



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

Meeting Notes

Friday February 21th 2019 9am

CALL TO ORDER: Co-Chair George Estrada called the meeting to order at 9:02 a.m.

ATTENDANCE: Members Present

George Estrada
Jeff McCormick
Gregg Wood
Phil Clark

Amy Westlund
Jay Axtell
Marriane Williams
Mike Mari

Members Absent

Pamela Carney
Greg Smith
SCSS Representative
Health Human Service Representative

Denise Axtell
Campus Safety
Elaine Carmena

MEETING NOTES: George moved to approve notes. Mike Mari approved. Jay Axtell seconded. *(Pamela Carney and Denise Axtell approved the November Notes via email.)*

I. NEW BUSINESS:

- Marriane Williams- George opened the meeting with the Committee introducing themselves to the newest member to join, Marianne Williams the Interim VP to Human Resources. Marriane advised she comes from Anderson Union High School District. Her philosophy is to learn from others and to help in any way she can.
- Health & Safety Committee By Laws- George advised the By Laws were adjusted to add new members. He advised the Nursing position still has to be filled, to which Amy advised it has been filled. Amy advised the College Nurse Position has been filled and will inform of the new contact: Sonia Mendes. George advised an additional committee has also been added, Elena Carmena. HSU-Campus now has two representatives from Nursing and Physical Therapy.
- Health & Safety Posters on Main Campus- George advised posters have been installed; double-sided printed *(Winter Health Flyer/Door Hazard Flyer)*. The Second poster to be printed double sided will be the Workplace Data Sheet and Safety Process, rotated in the summer showing the Workplace Data Sheet. The Committee currently has 4 posters printed and completed.
- Pedestrian Flyer- George advised the flyer was introduced due to the employee pedestrian concerns at the HSU-Campus. George will reach out to the Dean at HSU to advise of installment. He advised both sides of the HSU Campus will be in construction. He advised although parking is an issue, the main concern is crossing streets and roads during construction. George advised Campus Safety is in the process of

helping to set guidelines for the HSU Campus. George advised he is in communication with the Contractors completing the work regarding demolition thru construction.

- Health and Safety Posters on Tehama and HSU Campus- George advised the next phase to the Health and Safety Poster Program would be to install the posters at these two satellite campuses. The posters would be mounted on the inside of the classroom doors. Mike asked if there should be a poster or notice to help address the Rattlesnake issue at Tehama. George advised signage and notices are already in place at the campus to advise of the issue. Mike advised if the committee should start to plan posters to be site specific, for example Fire Prevention or Common Sense Material to advise. George agreed and stated they are working with Campus Safety regarding Prevention messaging to the Campus.

II. OLD BUSINESS:

- BAITS Safety Training- George advised still working with the Dean of Baits to determine a date for this training. George stated the goal is to have every Division familiar with Keenan Safe Schools. Marriane advised she is familiar with the process and establishing a culture to the Keenan Safe School is key. Amy advised it might gain more traction if completed by Department and having the Supervisor head the initiative.
- KSC Sample Training Planner - January 2020- Phil reviewed the KSC Matrix created for Shasta College. He stated CAL/OSHA requires the trainings, as Keenan is an outlet to achieve the goal. He stated all trainings are required based on the employee's IPP. Regarding the Matrix, Phil has identified the courses in Red as being mandatory trainings. Phil advised he tried to identify the areas that he felt were occupationally required. He advised the matrix would still need to be fine-tuned based on the Department's knowledge of the employees' occupational exposure. He discussed frequency dynamic, as some courses are required annually while others require only a one-time completion. He advised the approach should be completed methodically as to not overwhelm the employee with courses but to offer a few courses at a time.

III. OCCUPATIONAL INJURY & ILLNESS INCIDENT REPORTS: Amy

- January 2020
No New Claims Filed
2 Company Nurse/Accident Report; Amy stated no new claims only 2 Reports and/or First Aid.
- Phil stated he has no claims listed beyond November. He advised Shasta College currently has four claims; 2 Aides; 1 Clerical; 1 Administrative. He stated all the claims have been closed with the highest claim being \$1200.00.
- Pool Parking Lot-Trip Hazard (Northeast Parking Lot)- George advised there is an area located in the Pool parking lot has a 5 inch gap in the foundation. A student tripped and fell while walking in the area. He advised the entire parking will have core testing and Civil engineers will be taking a look at the parking lot. Phil advised if the area had been highlighted until repaired; George advised it has been patched with Epoxy Concrete. The area is checked weekly for maintenance until a final solution is confirmed.

IV. ALLEGED HAZARDS REPORTED TO MEMBERS:

- HSUC Parking- Campus Safety to update regarding stoplights and communication with RPD.

V. INSPECTION REPORTS: Campus Safety

- Reports are to be sent to Marsha Denny- Joe T. advised Marsha Denny has returned and moving forward, Inspection Reports should be sent to her.

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

- Emergency Management Equipment- Campus Safety

VII. ENFORCEMENT OF SAFE PRACTICES AND RULES:

- May Completion-
 - RPSTC (Regional Public Safety Training Center)
 - Tehama Campus Student Service Building
 - Veteran's Support and Success Center
- June Completion-
 - CTE (Career Technical Education)
- CIS Building will begin fencing in March
- Remodels & Other Infrastructure Items will begin 2021

VIII. RECOMMENDATION FOR HAZARD CONTROL:

IX. OTHER

- Phil advised he completed a Property & Loss Evaluation with Shasta College last May. He would like to review the Safety Compliance Plan. He suggested an Ad-Hoc Group to begin the discussion. George stated he will review and advise.

GE: rt Cc: Gregory Smith, Vice President, Administrative Service