

SBVC Facilities & Safety Committee

AGENDA
9/19/2011 @ 3:00 pm
AD-207

Members:		P			P			P
Elaine	Aikers	<input type="checkbox"/>	Mark	Ikeda	<input type="checkbox"/>	Edward	Perez	<input type="checkbox"/>
James	Hansen	<input type="checkbox"/>	Mona	Jackson	<input type="checkbox"/>	Kathleen	Pryor	<input type="checkbox"/>
Whitney	Fields	<input type="checkbox"/>	Janet	Johnson	<input type="checkbox"/>	Lito	Reyes	<input type="checkbox"/>
Carolyn	Allen-Roper	<input type="checkbox"/>	Marianne	Klingstrand	<input type="checkbox"/>	Cory	Schwartz	<input type="checkbox"/>
Vicente	Alvarez	<input type="checkbox"/>	Manuel	Loera	<input type="checkbox"/>	Ed	Szumski	<input type="checkbox"/>
Susan	Bangasser	<input type="checkbox"/>	Fernando	Martinez	<input type="checkbox"/>	Chris	Tamayo	<input type="checkbox"/>
Walter	Chatfield	<input type="checkbox"/>	Marie	Mestas	<input type="checkbox"/>	Alicia	Tuvida	<input type="checkbox"/>
Karen	Deck	<input type="checkbox"/>	Sarah	Miller	<input type="checkbox"/>	Andre	Wooten	<input type="checkbox"/>
		<input type="checkbox"/>	Tommi	Ng	<input type="checkbox"/>			<input type="checkbox"/>

TOPIC	DISCUSSION	FURTHER ACTION
Review Meeting Minutes -		
Elect Faculty Chairperson		
Review Meeting dates, times and location		
Accident/Injuries Report – Tommi N.		
SBCCD EHS – Whitney F. Great California Shakeout (Handout)		
New Business		
Adjournment		

NEXT MEETING – MONDAY, OCTOBER 3, 2011 – 3:00 PM – AD-207

Our first Facilities & Safety meeting for the Fall will be Monday, September 19th due to the first week being a holiday. The tentative schedule for the year will be:

- September 19
- October 3
- October 17
- November 7
- November 21
- December 5
- February 6
- March 5
- April 2
- April 16
- May 7

SBVC

Facilities & Safety Minutes



Members Present:

Elaine Akers	Mark Ikeda	Kathleen Pryor
Whitney Fields	Janet Johnson	Lito Reyes
Vicente Alvarez	Marianne Klingstrand	Ed Szumski
Karen Deck	Tommi Ng	

09-19-2011
3:00 – 4:35 pm

Topic:

Discussion:

Review Minutes

Correction of Rebecca to Rebeccah.

Chairperson Nominations

Table for next meeting.

Review Meeting Dates

Approved

Accident/Injuries Report

Tommi reviewed information with committee. 3 year comparison report does not include first aide or incidents that did not go to doctor:

- Did not go to Doctor
 - Hit Head (1)
 - Trip & Fall (1)
 - Pending (1)

Fall is heaviest in incidents. In the year 2010 – 18 total, in the year 2011 – 12 so far, mostly in custodial and maintenance. 60% of incidents were below \$1000. More people filling out the forms; Tommi sends all reports to Whitney. Lito shared that they checked out the Library roof in reference to the incident - pulling up through the roof hatch is difficult.

Other Business

Ed wanted to know if we had a campus notification, similar to "Mission Critical Communication" It was mentioned that Craig has a tweet "Alert You" that you have to sign-up for. The Home page of the website also has any emergency information displayed.

Smoking in non-designated areas – faculty and staff can just inform them that this is a no-smoking campus and let me show you where you can smoke. Benches need to be moved back to smoking area in the HLS area. Need more signage and use smart classrooms to educate campus that we are a "no-smoking campus."

KVCR received a grant where they will be distributing first aid kits out to the public at the campus TBD in October. Need to send out notification to Facilities and Safety committee when we know more. Whitney stated that he was going to pursue this same grant next year.

Shakeout

Whitney conducted conversation on the Great California Shakeout and what SBVC will conduct on 10/20/11. We will need to get a packet together to give to Faculty and department secretaries with information. Departments will make sure to post on boards, and communicate to departments. Suggestion for Part I – Stay in Building and Part II – Evacuate to Designated Site. You have disabled students how will you get them to the evacuation site. Suggestion to use the smart classroom and the cafeteria (Diane D.) information television to display presentation.

The possibility of delivering packets/bags with everything you might need to the captains at the individual sites after an emergency has occurred was mentioned, i.e. hard hats, vests, bullhorn, batteries, safety glasses, first aid kit and information binder.

Elaine mentioned that we need to make sure Captains and Teams know where to go and what to do.

Need Training on Evacuation Chairs– no dates set. Might be able to use Scissor/Boom lifts if stairs are not safe?

Mentioned Radio Training coming. Need to make sure to use common language that anyone can understand.

Elaine shared how we need to have the AEDs more evenly distributed across the campus. Whitney mentioned that he was working on getting a grant that might help with the cost of more AEDs. Karol has already given Whitney a map with the locations of the current AEDs. Elaine will send Whitney the information on what organization has to know about our AEDs. Elaine mentioned that an AED plan was started but not adopted yet.

Evacuation Map was reviewed and comment was mentioned that Site 2 seems heavy with buildings. It was mentioned that this is a large area and would accommodate the number of students. It was mentioned the possibility of moving the Primary and/or Secondary Command Posts, tabled for next meeting.

Need to have updated Emergency Response Team List and training on what roles would be.

Whitney mentioned education for faculty, staff and students in regards to being prepared at home, work/school and in your car. Extra water and food on hand for you, your family and pets.

