



SAFETY COMMITTEE MEETING AGENDA

Date: February 16, 2022
Meeting Place: Zoom Conference
Time – 1:30 to 2:30 pm

Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/: November 17, 2021 Minutes

Committee Members:

Terry Cleveland	Member - Director of Risk Management & Environmental Health
Susan Herman	Member & Note Taker – HR– Department of Risk Management
Kim Correa	Alternate
Deputy David Pine	Member – Campus Law Enforcement Representative
Deputy Andres Guardado	Alternate
Candace Karasarkisian	Member – ASO Representative
	Alternate – None provided
Joseph Esdin	Member - Academic Senate
TBD by Academic Senate	Alternate
Erin Tague	Member – Confidential Management
Michael Maher	Alternate
	Member - Classified Union
	Alternate – None Provided
Dr. Louis Lucero	Member – Educational Administrator
	Alternate – None Provided
Jonet Leighton	Member – Faculty Union
Gabrielle Poorman	Alternate – None Provided

Items	Person	Action
I. Check In	Terry Cleveland	
II. Introduction	Terry Cleveland	Welcome and Introductory Remarks by Director of Risk Management, Terry Cleveland.
III. Approval of Previous Minutes	All	November 17, 2021 Minutes
IV. Old Business		<u>Item to Discuss:</u>
V. New Business	Terry Cleveland	<u>Item to Discuss:</u> 1. Reviews of the following by Terry Cleveland: a. Reported work-related accidents since the last Safety Committee Meeting on November 17, 2021. b. Current year-to-date work-related accident statistics

	Terry Cleveland	<p>including identification of trends (if any).</p> <p>c. Review of results of scheduled periodic safety inspections.</p> <p>d. Current year-to-date Property & Liability Accident Log used to assist in identification and mitigation of slip, trip and fall hazards regarding 2021/2021 SCG#2.</p> <p>2. Emergency Drill Program for AVC – Status report by T. Cleveland and Deputy David Pine.</p>
VI. Open Discussion	All	
VII. Next Meeting Date		April 20, 2022
VIII. Check Out		



SAFETY COMMITTEE MEETING MINUTES

Date: February 16, 2022
 Meeting Place: Zoom Conference
 Time – 1:30 to 2:30 pm

Type of Meeting: Regular
Note Taker: Susan Herman

Committee Members:

Terry Cleveland	Present	Member - Director of Risk Management & Environmental Health
Susan Herman	Present	Member & Note Taker – HR– Department of Risk Management
Kim Correa		Alternate
Deputy David Pine	Present	Member – Campus Law Enforcement Representative
Deputy Andres Guardado		Alternate
Candace Karasarkisian	Present	Member – ASO Representative
		Alternate – None provided
Joseph Esdin	Present	Member - Academic Senate
TBD by Academic Senate		Alternate
Erin Tague	Present	Member – Confidential Management
Michael Maher		Alternate
		Member - Classified Union
		Alternate – None Provided
Dr. Louis Lucero	Present	Member – Educational Administrator
		Alternate – None Provided
Jonet Leighton		Member – Faculty Union
Gabrielle Poorman	Present	Alternate – None Provided

Items	Person	Action
I. Check In	Terry Cleveland	Meeting was called to order at 1:35 pm.
II. Introduction	Terry Cleveland	Welcome and Introductory Remarks by Director of Risk Management, Terry Cleveland.
III. Approval of Previous Minutes	All	The minutes from November 17, 2021 were approved with a motion by Erin Tague and a second by Louis Lucero.
IV. Old Business		<u>Items Discussed:</u> No old business to discuss.
V. New Business	Terry Cleveland	<u>Items Discussed:</u> 1. Reviews of the following by Terry Cleveland: <ol style="list-style-type: none"> Reported work-related accidents since the last Safety Committee Meeting on November 17, 2021: 0 first aid cases; 0 medical cases; 1 lost time case; Total of 1 case. Year-to-date work-related accident statistics including identification of trends (if any). 0 first aid cases; 0 medical cases; 1 lost time case. Total of 1 case. No trend noted. Terry discussed the findings of the February 1, 2022 Quarterly Inspection which was conducted by Keenan &



