



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

Meeting Notes

Thursday June 20th, 2019

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

ATTENDANCE: Members Present

George Estrada

Mike Mari

Jake Capraro

Jay Axtell

Amy Westlund

Members Absent

Pam Carney (Co-Chair)

Gregg Wood

Craig Richie

Phil Clark

Debbie Goodman

Greg Smith

Lonnie Seay

Denise Axtell

SCSS Rep. Coty Garber

MEETING NOTES: George moved to approved.
Amy approved. Mike seconded.

I. NEW BUSINESS:

- March Workplace Injury Poster-

George advised 2 Posters completed/ Door Holders installed. Members of the committee commented on the progress of the posters: Questions raised were the following:

-What are the next steps regarding replacing them quarterly? Semester?

-Have 4 Posters available for rotation? Will we have a new poster to switch by August or September?

-Will the posters have a similar theme? A common Characteristic.

-Possibly have 4 posters for each semester with some specialty announcements? i.e The upcoming SC Flu Clinic. *(An email has been sent to Greg Smith to review)*

- SWACC P&L Loss Prevention Services-

Phil offered the services thru SWACC. He has taken on reviewing Compliance plans currently in place at Shasta College. George advised if any members on the committee have any Compliance plans in their area that they would like to have reviewed.

- SC (Costco) Flu Clinic scheduled Sept 17, 2019 Stage 8am-2pm

II. OLD BUSINESS:

- Safety Meeting Dean Follow Up-

George advised there was interest in setting up a Safety Meeting for the Deans along with Mike Mari's group. Mike Mari commented due to the turnover with Deans, with two arriving in the Fall semester, how best to meet. The Safety meeting would be a dual gathering of Mike Mari's team and inviting Deans. An additional Safety Meeting would also need be set up at HSU. Target month to have meeting scheduled would be in September.

III. OCCUPATIONAL INJURY & ILLNESS INCIDENT REPORTS: *(Attached for review)*

3 New Claims filed regarding Occupational Injury and Illness (JUNE)

- 1st Claim- George advised no reports were made to Physical Plant in regards to the pavement; Amy advised she will follow up.
- 2nd Claim- No Update

- 3rd Claim- George advised this claim will need follow up regarding procedures; George advised typically a follow up with the employee; look at the situation, try to rectify the incident and assign the needed Keenan Safe College Course for additional training. Amy agreed.

2 New Reports filed regarding Company Nurse/Accident Reports/First Aid (JUNE)

- 1st Report- George inquired if the metal grate was raised and created a hazard. Amy advised it did not go thru Company Nurse but entered on a Student Incident report. HR encouraged her to contact Company Nurse, but incident was never reported. George advised if the report could be sent to him for review. Jake advised the report stated the grate was slippery. George advised he would follow up.
- 2nd Report- George advised he would follow up with Transportation regarding this incident. Amy advised it was a Campus Safety Officer. Jake confirmed it was a Campus Safety Officer. A follow up with a Keenan Safe School Course was advised. Jake agreed and will update with any further concerns.
- George inquired regarding the numbers of accidents and injuries thus far reported for Shasta College. He advised the information is crucial in order to evaluate the progress at Shasta College.

IV. ALLEGED HAZARDS REPORTED TO MEMBERS:

- Food Service Update: Pressure Cooker Misuse: Mike advised he did speak with the group and the misuse has ended. Custodial has not reported any further misuse. The group has advised they could use more pots, although unsure of electrical source. George suggested the group place an investigative work order for the electricians.
- Safety hazard in Theatre Costume and Design Area- George advised the potential hazard regarding the costume area; although it follows DSA code, Keenan looks for potential hazard. A U-Line Ladder installed as a permanent fixture was suggested and voted on by the committee to purchase and install.

V. INSPECTION REPORTS:

- Inspection Reports- Reports to be sent to Jessie Ballard in Marsha's absence
- It was determined that during the inspection process, any issues found; a work order would be issued by the inspector.

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

- The committee voted to purchase the U-Line Safety ladder. *(Equipment has been ordered)*
- Mobile Device for Inspection reports. Jake advised along the lines of a tablet to electronically log the Inspection reports and input Work Orders during the inspection. *Work in Progress.*

VII. ENFORCEMENT OF SAFE PRACTICES AND RULES:

Facilities Master Plan Update –

George advised there is a lot of movement and construction taking place on campus currently. Most of the construction is infrastructure; Designed to bring the CTE, CIS and Athletic Fieldhouse buildings online; Redoing waterlines, sewer lines, data lines, power lines anticipating all the projects lined up for next year. 2 items left on the punch list before the Athletic Fieldhouse to be turned over to PEAT.

Questions or updates regarding the Facilities Projects:

<http://www.shastacollege.edu/President/Bond/Bond%20Communications/2018%20Fall%20Measure%20H%20Newsletter.pdf>

VIII. RECOMMENDATION FOR HAZARD CONTROL:

IX. OTHER

Meeting adjourned at 9:32am.

GE: rt Cc: Morris Rodrigue, Vice President, Administrative Service