Adjourned

4:35 pm

SBVC Facilities & Safety Committee

AGENDA
10/03/2011 @ 3:00 pm
AD-207

Members:		P			P			P
Elaine Akers		<input type="checkbox"/>	Mark Ikeda		<input type="checkbox"/>	Edward Perez		<input type="checkbox"/>
James Hansen		<input type="checkbox"/>	Mona Jackson		<input type="checkbox"/>	Kathleen Pryor		<input type="checkbox"/>
Whitney Fields		<input type="checkbox"/>	Janet Johnson		<input type="checkbox"/>	Lito Reyes		<input type="checkbox"/>
Carolyn Allen-Roper		<input type="checkbox"/>	Marianne Klingstrand		<input type="checkbox"/>	Cory Schwartz		<input type="checkbox"/>
Vicente Alvarez		<input type="checkbox"/>	Manuel Loera		<input type="checkbox"/>	Ed Szumski		<input type="checkbox"/>
Susan Bangasser		<input type="checkbox"/>	Fernando Martinez		<input type="checkbox"/>	Chris Tamayo		<input type="checkbox"/>
Walter Chatfield		<input type="checkbox"/>	Marie Mestas		<input type="checkbox"/>	Alicia Tuvida		<input type="checkbox"/>
Karen Deck		<input type="checkbox"/>	Sarah Miller		<input type="checkbox"/>	Andre Wooten		<input type="checkbox"/>
Debra Gallagher		<input type="checkbox"/>	Tommi Ng		<input type="checkbox"/>			<input type="checkbox"/>

TOPIC	DISCUSSION	FURTHER ACTION
Review Meeting Minutes		
Elect Faculty Chairperson		
Great California Shakeout– Jim H. Classroom Video via EDUStream		
Building Captains & Teams		
Training – Whitney Fields Evac – Chairs Training Lockdown Training		
Evacuation Map		
Police Report – Chris T. Annual Security Report		
Flip Chart – Jim H.		
Possible CalOSHA revisit – Jim H.		
HazMat Inventory Schedule – Whitney F.		
New Business		
Adjournment		

NEXT MEETING – MONDAY, OCTOBER 17, 2011 – 3:00 PM – AD-207

SBVC

Facilities & Safety Minutes



Members Present:

James Hansen	X	Karen Deck	X	Marianne Klingstrand	X	Cory Schwartz	X
Elaine Akers	X	Whitney Fields	X	Fernando Martinez	X	Chris Tamayo	X
Vincente Alvarez	X	Mark Ikeda	X	Tommi Ng	X	Alicia Tuvida	X
Susan Bangasser	X	Janet Johnson	X	Lito Reyes	X		

10-03-2011
3:00 – 4:24 pm

<u>Topic:</u>	<u>Discussion:</u>
Review Minutes	Approved
Elect Chairperson	Vicente Alvarez
No Smoking	Possibly have faculty add to syllabus.
ShakeOut	Jim mentioned how the evacuation was accepted by the President. Communicate about MCHS. Make sure information is on Facebook and Twitter. Will be sending out information to the Dean's Assistants so they can inform all faculty and adjunct faculty: Evacuation/Escort/Building Captains. EduStream Video option. Building Captains will need to check buildings. Radio police with "Evac Site #? Ready to go" find out an approximate timeframe for evacuation. Those unable to use the stairs will stay at their class building. Encourage communication of scenarios/video/questions.
Building Captains & Teams	In process, confirm that the named employees are okay with the assignment
Training Evac-Chairs Lockdown Training	6 new chairs purchased and installed on campus. Cross train M&O. Fernando will map each chair and we will add to the Emergency Evacuation Map. Anyone can attend the Lockdown Training which will be held in LA100 on the 21 st 9-10am and 26 th 3-7pm. Willdan will be assisting with the training.
Evacuation Map	Move the Primary Command Post to Lot #11 between the Police and KVCR.
Police Report Annual Security Report	Chris shared how you can ask for a copy of the Annual Report. They were also distributed to various offices on campus. A lot of training to be compliant with the Clery Act - Policy for Safe Schools.
Flip Chart	Updating, send in any recommended changes by Friday, October 7 th .
Possible CalOSHA revisit	End of October – Service/Improve & Safety Identify area/program. Inspection will occur in the Spring. Possible M&O and Chemistry?
Haz-Mat Inventory Schedule	Keenan does an annual Building by Building inventory
Adjourned	4:35 pm

NEXT MEETING – Monday, October 17, 2011 – 3:00 PM – ADSS 207

SBVC Facilities & Safety Committee

AGENDA
10/17/2011 @ 3:00 pm
AD-207

Members:		P			P			P
Vicente	Alvarez	<input type="checkbox"/>	Mark	Ikeda	<input type="checkbox"/>	Edward	Perez	<input type="checkbox"/>
James	Hansen	<input type="checkbox"/>	Mona	Jackson	<input type="checkbox"/>	Kathleen	Pryor	<input type="checkbox"/>
Whitney	Fields	<input type="checkbox"/>	Janet	Johnson	<input type="checkbox"/>	Lito	Reyes	<input type="checkbox"/>
Elaine	Akers	<input type="checkbox"/>	Marianne	Klingstrand	<input type="checkbox"/>	Cory	Schwartz	<input type="checkbox"/>
Carolyn	Allen-Roper	<input type="checkbox"/>	Manuel	Loera	<input type="checkbox"/>	Ed	Szumski	<input type="checkbox"/>
Susan	Bangasser	<input type="checkbox"/>	Fernando	Martinez	<input type="checkbox"/>	Chris	Tamayo	<input type="checkbox"/>
Walter	Chatfield	<input type="checkbox"/>	Marie	Mestas	<input type="checkbox"/>	Alicia	Tuvida	<input type="checkbox"/>
Karen	Deck	<input type="checkbox"/>	Sarah	Miller	<input type="checkbox"/>	Andre	Wooten	<input type="checkbox"/>
Debra	Gallagher	<input type="checkbox"/>	Tommi	Ng	<input type="checkbox"/>			<input type="checkbox"/>

