



ANTELOPE VALLEY COLLEGE

SAFETY COMMITTEE MEETING	September 21, 2016
Agenda	Meeting Place: HS 194
	Time: 1:30 to 2:30PM

Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/Bring: Copy of 4/20/16 Minutes

Committee Members:

Terry Cleveland	Member - Director of Risk Management & Environmental Health
Susan Herman	Member & Note Taker – HR– Department of Risk Management
Kim Correa	Alternate
Deputy Ray Murgatroyd	Member – Campus Law Enforcement Representative
Steven Pulley	Alternate
Jennifer Corona	Member – ASO Representative
Shawn Smith	Alternate
Debra Dickinson	Member - Academic Senate
Joseph Esdin	Alternate
Jared Simmons	Member – Confidential Management
Michael Maher	Alternate
Steve Lose	Classified Union
Dr. Louis Lucero	Member – Educational Administrator
Michael Hutchison	Member – Faculty Union
Bill Bailey	Alternate

Items	Person	Action
I. Check In		
II. Introduction	Terry Cleveland	Welcome – Introductory Remarks by Director of Risk Management, Terry Cleveland
III. Approval of Minutes	All	April 20, 2016
IV. Old Business		<p><u>Item to Discuss:</u></p> <ol style="list-style-type: none"> 1. Possibility of including more AVC personnel in DMV Pull Program – Status report by Jared Simmons. 2. Progress of M&O personnel in completing on-line Keenan & Associates Defensive Driver and Extreme Weather Training classes – Status report by Jared Simmons. 3. M&O roster for Playground Inspection and General Inspection classes to be offered by Keenan & Associates this Spring – Status report by Jared Simmons.
V. New Business		<p><u>Items to Discuss:</u></p> <ol style="list-style-type: none"> 1. Recurring Annual Report Form for Committees and Goal Setting for Safety Committee. 2. Reviews of the following by Terry Cleveland: <ol style="list-style-type: none"> a. Reported work-related accidents since the last Safety Committee Meeting. b. Current year-to-date work-related accident statistics including identification of trends (if any). c. Review of results of scheduled periodic safety inspections.



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		3. Emergency Drill Program for AVC – Status report by T. Cleveland and R. Murgatoyd.
VI. Open Discussion		
VII. Next Meeting Date		November 16, 2016 HS-194
VIII. Check out		



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SAFETY COMMITTEE MEETING Minutes	September 21, 2016 Meeting Place: HS 194 Time: 1:30 to 2:30PM
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Type of Meeting: Regular
Note Taker: Susan Herman

Committee Members:

Terry Cleveland		Member - Director of Risk Management & Environmental Health
Susan Herman		Member & Chief Note Taker – Human Resources
Deputy Ray Murgatroyd		Member – Campus Law Enforcement Representative
Steven Pulley	Absent	Alternate
Jennifer Corona	Absent	Member – ASO Representative
Shawn Smith	Absent	Alternate
Debra Dickinson		Member - Academic Senate
Joseph Esdin		Alternate – Attendance not required due to member attended
Jared Simmons		Member – Confidential Management
Michael Maher	Absent	Alternate – Attendance not required due to member attended
Steve Lose		Classified Union
Dr. Louis Lucero	Absent	Member – Educational Administrator
Michael Hutchison		Member – Faculty Union
Bill Bailey	Absent	Alternate – Attendance not required due to member attended

	Person	Action
I. Check In	Terry Cleveland	Meeting was called to order at 1:32 p.m. by Terry Cleveland, Director of Risk Management & Environmental Health
II. Introduction	Terry Cleveland	Welcome – Introductory Remarks by Director of Risk Management, Terry Cleveland
III. Approval of Minutes	All	Approved by Michael Hutchison with second by Steve Lose.
IV. Old Business	Jared Simmons Jared Simmons	<p><u>Item Discussed:</u></p> <p>1. Jared discussed the progress of the DMV Pull Program. He indicates that all employees in M & O, that drive District vehicles, have been entered into the program. Jared states the drivers in the Athletics Program have not been involved in the program yet, but hopes this will change once a new Athletic Director is named. At that time, Jared suggests, there should be a list of regular drivers from the Athletic Department on file. Jared also indicates the process of going through HR for the DMV program is working well. This item will be closed until the Athletic Director position is filled.</p> <p>2. Jared discussed the on-line Keenan & Associates Defensive Driver and Extreme Weather Training courses, which have been completed by all employees of M&O to which they were assigned. He will continue to request that new employees are enrolled in these on-line courses. This item will be closed.</p>



