

## **CCC SAFETY COMMITTEE**

### **Committee Members:**

Mariles Magalong, chair  
Miguel Johnson  
Jose Oliveira  
Islam Ayyad, student \*

Ellen Coatney  
Bruce King  
Wayne Organ

Jim Gardner  
Brenda King-Randle  
Darlene Poe

\*-absent

### **MINUTES OF THE MEETING**

Friday, December 7, 2012 @ 8 a.m.  
Room AA-216

1. The November minutes were briefly reviewed and approved.
2. The evacuation drill for the Gym Annex was conducted last month. The CTC/AT drill scheduled for December will be added to the February 2013 list.
3. Bruce reported the following updates:
  - The Music building is scheduled to be turned over to the college in January 2013. However there are a few items that will have to be addressed before the turn over occurs:
    - There is water damage on the floor due to a roof leak in one room.
    - There are no HVAC controls, IT, security, or water pressure yet in the building.
    - There is a punch list that needs to be worked on.
  - Bidding will close in December 2012 for the card access project. As part of this project, a fire alarm test has to be conducted for the whole campus. Also, a work station has to be identified in Police Services to make keys.
  - The Culinary garden will be enlarged, and a gazebo constructed, starting this month.
  - The greenhouse project has been approved, and is awaiting quotes from vendors. Once a vendor is selected, the project will start.
  - The LA elevator project will be started when all the parts ordered have been delivered. Delivery is expected this month.
  - The ADA parking design for the PAC is under review by the City of San Pablo. Once the design is finalized, it will be submitted to the Department of State Architect for approval.
  - A consultant was hired to generate an ADA project list for the college. The list was prioritized by an ad hoc committee, and the list will be

brought to College Council for approval. Once approved, the projects will be worked on based on the prioritization and as funds allow.

- The annual walk-about to identify safety hazards was completed by the managers on 11/28/12. The college was divided into 5 zones, each zone inspected by a team. The safety issues identified were insufficient lighting, uneven pavement, and overgrowth of bushes/trees. As in prior years, the Buildings and Grounds department will create work orders to address the safety issues.
  - Quotes are being obtained for the replacement of the showers in the Men's and Women's Locker Rooms.
4. Bruce represented the College at the quarterly District-wide safety meeting. He reported that there was a CCCSIG representative who presented some safety information, including (Injury Illness Prevention Plan (IIPP) and District statistics for the same.
5. Jose reported that for the previous month, there were 3 incidents involving medical issues on campus:
- One incident involving an allergic reaction
  - One student who was hurt at home, then went to school and got sick by the time the student was on campus
  - One EMT volunteer tripped and twisted an ankle.

There were two other accidents: one, Bruce King slipped and fell on campus; and two, Jim Gardner picked up something heavy and twisted his arm.

Meeting adjourned at 8:40 a.m.