TOPIC	DISCUSSION	FURTHER ACTION
Review Meeting Minutes		
Jim H. - Great California Shakeout Cal OSHA visit Building Captains & Teams Flip Chart		
Whitney F. – Training Evac+Chair Lockdown HazMat Update HR		
Chris T. – Free Speech		
New Business		
Adjournment		

NEXT MEETING – MONDAY, NOVEMBER 7, 2011 – 3:00 PM – AD-207

SBVC

Facilities & Safety Minutes



Members Present:

James Hansen	X	Karen Deck	X	Marianne Klingstrand	X	Chris Tamayo	X
Vincente Alvarez	X	Whitney Fields	X	Fernando Martinez	X	Alicia Tuvida	X
Elaine Akers	X	Mark Ikeda	X	Kathleen Pryor	X		
Susan Bangasser	X	Janet Johnson	X	Lito Reyes	X		

10-17-2011
3:00 - 4:23 pm

Topic:

Discussion:

Review Minutes

With corrections of names on the Building Captains & Teams list.

Jim Hansen

Great California Shakeout – Information table 8-10 am on the 20th in the CC Quad area. Those unable to maneuver stairs are asked to assemble near the Evac+Chairs or stairwells. Rick H. will create the campus voice message with Jim's help. Last year HLS 2nd floor south side did not hear the bullhorn.

CalOSHA visit – January 2012 – Service/Improve & Safety Identify area/program. Inspection will occur in the Spring. Possible M&O and Chemistry? Need to inspect extension cords, surge protectors, copier toner MSDS, bookshelves w/bungee cords, etc. Jim will verify with the college Council if the PS's building is okay to conduct the inspection on.

Non-Smoking Campus – Jim will communicate to VP of Instruction to see if including this in instructors syllabus can be enforced. Need to discourage staff from smoking on carts as they drive around the campus.

Flip Chart – Add language dealing with chemical; beware of conditions and remain upwind, Assault/Fighting; take note of any obvious weapons, and Riot/Protest emergencies.

Emergency Evacuation Sites Map – Move Site #1, #2 and the Primary Command Post.

- Site 1 moved to the end of the ADSS building, north side
- Site 2 moved to the quad area within the 5 buildings
- Primary Command Post moved to Lot #11 between the Police and KVCR

Building Captains & Teams – Make corrections and additions to list. Whitney will send the Training PowerPoint to Janet to be sent out on Wednesday morning. Two trainings held on campus.

Flip Chart - Need to get signage up.

Whitney Fields

Evac+Chair - 6 new chairs purchased and installed on campus. Locations will be on updated Emergency Evacuation Sites Map. Training is still in the process of being setup; one training for both CHC & SBVC.

Training – Lockdown on Friday, October 21st and Wednesday October 26th by Willdan. Fire Safety to be held on Tuesday, November 8th by the San Bernardino City Fire Department.

Emergency Operation Plan – All recommended changes due by October 28.

Review of Safety Policies & Plans - Starting this month for November's meetings. Will develop a way to do the evaluations through the website with Jason Brady.

Chris Tamayo

Free Speech -

New Business

Jim would like to have a Lockdown meeting - invite to committee will be sent out.

Elaine would like AED's for all buildings to be a priority.

Furnishings for new buildings; Trash cans, clocks, locks, pencil sharpeners, AED, MSDS binders.

Adjourned

4:23 pm

SBVC Facilities & Safety Committee

AGENDA
11/07/2011 @ 3:00 pm
AD-200C

Members:		P			P			P
Vicente	Alvarez	<input type="checkbox"/>	Mark	Ikeda	<input type="checkbox"/>	Edward	Perez	<input type="checkbox"/>
James	Hansen	<input type="checkbox"/>	Mona	Jackson	<input type="checkbox"/>	Kathleen	Pryor	<input type="checkbox"/>
Whitney	Fields	<input type="checkbox"/>	Janet	Johnson	<input type="checkbox"/>	Lito	Reyes	<input type="checkbox"/>
Elaine	Akers	<input type="checkbox"/>	Marianne	Klingstrand	<input type="checkbox"/>	Cory	Schwartz	<input type="checkbox"/>
Carolyn	Allen-Roper	<input type="checkbox"/>	Manuel	Loera	<input type="checkbox"/>	Ed	Szumski	<input type="checkbox"/>
Susan	Bangasser	<input type="checkbox"/>	Fernando	Martinez	<input type="checkbox"/>	Chris	Tamayo	<input type="checkbox"/>
Walter	Chatfield	<input type="checkbox"/>	Marie	Mestas	<input type="checkbox"/>	Alicia	Tuvida	<input type="checkbox"/>
Karen	Deck	<input type="checkbox"/>	Sarah	Miller	<input type="checkbox"/>	Andre	Wooten	<input type="checkbox"/>
Debra	Gallagher	<input type="checkbox"/>	Tommi	Ng	<input type="checkbox"/>			<input type="checkbox"/>

TOPIC	DISCUSSION	FURTHER ACTION
Review Meeting Minutes		
Jim H. – Lockdown Meetings Evacuation Map		
Whitney F. – Training Fire Safety Job Hazard Assessments IIPP Review		
Tommi N. – HR Workers Compensation Reports		
New Business		
Adjournment		

NEXT MEETING – MONDAY, NOVEMBER 21, 2011 – 3:00 PM – AD-207

SBVC

Facilities & Safety Minutes



Members Present:

James Hansen	X	Karen Deck	X	Fernando Martinez	X	Cory Schwartz	X
Vincente Alvarez	X	Whitney Fields	X	Marie Mestas	X	Ed Szumski	X
Elaine Akers	X	Janet Johnson	X	Kathleen Pryor	X	Chris Tamayo	X
Susan Bangasser	X	Marianne Klingstrand	X	Lito Reyes	X	Alicia Tuvida	X

11-7-2011

3:00 – 4:02 pm

Topic:

Discussion:

Review Minutes

With addition of "signage at various sites for the Free Speech locations."