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	<p>Jared Simmons</p> <p>Jared Simmons</p>	<p>3. Jared stated that everyone on the roster that was to complete the Playground Inspection and General Inspection class, that was offered by Keenan & Associates, has completed the training. Jared is in the process of re-working the playground inspection sheets. This item will be closed.</p> <p><u>Follow Up Item:</u></p> <p>1. Michael Hutchison inquired as to whether the issue with water pooling at the top of the stairs, during the winter months, on the 2nd floor of the HS building had been corrected. Jared Simmons indicated that no corrections have been made to date, but M&O would take a look at the area. It was agreed to carry this item over to our November agenda for a status at that time.</p>
<p>V. New Business</p>	<p>Terry Cleveland</p> <p>Terry Cleveland</p>	<p><u>Item Discussed:</u></p> <p>1. Terry asked for approval of the 2015/2016 re-occurring Annual Report. There was one suggestion by Michael Hutchison to make a change on page two. Text should read “mitigating hazards” instead of “controlling hazards.” With that change being made, the 2015/2016 Annual Report was approved with a motion by Steve Lose and a second by Joseph Esdin.</p> <p>Discussion continued as to new goals to set for the 2016/2017 Annual Report. Three new goals were agreed upon by all members present:</p> <p>(1) Increase the identification and mitigation of trip & fall hazards at the Main Campus, Palmdale Center and Fox Field site.</p> <p>(2) Reduce the accident incident rate of reportable injuries for the District.</p> <p>(3) Perform a feasibility study on an AED program for implementation at the Main Campus, Palmdale Center and Fox Field Site.</p> <p>2. Review of the following by Terry Cleveland:</p> <p>a. Work related accidents reported since the last Safety Committee Meeting on April 20, 2016: 4 first aid cases; 3 medical cases; 2 lost time cases; Total of 9 cases. Terry Cleveland reported the injuries in detail at the meeting.</p> <p>b. Year-to-date work-related accident statistics (calendar year 2016): 7 first aid cases; 7 medical cases; 5 lost time cases; Total of 19 cases. No trends were identified.</p> <p>c. Terry gave a review of Keenan & Associates findings during the recent periodic safety inspection.</p> <p>1) Stairwell near TE6 200 – File cabinet stored at top of the staircase. Staircase is steep with a shallow landing and the file cabinet partially blocks safe passage down the stairwell and creates a trip/fall hazard. Additionally, the baseboard on the right side of the stair case (going</p>



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	<p>Terry Cleveland</p>	<p>downward) is protruding onto the stairs presenting a tripping hazard.</p> <ol style="list-style-type: none"> 2) TE6 -Automotive/Shop – There is a ladder stored behind a doorway to the room with the vending machine. The ladder does not allow the door to swing open sufficiently for personnel to easily pass through the doorway. Access to the fire blanket is blocked by items pushed up against the wall beneath it. 3) TE7 – Technologies Instruction Lab – Housekeeping on counter around sink needs attention as the clutter increases the risk of spills and exposures. There is a tall unstable stack of boxes that present an overhead falling hazard. 4) Palmdale Center – Torn carpet creates trip & fall hazards in several classrooms and workspaces. <p>3. Terry gave a status report on the Emergency Drill Program for AVC. Report is attached hereto.</p>
<p>VI. Open Discussion</p>		<p><u>Item Discussed:</u></p> <ol style="list-style-type: none"> 1. Deputy Murgatroyd brought to the committee’s attention the fact that there is an increase in the number of Utility Carts that are being operated on a day to day basis on the campus and it is important to make sure the drivers have completed the Utility Cart training courses and are qualified to drive the Utility Carts. He has observed numerous incidents of Utility Cart drivers driving too fast and in a dangerous manner. Deputy Murgatroyd states we need to reinforce the seriousness of driving the carts so that someone doesn’t get hurt. Terry indicated that he will discuss this matter with the Administrative Council at the next Administrative Council Meeting scheduled for September 27, 2016. 2. Jared Simmons discussed disposal of hazardous materials being used in TE7. A container for storage of disposed of resin will be placed outside TE7, but they will have to remove equipment which is stored in the location where the new bin will be placed. Jared indicates that M&O doesn’t have the funds to continue to pay for the disposal of the hazardous waste materials. He will have a discussion with Dr. Suderman and Diana Keelen about budget for this project.
<p>VII. Next Meeting Date</p>		<p>November 16, 2016, HS-194</p>
<p>VIII. Check Out</p>	<p>All</p>	<p>Motion to end the meeting by Michael Hutchison and 2nd by Jared Simmons. Meeting was adjourned at 2:35 p.m.</p>



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