

CCC SAFETY COMMITTEE

Committee Members:

Mariles Magalong, chair
Jim Gardner
Jose Oliveira
Anne Shin*

Beth Goehring
Miguel Johnson
Darlene Poe*
Student rep*

Ellen Coatney
Bruce King
Brian Williams

*-absent

MINUTES OF THE MEETING

Friday, September 4, 2015 @ 8 a.m.

Room AA-216

1. The new District Director of Risk Management, Herb Lester, was introduced. He indicated that he is a resource to the committee, in terms of safety and emergency-preparedness and the Injury and Illness Prevention Program (IIPP), among other things.
2. Jose provided an update on the key inventory project. He reported that an online tracking system on the District portal has been installed by District IT. The system includes online request for keys, and will be rolled out for implementation shortly.

Mike Sandholm is assigned the responsibility to open building doors at 7 a.m. His back-up is the day-shift officer. Between 10 and 10:30 p.m. is when the college is locked up, by Police Services student workers.

3. Jose informed the committee that evacuation drills are conducted by the Police Services department and the building monitors every first Wednesday of the month. In September, the PAC and GA buildings had their drills. The rest of the drills are scheduled as follows:

- October - SSC, AT/CTC
- November - Art, Music
- February - BS/PS
- March - LA/ HS
- April - LLRC, AA
- May - New College Center

Jose will provide the schedule of building monitors training and First Aid/CPR/AED training at a future date.\

The college will participate in the Great California Shake-out on October 16, 2015. Jose will provide more details at the October meeting.

4. There was one injury report for the past month, which was a slip and fall at the bus turn-around caused by uneven pavement in the AC Transit area.

5. Bruce reported on the ongoing Facilities/Construction projects:

- New College Center – The parking lot will be finished and ready for use by the end of next week.
- After years of closure, parking lot 16 is open for use.
- The Men's locker room boiler will be installed in October 2015.
- Based on the OCR recommendations, door handles have been replaced in five buildings. The rest of the doors will be ADA-compliant as new projects are completed.
- The lights in the arboretum were replaced with LED lights, funded by Prop 39.
- The PAC rigging upgrade will be done during the winter break of 2015. The seismic retrofit of the PAC, including renovation of structures, will be performed during the summer of 2016.

6. Other Business, Emergency supplies, was tabled for next meeting.

Meeting adjourned at 9:00 a.m.