Jim Hansen

Lockdown - meeting went well; talked about hardware & room floor plans. Assigned responsibility of determining classrooms and public spaces for all buildings. Determine safe rooms in future meetings. Will share information with Charlie Ng in the hopes of funding through the bond initiative. Send out a second calendar invite reminder and include Russell Gamble a representative from Ingersoll Rand to Thursday's lockdown meeting.

Informacast – Can send messages campus wide; capable to send text messages. John informed Jim that he had 6 speakers that plug into the internet. Ideal for hallways and larger lecture rooms; 12" vandal resistant square box:

LA 100	LIB Viewing	NH MAC	WG	CC 1&2	PS Annex 2
LA 207	LIB Lab	HLS 1&2	SG	Bookstore	The Den
AUD	LIB Classroom		Weight Room	Warehouse	T & TRAN
	CDC playground	Elevators	Fitness Center	Restrooms	PL & PORT

Make sure to consider communication capabilities when remodel of locker rooms and Business.

Emergency Evacuation Sites Map – Change numbering

- Site 2 west of parking lot #1 will include LA and NH-interior
- Old site 2 becomes Site 3 quad area will include LIB, B and NH-exterior
- Site 3 becomes site 4 and will include CC and MC
- Site 4 becomes site 5 will include the TRAN and district Warehouse
- Site 5 becomes site 6 will include the CDC
- Site 6 becomes site 7 will include the M&O, MCHS, SHS, PL, PORT, WG, and SG
- Site 7 becomes Site 8 will include the ART, HLS and the PS's for now; might move PS's after construction fence removed or for next year's flip chart
- Site 8 becomes Site 9 will include the T

Whitney Fields

Training – How to encourage participation; Committees, Classified Senate, CTA, right before classes start, flex day, streamed to view at convenience. Cannot make mandatory. Friday's are bad days to do training. Files are also kept online with Keenan. Send out a notice every year on what trainings are required, include supervisor in email; include nag emails/reminders. New employees will have mandatory training determined by classification, when starting. Required training shows a 98% completion rate. Possible question if relevant, how many still have to take (number of trainings) out of (number needed?) Important to keep track electronically for reference.

Job Hazard Assessments – Review/include CDC, Computer Tech, PE, Industrial, Transportation, Art & Theater. Includes classification, safety equipment, work area and recommended training. Ties with training matric found online 1 page. Include on website, faculty handbook, orientations and send out via managers to individuals?

IIPP – Review, email comments to Whitney or Jim.

Inspection Records – Keep in VP, Administrative Services Office.

Workers Compensation – Keenan representative will attend a meeting to give a overview of WC.

Chris Tamayo

Free Speech - Do not have to sign-in at the CBO. Can't specify to group/individual where they have to be on campus. Can encourage but not require.

New Business

Snacks – Fruit, nuts, water, chocolate chip cookies, M&M's

Adjourned

4:02 pm

SBVC Facilities & Safety Committee

AGENDA
11/21/2011 @ 3:00 pm
AD-207

Members:		P			P			P
Vicente	Alvarez	<input type="checkbox"/>	Mark	Ikeda	<input type="checkbox"/>	Edward	Perez	<input type="checkbox"/>
James	Hansen	<input type="checkbox"/>	Mona	Jackson	<input type="checkbox"/>	Kathleen	Pryor	<input type="checkbox"/>
Whitney	Fields	<input type="checkbox"/>	Janet	Johnson	<input type="checkbox"/>	Lito	Reyes	<input type="checkbox"/>
Elaine	Akers	<input type="checkbox"/>	Marianne	Klingstrand	<input type="checkbox"/>	Cory	Schwartz	<input type="checkbox"/>
Carolyn	Allen-Roper	<input type="checkbox"/>	Manuel	Loera	<input type="checkbox"/>	Ed	Szumski	<input type="checkbox"/>
Susan	Bangasser	<input type="checkbox"/>	Fernando	Martinez	<input type="checkbox"/>	Chris	Tamayo	<input type="checkbox"/>
Walter	Chatfield	<input type="checkbox"/>	Marie	Mestas	<input type="checkbox"/>	Alicia	Tuvida	<input type="checkbox"/>
Karen	Deck	<input type="checkbox"/>	Sarah	Miller	<input type="checkbox"/>	Andre	Wooten	<input type="checkbox"/>
Debra	Gallagher	<input type="checkbox"/>	Tommi	Ng	<input type="checkbox"/>	Visitor		<input type="checkbox"/>

TOPIC	DISCUSSION	FURTHER ACTION
Review Meeting Minutes		
Jim H. – Lockdown Meetings		
Tommi N. – Employee Incidents		
Keenan – Lisa Coffman Workers Compensation Reports Keenan – Lito Reyes Safety		
New Business		
Adjournment		

NEXT MEETING – MONDAY, DECEMBER 5, 2011 – 3:00 PM – AD-207

SBVC

Facilities & Safety Minutes



Members Present:

James Hansen	X	Karen Deck	X	Fernando Martinez	X	Cory Schwartz	X
Vicente Alvarez	X	Mark Ikeda	X	Tommi Ng	X	Lisa Coffman	X
Elaine Akers	X	Janet Johnson	X	Chris Tamayo	X		
Susan Bangasser	X	Marianne Klingstrand	X	Ashley T.	X		

11-21-2011

3:00 – 4:02 pm

Topic:

Discussion:

Review Minutes

Accepted 3:06pm

Jim Hansen

Lockdown – Scheduled campus walk to determine safe rooms. Cory will send possible hidden rooms. List of hardware needs to install, panic hardware, hex keys on the back of Emergency Flip Chart in an envelope in a pocket by any doors that would need them to lockdown. Flip Chart to only have one hole punch in the middle. Fernando will get the sizes and number of hex keys needed.