	Terry Cleveland	Associates. A copy of the report is attached for review. 2. Terry gave a status report on the Emergency Drill Program for spring semester at AVC. A copy of the report and the drill schedule for Spring Semester is attached for review.
VI. Open Discussion	All	There was no new business to discuss.
VII. Next Meeting Date		April 20, 2022
VIII. Check Out	All	A motion was made to end the meeting by Louis Lucero with a second by David Pine. The meeting was adjourned

Emergency Drill Program for AVC – Results for 2022 Year-to-Date

Results of the first **AFTERNOON** evacuation drill of Drill Zones 2 & 4 (**DZ 2** = FA1-FA4, PA, NORTH & SOUTH ATHLETIC FIELDS, MC1-6, MS1-4, T700-1; **DZ 4** = LH, GYM, T500, T600, SA, S1 – S9, SR, SBS, TE6, TE8).

NOTE: All previous evacuation drills have been performed in the mornings and nights.

It took only 10 minutes 50 seconds from the time the alarms were sounded to the time the "All Clear" was given for this fully-announced drill. This year, Drill Zone 2 has a new occupied addition in the form of the Marauder Complex 1-6 and Drill Zone 4 has a new occupied addition in the form of Sage Hall

All occupants of Drill Zones 2 & 4 who were part of the drill were safely and efficiently evacuated, simulations of shutting off the utilities and then restoring them were performed by Maintenance & Operations personnel which are part of the procedures if a true emergency occurs which requires evacuation, and the alarms were silenced within this 10-minute 50-second period.

Evacuation Drill Schedule for Spring Semester 2022

Evacuation Drill

Wednesday, February 9, 2022 - 1:15 PM

Drill Zones 2 & 4 (DZ 2 = FA1-FA4, PA, NORTH & SOUTH ATHLETIC FIELDS, MS1-4, MC1-6; DZ 4 = LH, SH, GYM, SA, S1 – S9, SR, SBS, TE6, TE8)

Evacuation Drill

Wednesday, March 16, 2022 - 1:15 PM

Palmdale Center/Palmdale Technical Center (entire Center)

Evacuation Drill

Wednesday, April 13, 2022 - 1:15 PM

Drill Zones 5 & 7 (DZ 5 = ME, OF2, SS1, TE1, TE2; DZ 7 = UH, UH001)

Evacuation Drill

Tuesday, May 3, 2022 - 4:30 PM

Fox Field Site (all classes)



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February 11, 2022

Mr. Terry Cleveland
Director, Risk Management & Environmental Health
ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
3041 West Avenue K
Lancaster, CA 93536

RE: QUARTERLY SITE INSPECTIONS

Dear Mr. Cleveland:

On February 1, 2022, I performed a safety inspection for Antelope Valley College. The purpose of the visit was to conduct site safety inspections at all three campuses and identify potential Workers' Compensation hazards and/or Property and Liability hazards. The areas visited during this quarterly inspection are listed below:

LANCASTER MAIN CAMPUS

3041 West Avenue K
Lancaster, CA 93536

FOX FIELD

4555 W. Avenue G
Lancaster, CA 93536

PALMDALE CENTER

2301 E. Palmdale Blvd.
Palmdale, CA 93550

SITE – LANCASTER MAIN CAMPUS

Location: Baseball Dugout

Recommendation: After speaking with a baseball coach, he confirmed that the dugout no longer floods. The area was flooded during a previous inspection.

This report prepared by Keenan & Associates is intended strictly for the use of legal counsel and only those employed by the District having a need to know in order to address conditions assessed in this report and/or confer with legal counsel. To preserve and protect the confidential and privileged nature of this report, the report should not be copied or distributed by the District and should be filed and maintained in strict confidence by the District.

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The goal of our assessment was to (i) promote safety awareness, (ii) assist in the identification of conditions which may pose a risk of injury and/or property damage, and (iii) provide recommendations and/or suggestions to help mitigate the risks identified. Keenan does not guarantee that it has identified every potentially hazardous condition existing on the client's premises. Similarly, it does not promise that following the recommendations contained in this report will eliminate all risk of injury or property damage.

