

**CONTRA COSTA COLLEGE
SAFETY COMMITTEE
Friday, November 1, 2019
8:00 a.m. - 9:00 a.m.
SAB-211**

Minutes

Committee Members: Mariles Magalong (chair), Bruce King, Finy Prak, Luci Castruita, Miguel Johnson, Ellen Coatney, Tom Holt, William Tandongfor, Alfredo Angulo, Jacob Espino, Kimyatta Newby

Present: Mariles Magalong, William Tandongfor, Luci Castruita, Elaine Gerber, Tom Holt, Bruce King, Kimyatta Newby (ASU, Director of Public Relations)

Guests: Chief Ed Carney (Police Services, DO), Denise Schreiner (CCCCSIG) and Jerry Johnson (Risk Manager, DO)

Meeting called to order at 8:03 a.m.

I. Approval of Current Agenda

II. Approval of Prior Meeting Minutes

III. Action Items

IV. Status Reports

A. Accident/Injury Reports (Tom Holt)

No slip trips and falls has been reported.

B. Evacuation Reports (Tom Holt)

Wednesday, November 6, 2019 an evacuation drill will be conducted at the Early Learning Center.

C. Facilities/Construction (Bruce King)

- The American Red Cross Trailers which housed fire relief supplies, was requested to be parked on our campus. It was no longer needed since the fire didn't spread as far as initially anticipated.
- Art Parking Lot has been expanded for more parking availability.
- PEK Project-Demolition has started in the Gymnasium and GYM Annex.
 - Luci addressed the hours for the temporary showers in place of the men's and women's locker room.
 - Lt. Holt stated if the showers are locked the person can contact police services to unlock the building. Athletics Department are in charge of locking and unlocking of the mobile buildings.

- Luci will find out the hours that is stated on the orientation brochure in Student Services and the hours are consistent with the Athletics Department schedule in opening and closing of the buildings.
- Electrical issues Parking Lot 1 & Parking Lot 6
 - Temporary lighting was stationed in the parking lots. Engineers are investigating the issue.
 - Ellen stated that the lighting between the Physical Science Building and Biology Building are out, she will request a work order through Insite Portal for this issue.
- ELC Playground sand will be installed and the project will be complete.
- Two compressors and one boiler will be replaced in the GE Building. Bruce will find out if those items may be replaced under warranty.

D. Risk Manager (Jerry Johnson)

- Years of experience at Berkeley and Oakland Unified School District, CCCCD is his first Community College District. He will join us on our future Safety committee meetings.

E. CCSIG (Denise Schreiner)

- Workplace injuries are to be reported to the company nurse
 - From beginning of July 2019 through the end of September 2019 there were 10 employees reported. Most reported in the last 3 fiscal years were slips, trips and falls.
 1. Employee was walking backwards and slipped over concrete slab.
 2. Employee was playing Kickball during the Staff Appreciation Day, hamstring was sprained.
 3. Custodial employee reaching into a closet and hit their head on a metal corner.
 4. Custodial employee sustained sprain injury due to repetitive mopping duties.
 5. Custodial employee accidentally sprayed disinfectant in their eye.
 6. Police Services employee was injured while running after a person of interest.
 7. Employee hopped over a chain linked fence and hurt their hand.
 - Denise will bring a comparative yearly report of injuries reported starting last year.
 - Mariles will connect Denise with our Professional Development Office to discuss health services trainings on campus.

V. Other Business/Discussion Items

A. Review Committee Charge

See attached Safety Committee charge changes.

B. Clarification on emergency notification systems

- Lt. Thomas Holt reported Campus Shield Buttons will be determined by a group which will be led by Rod Santos, Interim Dean of Enrollment Services, and Dennis Franco, Dean of Student Services. Dennis will report back on which computers at Student Services will need these notification buttons at their stations.
- Lt. Holt stated that in an emergency to always dial 9-1-1. The call will be dispatched to the Pinole Police Station and our Campus Police for a quick emergency response.
- Lt. Holt stated Notification boxes are not for emergencies. Please contact 9-1-1 if there is a true emergency. These notification boxes are for advisory notices in your building or classroom.

C. Campus preparedness for Smoke/Air quality

- The guidelines for campus closure based on air quality has been found difficult to assign an air quality index number. The Air Quality Index radars are too far apart to determine if the air quality at the campus are unhealthy to continue with classes and services. However, if a student or employee believes that the air quality is harmful to their health they must protect themselves with a mask or determine if they must go home.
- Lt. Holt stated the air quality inside of government facilities have better air circulation than being at home.

VI. Adjournment 9:18 a.m.