IIPP updates need to be emailed to Jim/Janet as soon as possible. Jim mentioned that mid-level managers are not aware of their level of responsibilities.

Tommi Ng

Report – M&O incidents seem to come in groups.

Lisa Coffman Keenan

Workers Compensation 101 – Injury Summary Report, Loss Control; what we need to do to prevent injury. Severity-Total Cost went up; increase for benefits. Restrictions – accommodate by modified work; can adjust work, contact HR. Permanent disability benefits compensate wages. Supplemental job displacement – can't return to current classification. Never know what an injury will cost until after occurrence. Safety incentives could help prevent injuries. Possible verbiage – "Will we further injuries if we bring them back. Your doctor says you can do this with restrictions. Please tell us if you are not comfortable with this. You need to be responsible to follow your restrictions."

Working with Amalia at the district on a Return to Work Program which will include accountabilities and responsibilities. With Repeat offenders put them on the spot, incorporate disciplinary procedures. Best if you can get them back to work because ultimately they just want time off.

SBVC is doing great on completion rate of training.

SBVC is self-insured. Any person in the position of authority or assistant to authority need to make sure to get (24 Hour Rule) the DWC1 form to any employee that has had an injury. If you have knowledge of injury you need to give the form to them. If you don't get it back that is okay, but document that you gave it to them. Must have form to HR before treatment; hand deliver as soon as possible.

If employee is in hospital HR needs to notify CalOSHA within 8 hours of knowledge, please let Tommi know as soon as possible. This applies to student workers also.

The tip of a finger is considered an amputation.

New Business

Mark Ikeda said that College Way – New Lights look great!

Adjourned

4:07 pm

NEXT MEETING – Monday, December 5, 2011 – 3:00 PM – ADSS 207

SBVC Facilities & Safety Committee

AGENDA
12/5/2011 @ 3:00 pm
AD-207

Members:		P			P			P
Vicente	Alvarez	<input type="checkbox"/>	Mark	Ikeda	<input type="checkbox"/>	Edward	Perez	<input type="checkbox"/>
James	Hansen	<input type="checkbox"/>	Mona	Jackson	<input type="checkbox"/>	Kathleen	Pryor	<input type="checkbox"/>
Whitney	Fields	<input type="checkbox"/>	Janet	Johnson	<input type="checkbox"/>	Lito	Reyes	<input type="checkbox"/>
Elaine	Akers	<input type="checkbox"/>	Marianne	Klingstrand	<input type="checkbox"/>	Cory	Schwartz	<input type="checkbox"/>
Carolyn	Allen-Roper	<input type="checkbox"/>	Manuel	Loera	<input type="checkbox"/>	Ed	Szumski	<input type="checkbox"/>
Susan	Bangasser	<input type="checkbox"/>	Fernando	Martinez	<input type="checkbox"/>	Chris	Tamayo	<input type="checkbox"/>
Walter	Chatfield	<input type="checkbox"/>	Marie	Mestas	<input type="checkbox"/>	Alicia	Tuvida	<input type="checkbox"/>
Karen	Deck	<input type="checkbox"/>	Sarah	Miller	<input type="checkbox"/>	Andre	Wooten	<input type="checkbox"/>
Debra	Gallagher	<input type="checkbox"/>	Tommi	Ng	<input type="checkbox"/>	Visitor		<input type="checkbox"/>

TOPIC	DISCUSSION	FURTHER ACTION
Review Meeting Minutes		
Jim H. – Lockdown Meetings Field Report - Fernando		
Tommi N. – Employee Incidents		
Keenan – Lisa Coffman Workers Compensation Reports Keenan – Lito Reyes Safety		
Whitney – Fire Prevention Plan Review		
New Business		
Adjournment		

NEXT MEETING – MONDAY, FEBRUARY 6, 2011 – 3:00 PM – AD-207

SBVC

Facilities & Safety Updated Minutes



Members Present:

James Hansen	X	Karen Deck	X	Fernando Martinez	X	Cory Schwartz	X
Vicente Alvarez	X	Mark Ikeda	X	Tommi Ng	X	Lisa Coffman	X
Elaine Akers	X	Janet Johnson	X	Chris Tamayo	X		
Susan Bangasser	X	Marianne Klingstrand	X	Ashley T.	X		

11-21-2011

3:00 – 4:02 pm

Topic:

Discussion:

Review Minutes

Accepted 3:06pm

Jim Hansen

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IIPP updates need to be emailed to Jim/Janet as soon as possible. Jim mentioned that mid-level managers are not aware of their level of responsibilities.

Tommi Ng

Report – M&O incidents seem to come in groups.

Lisa Coffman Keenan

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Working with Amalia at the district on a Return to Work Program which will include accountabilities and responsibilities. With Repeat offenders put them on the spot, incorporate disciplinary procedures. Best if you can get them back to work.

SBVC is doing great on completion rate of training.

SBVC is self-insured. The appropriate manager or supervisor is responsible for insuring the injured employee receives the DWC1 form in compliance of 24 hour rule. If you have knowledge of injury you need to give the form to them. If you don't get it back that is okay, but document that you gave it to them. Must have form to HR before treatment; hand deliver as soon as possible.

If employee is in hospital HR needs to notify CalOSHA within 8 hours of knowledge, please let Tommi know as soon as possible. This applies to student workers also.

New Business

Mark Ikeda said that College Way – New Lights look great!