Location: Home Team Baseball Dugout

Recommendation: The energized extension cord creates two hazards:

1. An unsecured cord at the base of stairs creates a trip/fall hazard. The cord should be secured in place away from foot traffic as noted in Photo 1.
2. The energized cord creates a shock hazard when it is not in use. The cord should be unplugged and stored away from foot traffic (Photo 2).

Location: Access Road Behind Football Field

Recommendation: The area is still under construction, and the fence used to block access is not secure. The unsecured section creates a tip over hazard. The site should attach or secure the piece to avoid risk of falling (Photos 3 and 4).

Location: Foot Path Near Locker Room

Recommendation: No recommendation observed during this inspection. Although the area was under construction, the ground level lights appear well-placed and should create adequate lighting for evening foot traffic (Photo 5).

Location: Seating Between Locker Room and Baseball Field

Recommendation: Damaged light fixture. Although the area is still under construction, the site should ensure that all overhead light fixtures are secure. Winds in Antelope Valley are strong enough to cause an unsecured item to shift or fall (Photo 6).

Location: Walkway Between Concession Stand and Bleachers

Recommendation: Trip/fall hazard. The access cover is elevated approximately ½ inch. The ADA standard defines a trip hazard as a change in any vertical level over ¼". The walkway should be evaluated and the cover adjusted to lay level with the ground (Photos 7 and 8).

Location: Sheriff's Office

Recommendation: Poor ladder storage. A ladder was left open and unattended. It is unclear when the device was last used. The site should consider securing it to the interior wall (Photo 9).

Location: Sheriff's Office

Recommendation: Unsecured weight equipment. The site should consider bolting equipment to the floor to prevent shifting during use (Photo 10).

Location: Parking Lot Between Performing Arts and Administration

Recommendation: Trip/fall hazards. The site should repair cracks running through the parking lot. The District has several large trip/fall hazards that extend from the campus walkway up to the edge of the parking lot. Several parking spaces are affected by the large cavities as the cracks run behind or through parking spaces putting pedestrians at risk. In many locations, the gaps are over 8 inches wide and approximately 2 inches deep. Trip/fall injuries can be extremely costly, and in many cases, trip/fall injuries are preventable. The site should establish a repair plan to close the cracks (Photos 11 - 14).



Photo 1

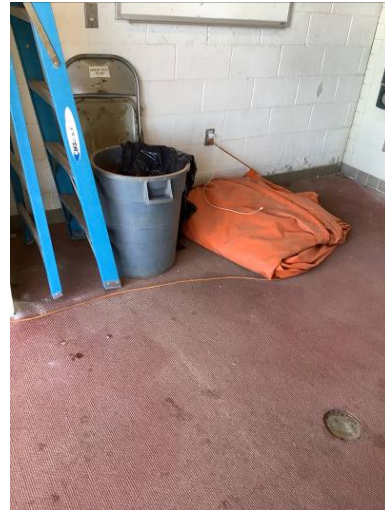


Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9

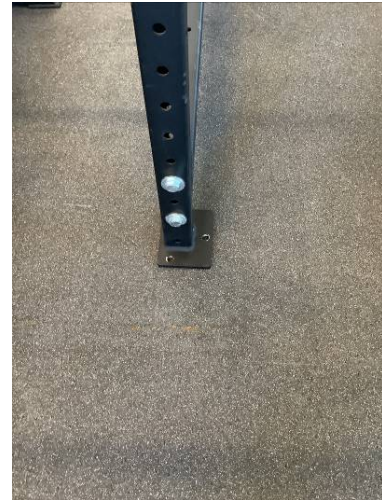


Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



SITE – FOX FIELD

Location: General to Site

Recommendation: No recommendations noted for this inspection.

