



ANTELOPE VALLEY COLLEGE

<b>SAFETY COMMITTEE MEETING</b>	<b>Wednesday, February 17, 2016</b>
<b>Agenda</b>	<b>Meeting Place: HS 194</b>
	<b>Time: 1:30 to 2:30PM</b>

**Type of Meeting:** Regular  
**Note Taker:** Susan Herman  
**Please Review/Bring:** Copy of 11/4/15 Minutes

**Committee Members:**

Terry Cleveland	Member - Director of Risk Management & Environmental Health
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
Susan Herman	Member – HR (Office of Risk Management)
Kim Correa	Alternate – Human Resources

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	November 4, 2015
IV. Old Business		<b><u>Item to Discuss:</u></b> 1. Proposed solution to optical illusion tripping hazard at PAT – Status report by Task Force Members Jared Simmons, Michael Hutchison, and Joseph Esdin.
V. New Business		<b><u>Items to Discuss:</u></b> 1. Reviews of the following by Terry Cleveland: 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. 2. Emergency Drill Program for AVC – Status report by T. Cleveland and R. Murgatroyd.  3. District Vehicle Usage and DMV Pull Program - Jared Simmons
VI. Open Discussion		
VII. Next Meeting Date		April 20, 2016 HS-194
VIII. Check out		



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<b>SAFETY COMMITTEE MEETING</b> <b>Minutes</b>	<b>Wednesday, February 17, 2016</b> <b>Meeting Place: HS 194</b> <b>Time: 1:30 to 2:30PM</b>
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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 – HR (Office of Risk Management)
Kim Correa	Absent Alternate – Attendance not required due to member attended
Deputy Ray Murgatroyd	Absent Member – Campus Law Enforcement Representative
Steven Pulley	Absent Alternate
Thomas McConnell	Alternate
Jennifer Corona	Absent Member – ASO Representative
Shawn Smith	Absent Alternate
Debra Dickinson	Member - Academic Senate
Joseph Esdin	Absent 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		Meeting was called to order at 1:35 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 Jared Simmons with second by Steve Lose.
IV. Old Business		<p><b><u>Item Discussed:</u></b></p> <ol style="list-style-type: none"> <li>1. Jared discussed the progress of the solution to the Performing Arts Theatre optical illusion tripping hazard. He indicates that step one (1) of the project is complete. Barriers have been removed. There has been yellow reflective paint applied to curbs and caution areas extending from the curb to increase visibility and new signage installed along the posts. Jared recommends that a full year is given to see how the actions taken in step one (1) work before determining if step two (2) will be necessary.               <ol style="list-style-type: none"> <li>a) Proposed step two (2) – Minimal Barricade: Use retractable safety belt type stanchions to block pedestrian foot traffic during events (example: <a href="http://www.queuesolutions.com/weathermaster-twin-safety-belt-barrier.php">http://www.queuesolutions.com/weathermaster-twin-safety-belt-barrier.php</a>).</li> <li>b) Proposed step three (3) – Construction: Complete curb</li> </ol> </li> </ol>



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		<p>entrance reconstruction Facilities project. Depending on the level of construction, ADA regulations may require DSA approval to determine the layout.</p> <p><b><u>Action Taken</u></b></p> <p>This item is completed for now but it's effectiveness will be monitored for presence or absence of accidents.</p>
V. New Business		<p><b><u>Item Discussed:</u></b></p> <ol style="list-style-type: none"><li>1. Review of the following by Terry:<ol style="list-style-type: none"><li>a. Work-related accidents reported since the last Safety Committee Meeting on 11/4/15: 2 first aid cases; Zero medical cases; 1 lost time case; Total of 3 cases. (one was dated 8/27/15, but not reported until 11/10/15).</li><li>b. (1) Year to date accident statistics (calendar year 2015): 10 first aid cases; 2 medical cases; 6 lost time cases; Total of 18 cases; Lost time days = 171 (estimated); Restricted duty days = 14; No trends were identified.</li></ol><p>Terry compared 2015 statistics to 2014 statistics as follows:</p><ol style="list-style-type: none"><li>b. (2) Year to date accident statistics (calendar year 2014) 12 first aid cases; 8 medical cases; 5 lost time cases; Total of 25 cases; Lost time days = 77; Restricted duty days = 29.</li><li>b. (3) Year to date accident statistics – (calendar year 2016) Zero First Aid cases; 1 Medical case; 2 Lost Time cases; A possible trend was identified: Each of the 2016 cases resulted from strains (over-extensions). This was the surface or proximate cause. However, proper lifting techniques were utilized. These injuries may be attributed to an aging workforce.</li></ol><p>Terry has requested Patricia Swint of Keenan &amp; Associates to add to the monthly Safety &amp; Health training topic of “Safe Lifting and Body Mechanics” a component on aging workforce issues. Aging workforce injuries are typically less numerous but result in more days off when injured.</p><ol style="list-style-type: none"><li>c. Terry gave a review of Keenan &amp; Associates’ findings during the recent periodic safety inspection.<ol style="list-style-type: none"><li>1) The SSV Building exterior doors leading into SSV-184 (ASO Conference Room) and SSV hallway-120 (giving access to the Transcripts Office, Veteran’s Office, etc.) were blocked open. A rock was used to prop open the SSV-184 door and a folded-over</li></ol></li></ol></li></ol>



