

**CONTRA COSTA COLLEGE
SAFETY COMMITTEE
Friday, February 7, 2020
8:00 a.m. - 9:00 a.m.
SAB-211**

Minutes

Committee Members: Mariles Magalong (chair), Bruce King, Finy Prak, Natasha Lockett, Miguel Johnson, Ellen Coatney, Tom Holt, William Tandongfor, Alfredo Angulo, Kimyatta Newby, Leslie Noriega

Present: Mariles Magalong (chair), Bruce King, Natasha Lockett, Ellen Coatney, Tom Holt, William Tandongfor, Alfredo Angulo, Kimyatta Newby, Leslie Noriega

Guests: Denise Schreiner (CCCCIG) and Jerry Johnson (Risk Manager, DO)

Meeting called to order at 8:00 a.m.

I. Approval of Current Agenda

II. Approval of Minutes from December 6, 2019

III. Action Items

IV. Status Reports

A. Accident/Injury Reports (Tom Holt)

- December 16, 2019 – In Automotive, three students were injured moving transmission. No medical requested.
- January 27, 2020 – In DSPS, a student in a wheelchair stopped abruptly and fell out of the wheelchair.

B. Evacuation Reports (Tom Holt)

Evacuation drill schedule in the Early Learning Center and one other additional building are conducted every month.

C. Facilities/Construction (Bruce King)

- Science Building and PE/K project are on schedule. In the Science building all utilities are getting installed. You can view the Science Building and Gym construction on the campus website.
- Automotive Department is creating space for more project vehicles in partnership with Toyota. They will have a parking lift for pending working vehicles.
- GE Building the HVAC system and new boiler is getting installed.
- AA Building HVAC installation will begin Fall 2020

D. Risk Manager (Jerry Johnson)

- Risk Management Training will begin with Management Council in February.
 - Training will include: ergonomic evaluations, reasonable accommodations for student injuries, general liability claims and more.
- Risk Management Training will be at JobLinks in June 2020 for classified employees.
- Bridge Assignment
 - Disability assistance: verifying with managers what is the minimum work duties an employee can work if disabled based on job description. (Preferably for Buildings and Grounds and Custodial)

E. CCCCSIG (Denise Schreiner)

- i. Review employee injuries/ incidents 7/1/19 to 12/31/19
 - 10 incidents were reported through the Company Nurse line from employees.
- ii. Discuss ways to mitigate trends
 - Trend in the last 5 years has been slips, trips and falls.
 - 38 incidences estimate to about \$45,000 in claims.
 - These slips, trips and falls are caused by outdoor surfaces, stairs and steps.
 - Bruce King sends an email yearly reporting the slips, trips and falls around campus.
- iii. H&S Services
 - Shoes for Cause is a program that provide non-slip shoes to Buildings and grounds and Custodial workers.

II. Other Business/Discussion Items

A. Pro-active development of college action and communication plan for emergencies (e.g. earthquake, fires/smoke, etc.)

- The clarification of the roles of management or designee when an emergency arises.
- District Police and Risk Management will be involved in that process.

B. Security: communication to employees about risk (recent break-in as example)

- Tom addresses the Daily Log of incidences can be viewed from the District website.
- All completed reports are posted to the website below within 24 hours.
<https://portal.arms.com/?AgencyId=69>

III. Adjourned at 9:04 a.m.