Adjourned

4:07 pm

NEXT MEETING – Monday, December 5, 2011 – 3:00 PM – ADSS 207

SBVC Facilities & Safety Committee

AGENDA
2/6/2012 @ 3:00 pm
AD-207

Members:		P			P			P
Vicente	Alvarez	<input type="checkbox"/>	Debra	Gallagher	<input type="checkbox"/>	Edward	Perez	<input type="checkbox"/>
James	Hansen	<input type="checkbox"/>	Mark	Ikeda	<input type="checkbox"/>	Kathleen	Pryor	<input type="checkbox"/>
Whitney	Fields	<input type="checkbox"/>	Mona	Jackson	<input type="checkbox"/>	Lito	Reyes	<input type="checkbox"/>
Elaine	Akers	<input type="checkbox"/>	Janet	Johnson	<input type="checkbox"/>	Cory	Schwartz	<input type="checkbox"/>
Carolyn	Allen-Roper	<input type="checkbox"/>	Marianne	Klingstrand	<input type="checkbox"/>	Ed	Szumski	<input type="checkbox"/>
Susan	Bangasser	<input type="checkbox"/>	Manuel	Loera	<input type="checkbox"/>	Chris	Tamayo	<input type="checkbox"/>
Cheryl	Burge	<input type="checkbox"/>	Fernando	Martinez	<input type="checkbox"/>	Ashley	Tone	<input type="checkbox"/>
Walter	Chatfield	<input type="checkbox"/>	Marie	Mestas	<input type="checkbox"/>	Alicia	Tuvida	<input type="checkbox"/>
Karen	Deck	<input type="checkbox"/>	Sarah	Miller	<input type="checkbox"/>	Andre	Wooten	<input type="checkbox"/>

TOPIC	DISCUSSION	FURTHER ACTION
Review Meeting Minutes		
Jim H. – Campus Update		
Fernando M. – Campus Report Lockdown Fire Prevention Plan Review		
Chris T. – Nothing to Report		
Cheryl B. – Staff Injuries Update		
Keenan – Lito Reyes Hazardous Material Inventory		
Whitney F.– Emergency Preparedness TableTop April Drill Safety Inspection Report – March Safety Newsletter IIPP Training		
New Business		
Adjournment		

NEXT MEETING – MONDAY, MARCH 5, 2011 – 3:00 PM – AD-207

SBVC

Facilities & Safety Minutes



Members Present:

James Hansen	X	Mark Ikeda	X	Lito Reyes	X	Greg Fife	X
Vicente Alvarez	X	Janet Johnson	X	Ed Szumski	X	Lisa Coffman	X
Whitney Fields	X	Marianne Klingstrand	X	Chris Tamayo	X		
Susan Bangasser	X	Fernando Martinez	X	Ashley Tuvida	X		

12-05-2011

3:00 – 4:01 pm

Topic:

Discussion:

Review Minutes

Approved 11/21 minutes with recommended changes 3:04pm

Jim Hansen

Lockdown – Fernando and Greg Fife reported that 3 buildings were covered on the Campus Walk. List of safe rooms with lock description/recommendation. Russell & Harold working on specs for buildings. List should be completed for the next meeting. Criteria used – Hardware Lockable, Phone, amount of Glass. Common sense in the use of safe rooms – have a plan! Training every classroom needs to be securable and every door/hardware lockable

IIPP training in the Spring. Cancel CalOSHA since we are progressively working on punch list. All managers make sure all employees know where to find the IIPP and encourage them to read. Perhaps a campus wide IIPP awareness inundation.

Fire Prevention Plan, Fernando is the administrator. Suggestion was made to tie in the fire extinguisher service with training and the possibility of using the old fire extinguishers. Training during Staff Appreciation. Tech Room is requesting an extinguisher.

Tommi Ng

Report – 2 incidents, one reported and one not reported.

Lisa Coffman Keenan

District to district comparison with like size, payroll, student, but different demographics. SBCCD self-insured with dollar to dollar claims looking good in “cost per claim.” SBVC training very good.

January 1, 2012 AB 2774 changed what defines a serious violation – “reasonable possibilities” and serious physical harm - “admitted to hospital for over 24 hours for more than observation. Keenan will call hospitals for necessary employee information. Need to exhaust all possible means to get information to employee. Make sure to call CalOSHA within 8 hours of knowledge of hospitalization!

New Business

Susan B. asked when the landscaping & fence will be down near the PS’s. First soil amendment and water for 2 weeks; then spray with herbicide and seed. Probably the first week of January if all goes as planned. All walkways will be open for Spring Semester.

Adjourned

4:07 pm

SBVC Facilities & Safety Committee

AGENDA
3/5/2012 @ 3:00 pm
AD-207

Members:		P		P		P	
Vicente	Alvarez		Debra	Gallagher		Edward	Perez
James	Hansen		Mark	Ikeda		Kathleen	Pryor
Whitney	Fields		Mona	Jackson		Lito	Reyes
Elaine	Akers		Janet	Johnson		Cory	Schwartz
Carolyn	Allen-Roper		Marianne	Klingstrand		Ed	Szumski
Susan	Bangasser		Manuel	Loera		Chris	Tamayo
Cheryl	Burge		Fernando	Martinez		Ashley	Tone
Walter	Chatfield		Marie	Mestas		Alicia	Tuvida
Karen	Deck		Sarah	Miller		Andre	Wooten

TOPIC	DISCUSSION	FURTHER ACTION
Review Meeting Minutes		
Jim H. – <ul style="list-style-type: none"> • Campus Update • Fire Prevention Plan Review • Lockdown 		
Chris T. – <ul style="list-style-type: none"> • 911 IT Placement of Speakers • Bike Racks 		
Cheryl B. – <ul style="list-style-type: none"> • Staff Injuries Update • Summary Report – March 2012 		
Keenan – Lito Reyes <ul style="list-style-type: none"> • Hazardous Material Inventory 		
Whitney F.– <ul style="list-style-type: none"> • Emergency Preparedness Table Top Update • April National Emergency Preparedness Month Exercise • Asbestos Annual Notification Requirement • Asbestos/Lead-Paint Awareness Training Interest For SBVC, Campus Community • Chemical Hygiene/Laboratory Safety Training SBVC Lab. Techs/Faculty, scheduled for 03/27, 9AM & 03/30 1PM • District-Wide Safety Committee Participation • Keenan/SBVC, Accident/Injury/Training Summary Report – March 2012 (Whitney & Cheryl) 		
New Business <ul style="list-style-type: none"> • 		
Adjournment		

