work; He is onsite once a week reviewing trees. Tree Mitigation requires documentation, data tracking elements; measurement, recommendations; Denise advised possibly making the community aware that Tree Mitigation is in place. Bond Measure will mention in newsletter.

VII. ENFORCEMENT OF SAFE PRACTICES AND RULES:

- Facilities Master Plan Update – George reviewed Bond Measure Headway
 - i. Veteran's Building bid out to Gifford Construction
 - ii. Athletic Field House; On schedule to be open to public in Feb/Mar
 - iii. Spring Break 04/15-04/19 Campus Power Shut Down
 - iv. Theresa & Isabella have created a newsletter to offer multiple levels of information for the Bond Measure:
<http://www.shastacollege.edu/President/Bond/Bond%20Communications/2018%20Fall%20Measure%20H%20Newsletter.pdf>

VIII. RECOMMENDATION FOR HAZARD CONTROL:

- **Pond Conditions-** Reviving the 2 ponds on campus; Water reduction was conducted and tested that one of the ponds was leaking; obtained a quote from outside contractor for 40k; decision was made to have completed in house. Project is on hold.
- Phil advised Keenan Sexual Harassment Training; Keenan has developed a module online available July 1, 2019.

IX. OTHER

Meeting adjourned at 10:06 am.

GE: rt

Cc: Morris Rodrigue, Vice President, Administrative Service