

**CONTRA COSTA COLLEGE
SAFETY COMMITTEE
Friday, March 6, 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), Ellen Coatney, Kimyatta Newby, Bruce King, William Tandongfor, Lt. Thomas Holt, and Natasha Lockett

Guests: Jerry Johnson (Risk Manager, DO)

Meeting called to order at 8:04 a.m.

I. Approval of Current Agenda

II. Approval of Minutes from February 7, 2020

III. Action Items

IV. Status Reports

A. Accident/Injury Reports (Tom Holt)

- No Slips, Trips and falls to report

B. Evacuation Reports (Tom Holt)

- An evacuation and shelter in place drill was conducted on March 4, 2020 in the Physical Science and Biology building.
- Tom will schedule emergency preparedness trainings during the Division/Department meetings.
- Tom will send an updated building monitor list to managers following this meeting.
- Art and Administration Building are scheduled for an evacuation drill next month.

C. Facilities/Construction (Bruce King)

- General Education Building: the boiler and HVAC equipment has been installed. The vendor is working on the controls for the HVAC.
- PE/K project: the parking lot near the GYM has pilings installed for the new foyer.
- Campus maps are going to be updated.
- Science Building will have steel installed in May.

D. Risk Manager (Jerry Johnson)

- Risk Management Training will begin with Management Council in April.
 - March 17th or 19th District Office will have risk management training for all employees to attend.
- 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)
 - March 11th Jerry Johnson will work with the following departments on their Bridge Assignments
 - Business Services
 - Biology
 - Custodial
 - Buildings and Grounds

E. CCCCSIG (Denise Schreiner)- unable to attend

II. Other Business/Discussion Items

A. Change meeting date in April due to Spring Break

- Changed April 3rd meeting to April 10th

B. Emergencies Procedure Flipbook

- The committee will review and suggest changes on the Emergencies Procedures Flipbook to customize the information to be Contra Costa College specific. The Emergencies Procedures Flipbook currently has Diablo Valley College information.

C. Coronavirus (COVID-19)

- Interim Chancellor Gene Huff sent a District wide email regarding the Coronavirus.
- Custodial Services has ordered additional soap, hand sanitizers and paper towels.
 - Waxie (custodial supplies company) will send a quote for equipment to sanitize rooms at least once a week.

III. Adjourned at 9:04 a.m.