SITE – PALMDALE CENTER

Location: Suite 230 Machine Shop

Recommendation: Trip/fall hazard near eyewash station (Photo 15). Access to the emergency eyewash station must remain clear at all times. As noted in the September inspection, trip hazards were observed around the eyewash station. Packing debris was found on the floor in front of the eyewash station and during this inspection, a small box was found in front of the emergency equipment. The site should consider marking the area to remind occupants to keep it clear for emergency access.

Location: Suite 230 Machine Shop Storage 104

Recommendation: Heavy overhead storage (Photo 16). Heavy items should be stored on low shelves. No change from previous report.

Location: Suite 230 Machine Shop

Recommendation: Obstructed fire extinguisher (Photo 17). Access to emergency equipment should be clear at all times. No change from previous report.

Location: Suite 230 Machine Shop

Recommendation: The fire extinguisher location (Photo 18) should be clearly labeled similar to the extinguisher in Photo 17.

Location: Science Wet Lab

Recommendation: The lab technician confirmed that the CHP was replaced with a new legible copy. He also stated that the CHP information is relevant to the Palmdale Center Wet Lab because the lab is only used for introductory science classes. The lab does not conduct advanced experiments. No new hazards were discovered during this safety inspection.

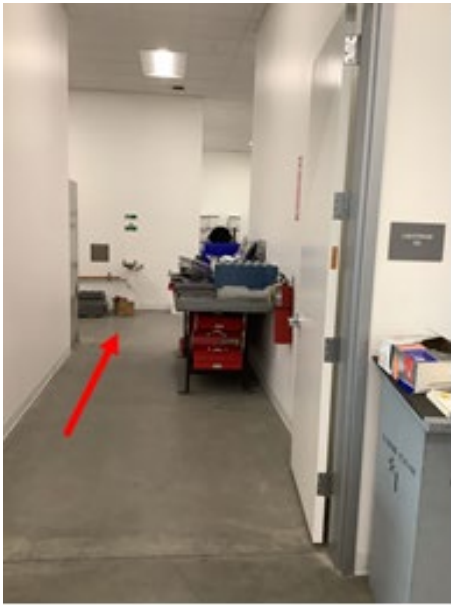


Photo 15



Photo 16



Photo 17

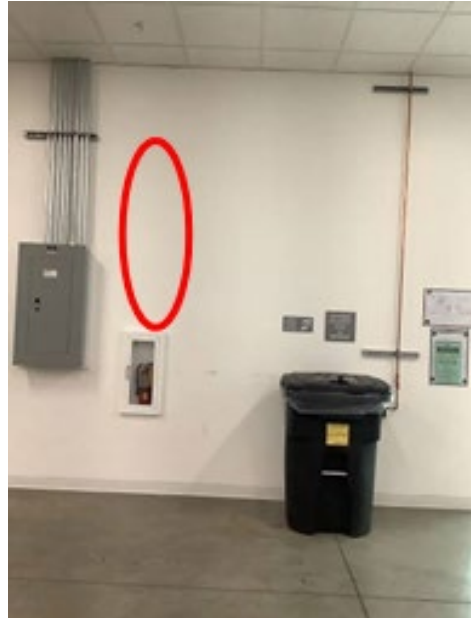


Photo 18

CLOSING

Keenan's inspection services are intended to help clients identify and mitigate hazards and potential liability exposures. While we are confident that our services will help our clients create a safer environment, we do not represent or guarantee that we were able to identify all potential hazards, or offer a fail-safe mechanism for dealing with them. Consequently, we make no promise or representation that clients will recognize improved loss experience or premium savings as a result of these services.

It is always a pleasure to be of service to the College in the area of Loss Control/Risk Management and to assist you with providing a safe environment for faculty, staff, students, and campus visitors. If you have any questions regarding the enclosed, please do not hesitate to contact me at (310) 212-0363, extension 2641.

Sincerely,

Patricia Swint

Patricia Swint, CPSI
Senior Loss Control Consultant
Loss Control/Risk Management

PS/cb

cc: Craig Farmer, Attorney, Farmer Curtis LLP
Susan Herman, Clerical Assistant III, Risk Management, Antelope Valley CCD
Brad Keenan, Keenan & Associates, Torrance
Susan Langston, Keenan & Associates, Torrance