NEXT MEETING – MONDAY, APRIL 2, 2012 – 3:00 PM – AD-207

SBVC

Facilities & Safety Minutes



Members Present:

James Hansen	X	Susan Bangasser	X	Janet Johnson	X	Lito Reyes	X
Vicente Alvarez	X	Cheryl Burge	X	Marianne Klingstrand	X	Ed Szumski	X
Whitney Fields	X	Walter Chatfield	X	Fernando Martinez	X	Chris Tamayo	X
Elaine Akers	X	Karen Deck	X	Kathleen Pryor	X	Alicia Tuvida	X

02-06-2012

3:02 – 4:20 pm

Topic:

Discussion:

Review Minutes

Approved 12/5/11 minutes

Jim Hansen

Tremendous headway with safety training this last year. Paperwork is in the process for Chemical Hygiene training for lab techs. Central Plant with 2 new chillers and a 70' thermo will get started in mid-March. Finishing soft demo and hazardous Material removal on the Business Building. Planning stages for the New Gym. Proceeding with landscaping. Renovation of the Auditorium within the next year.

Fernando Martinez

Moving away from high water content landscaping. Susan requested getting rid of the rat grass near the PS's building. Business building move is complete had to replace a few missing books. In the process of purchasing a new mower. Lockdown specs were very detailed; waiting for 3 vendor quotes for the hardware. Need to provide architects with the specs for use on future renovations/construction. AED automatic doors; 3 vendor bids for 10 doors should give access to all buildings.

Fire Prevention Program review, we may want to add something about heaters, good preventable practices and that all electrical panels should be clear at all times. Possibly go to division meetings or buildings and quiz or provide a survey for awareness purposes. Possible study of getting rid of personal refrigerators with the awareness that there is no designated lounge for staff and faculty.

Chris Tamayo

Tech building theft quote. Parking going fairly well. Like the ability to lock and unlock the PS's buildings. September is the campus national safety month. Hope to do something on both campuses every semester. Conversation on providing some campus safety information within the student online orientation. Pro Swap Meet safety; police will provide an escort if requested by calling Ext. 4491.

Whitney Fields

With the last year of safety training there has been quite a few reductions in any reported incidents for both custodial and Maintenance & Operations.

Willdan & Associates will be facilitating the tabletop meetings for Wednesday during Spring break. Possibility of doing the safety awareness – IIPP in April. We will need to send out a list of the confirmed safe rooms.

Lito Reyes Keenan

Online MSDS not a complete inventory. Old materials noted in survey report should be destroyed and/or properly labeled. Working on fixing the cut-off Room numbers.

New Business

Walter suggested providing a location for students to charge electronic devices, eat and etc. or provide benches; students are sitting in the hallways of NH on the ground with legs stretched out, this is very unsafe for visually impaired students and staff. Designated parking areas for the campus carts. Susan suggested the need to plan and schedule events/drills/trainings farther ahead so we can better include faculty and staff in trainings.

Adjourned

4:20 pm

SBVC Facilities & Safety Committee

AGENDA
4/2/2012 @ 3:00 pm
AD-207

Members:		P		P		P
Vicente	Alvarez	<input type="checkbox"/>	Debra	Gallagher	<input type="checkbox"/>	Edward Perez
James	Hansen	<input type="checkbox"/>	Mark	Ikeda	<input type="checkbox"/>	Kathleen Pryor
Whitney	Fields	<input type="checkbox"/>	Mona	Jackson	<input type="checkbox"/>	Lito Reyes
Elaine	Akers	<input type="checkbox"/>	Janet	Johnson	<input type="checkbox"/>	Cory Schwartz
Carolyn	Allen-Roper	<input type="checkbox"/>	Marianne	Klingstrand	<input type="checkbox"/>	Ed Szumski
Susan	Bangasser	<input type="checkbox"/>	Manuel	Loera	<input type="checkbox"/>	Chris Tamayo
Cheryl	Burge	<input type="checkbox"/>	Fernando	Martinez	<input type="checkbox"/>	Ashley Tone
Walter	Chatfield	<input type="checkbox"/>	Marie	Mestas	<input type="checkbox"/>	Alicia Tuvida
Karen	Deck	<input type="checkbox"/>	Sarah	Miller	<input type="checkbox"/>	Andre Wooten

TOPIC	DISCUSSION	FURTHER ACTION
Review Meeting Minutes		
Jim H. – <ul style="list-style-type: none"> • Campus Update • Lockdown 		
Chris T. – <ul style="list-style-type: none"> • 911 IT Placement of Speakers • Bike Racks • Update 		
Whitney F.– <ul style="list-style-type: none"> • April National Emergency Preparedness Month Exercise – Weekly Flyers & Test of Blackboard Connect/ Informacast Thursday, 04/27/12 • Make-up for Chemical Hygiene/Laboratory Safety Training at CHC for Lab Techs/Faculty, scheduled on Tuesday, 04/13, 10am, LRC 226 –presented by Protech ECS • Workers Comp.Summary Monthly between 1st and 5th to Managers/Supervisors • Keenan/SBVC, Accident/Injury/Report – Next Meeting • CUPA/County Fire Haz. Mat. Inspector conducting 2nd site visit week of April 9th or 16th in Art & Science areas 		
New Business <ul style="list-style-type: none"> • 		
Adjournment		

NEXT MEETING – MONDAY, APRIL 16, 2012 – 3:00 PM – AD-207

SBVC

Facilities & Safety Minutes



Members Present:

James Hansen	X	Karen Deck	X	Kathleen Pryor	X
Vicente Alvarez	X	Mark Ikeda	X	Ed Szumski	X
Whitney Fields	X	Janet Johnson	X	Chris Tamayo	X
Susan Bangasser	X	Marianne Klingstrand	X	Alicia Tuvida	

04-02-2012

3:00 – 4:04 pm

Topic:

Discussion:

Review Minutes

Approved 3/5/12 Minutes

Jim Hansen

Procedures for dealing with student injuries. Central Plant will have an online modular, water treatment & conditioning.