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	<p>Jared</p>	<p>floor mat was used to prop open the SSV-120 hallway door. These obstructions present tripping hazards and the open doors upset the HVAC balance in the building. These doors should only be propped open when absolutely necessary and door stoppers should be employed in order to prevent the risk of a trip and fall injury.</p> <p>Jared indicated that these doors will be put on proximity card access soon.</p> <p>2) An extension cord that is used to charge the Campus Life utility cart was found plugged into a power source and lying in the dirt near the walkway. The cord should be unplugged and properly stored when not in use to avoid damage to the cord and shock hazards.</p> <p>3) The concrete sidewalk leading from the TE1 Building to the OF2 Building has a crack in it near the TE1 Building that presents a change in elevation from one side of the crack to the other of over ¼ inch that presents a tripping hazard. The concrete should be ground down to provide a smooth transition from one side of the crack to the other.</p> <p>Officer Thomas McConnell indicated that there is a Crack in the sidewalk north and west of the SCT building that presents a tripping hazard on which a lady recently tripped.</p> <p>Jared indicated that they are allocating money from the States recent 15/16 mandated costs account for concrete repairs around the campus and that this is an ongoing project.</p> <p>Jared also indicated that they are working to see how best to track their weekly inspections of the campus along with Keenan &amp; Associates' quarterly inspections.</p> <p>2. Terry gave a status report on the Emergency Drill Program for AVC. Report is attached hereto.</p> <p>3. Jared discussed with the committee the DMV Pull Program, which is already being used for personnel employed as part-time hourly drivers for AVC. It is a program wherein DMV would notify AVC if a driver has been in an accident, had a moving violation or had their license suspended or revoked. Jared would like to include in this program Maintenance and Operations employees and others who drive during the course of their work day on college business. All M&amp;O personnel have been assigned Keenan &amp; Associates On-Line Defensive Driver and Extreme Weather Training classes.</p>
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VI. Open Discussion	All	<b><u>Item Discussed:</u></b>
	Jared	<p>1. Officer Thomas McConnell indicated that the Sheriff's Department should have contact information for the campus locksmith, Kenny Pelland, in case they find buildings that have not been properly locked up, etc. Officer McConnell states that the Sheriff's Department has a manual override to lock the buildings if need be, but once it is activated no one can enter the building using their proximity cards.</p> <p>Jared indicated that either himself or Mike Maher should be contacted if there is an issue with unlocked buildings. Jared also indicated that he would check into the settings on the override that the Sheriff's Department uses.</p>
	Jared	<p>2. Jared shared with the committee that all campus carts and vehicles are now equipped with first aid kits which also include bottles of eyewash.</p> <p>3. Jared mentioned the desire for Maintenance personnel to receive Keenan &amp; Associates training on playground inspections and general inspections. He will collect names to be enrolled in these training programs and thinks April would be a good time to schedule these training sessions.</p>
VII. Next Meeting Date		April 20, 2016 HS-194
VIII. Check Out	All	Meeting was adjourned at 2:19 p.m.

**Emergency Drill Program for AVC**

Emergency Drills since last Safety Committee Meeting on November 4, 2016:

November 5, 2015 – Emergency Evacuation Daytime Drill of Drill Zones 1 and 3 (1 = A; SSV; SCT; 3 = BE; L; LC; T100) at 11:15 AM - It took only **15 minutes and 31 seconds** from the time the alarms were sounded to the time the "All Clear" was given during our daytime emergency evacuation drill of Drill Zones 1 & 3. Difficulty was encountered in silencing the alarm to the T-100 building and this delayed the "All Clear" being given. 3 incidents of non-compliance were noted during the daytime drill. Last year's time during the daytime drill for these two drill zones was 14 minutes.

November 5, 2015 – Emergency Evacuation Nighttime Drill of Drill Zones 1 and 3 (1 = A; SSV; SCT; 3 = BE; L; LC; T100) at 7:20 PM took only **9 minutes and 6 seconds** from the time the alarms were sounded to the time the "All Clear" was given during our nighttime emergency evacuation drill of Drill Zones 1 & 3. Note: The following buildings were not occupied at the time of the nighttime drill and were not included in the activities: A, LC, T100. There were no incidents of non-compliance noted during the nighttime drill. Last year's time during the nighttime drill for these two drill zones was 15 minutes and 20 seconds.



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### Upcoming Emergency Drills for the 2016 Spring Semester:

#### Evacuation Drills

Drill Zones 2 & 4 of Main Campus (**DZ 2** = FA1-FA4, PA, NORTH & SOUTH ATHLETIC FIELDS, MS1-4, T850-1; **DZ 4** = LH, OF1, GYM, T800, SA, S1 – S9, SR, SBS, TE6, TE8)

**Week of February 22, 2016 - Please note: For the semi-unannounced drills, only the week of the daytime and nighttime drills is pre-announced. The actual date(s) and drill start times are not pre-announced.**

#### Evacuation Drills

Palmdale Center (entire Center)

Thursday - March 10, 2016 at 9:45 AM and 7:30 PM.

#### Active Shooter Drills

Main Campus (entire campus)

Wednesday - March 16, 2016 at 11:15 AM and 7:30 PM.

#### Evacuation Drills

Drill Zones 5 & 7 of Main Campus (**DZ 5** = LS1, LS2, ME, OF2, OF3, SS1, TE1, TE2; **DZ 7** = HS, HS001)

Thursday - April 21, 2016 at 11:15 AM and 7:30 PM.

#### Active Shooter Drills immediately followed by Evacuation Drills

Fox Field Site (all classes)

Wednesday - May 11, 2016 at 8:15 AM and 4:15 PM.