Grass not seeding well. Will be working with Kitchell to improve turf. Bike racks to put around campus. Head removal will be replaced with turf & sand.

Business building demolition nearly completed; delay due to the State Architect Office; actual construction should start in June. A summer project consists of Gym & the Auditorium. Pool & Office will come down later this year; 2 gyms will remain until new building at which time they will be demolished then the stadium construction will start. Current design uses the office spaces on both sides and makes them into restrooms ADA compliant. The Auditorium will have 2 wheelchair lifts. New elevator where the temporary chiller is and a stairwell near the clock tower that will have a ½ level stop.

Benches for NH approximately 4 per floor will be going with a universal powder coated. 6' pathways, will work with Whitney on safety aspect.

Working on completion of lockdown hardware bid.

Whitney Houston

April Earthquake Awareness – exercise will occur on an undisclosed date and time.

Majority showed up for the Chemical hygiene/Lab Safety Training 3/27/12, will be planning a make-up session.

Workers Comp summary goes to managers to keep informed. Jim and Whitney will create a 1 page posting in case of student injury.

Chris Tamayo

Met with John Kyle about speakers will make recommendation previous list mentioned ADSS, LIB, Cafeteria, Gym/Track they need to be installed close to the buildings may need to purchase more as needed. The Business building will have mass communication capabilities. September 10-13, 2012 will be National Safety week, student information in orientation.

New Business

Specified parking for use by the credit union, bookstore and library customers; 1 in LA Lot 1 and 2 in Lot 11.

Chemical disposal in Tech 126

Adjourned

4:04 pm

SBVC Facilities & Safety Committee

AGENDA
5/7/2012 @ 3:00 pm
AD-207

Members:	P		P		P
Vicente Alvarez		Debra Gallagher		Edward Perez	
James Hansen		Mark Ikeda		Kathleen Pryor	
Whitney Fields		Mona Jackson		Lito Reyes	
Elaine Akers		Janet Johnson		Cory Schwartz	
Carolyn Allen-Roper		Marianne Klingstrand		Ed Szumski	
Susan Bangasser		Manuel Loera		Chris Tamayo	
Cheryl Burge		Fernando Martinez		Ashley Tone	
Walter Chatfield		Marie Mestas		Alicia Tuvida	
Karen Deck		Sarah Miller		Andre Wooten	

TOPIC	DISCUSSION	FURTHER ACTION
Review Meeting Minutes		
Jim H. – <ul style="list-style-type: none"> • Campus Update • Lockdown • New AED Locations (6 – one for police to carry?[map]) • FY 12-13 Meeting Schedule • April National Emergency Preparedness Month Exercise 		
Chris T. – <ul style="list-style-type: none"> • 911 IT Placement of Speakers • Bike Racks(map) • Update 		
Lito R.– <ul style="list-style-type: none"> • Keenan/SBVC, Accident/Injury/Report • Workers Comp.Summary Monthly between 1st and 5th to Managers/Supervisors 		
New Business <ul style="list-style-type: none"> • 		
Adjournment		

NEXT MEETING – MONDAY, TBD, 2012 – 3:00 PM – AD-207

SBVC Facilities & Safety Minutes

05-07-2012
3:05 – 4:15 pm



Members Present:

James Hansen	X	Walter Chatfield	X	Marianne Klingstrand	X	Chris Tamayo	X
Vicente Alvarez	X	Karen Deck	X	Marie Mestas	X	Ashley Tone	X
Elaine Akers	X	Mark Ikeda	X	Kathleen Pryor	X	Alicia Tuvida	X
Susan Bangasser	X	Janet Johnson	X	Lito Reyes	X		

Topic:

Discussion:

Review Minutes

Approved 04/02/12 Minutes with the addition of a sentence change.

Jim Hansen

Soccer Field work will begin this month. Trenching on campus kept open waiting for pipe delivery. Contractors interested in submitting bids will be walking the Business Building next week. Auditorium and the Snyder Gym are meeting with Architects this week; PE/Athletics are in the planning stage. ADA sidewalk improvements will start in December; sidewalk repairs will occur as digging for the Central Plant occurs and will be ADA compliant. According to ADA Compliance Architects the AD/SS interior patio is not ADA compliant, this would be a voluntary project. Science departments would like to have a pond and would like to have input on the wellness garden plantings.

Lockdown, benches and automatic doors will be funded next fiscal year. Benches will be 4 per floor for the NH and PS. Will investigate outside benches for HLS.

Bike racks will not block sidewalks and locations will be – (1)T, (2)PS, (3)HLS, (4)LA, (5)NH, (6)5Bld.Quad, (7)MC and (8-9)CC. Will need to educate campus on locations via the website and signage.

AED Locations – Police mobile, HLS, LIB, LA, NH, & PS. AED training opportunity coming soon.

Chris Tamayo

Great American ShakeOut & April Exercise early date notification. 911 Speakers to be located at the (1)CDC toward the playground, (2)PS bridge area, (3)CC center of building, (4)AD/SS Bridge, (5)NH near MAC facing toward LIB and (6)Audi backside. Investigate visual alarms for hearing impaired.

**Lito Reyes
Ashley Tone**

Workers Comp summary goes to managers to keep informed. Lito said that overall the WC Injury Summary Reports looks good. Keenan should have the MSDS ready to upload soon, access is limited. Ashley mentioned the need to remind employees to have good safety awareness; this prevents injuries.

New Business

Mark Ikeda mentioned allowing faculty to use the Online Safety Training for Flex hours.

Adjourned

4:15 pm