

# SAFETY COMMITTEE MINUTES

April 22, 2015  
1:30 – 2:30 PM  
Business Bldg, Room BE-207

The meeting was called to order at 1:31 P.M. by Terry Cleveland, Director of Risk Management & Environmental Health.

## ATTENDANCE:

**PRESENT:** Terry Cleveland, Jennifer Corona, Debra Dickinson, Jerry Lewis, Steve Lose, Dr. Louis Lucero, Deputy Ray Murgatroyd, & Shawn Smith.

**ABSENT:** N/A

**GUESTS:** Dawn McIntosh (Director of Auxiliary Services) & Kim Moore (Acting Supervisor of Food Services/Food Service Assistant II).

A. **WELCOME:** Terry Cleveland welcomed the committee and thanked them for attending.

B. **Sampling of disaster preparedness food and water plus Committee and Preparer feedback on ease of preparation and palatability before ordering more in Fiscal Year 2015/2016.**

1. **Ease of preparation** - Dawn McIntosh and Kim Moore reported that the Food4Patriots (which reports a 25-year shelf-life) entrees of Traveler's Stew, Uncle Frank's Italian Lasagna, and Instant White Rice were easy to prepare. They required only mixing with water and a heat source. The water used was from World Grocer and has a reported 30-year shelf-life. Dawn and Kim also mixed Food4Patriots Orange Energy Drink Mix (powder) with the World Grocer water to make the energy drink.
2. **Palatability** – The members of the Safety Committee and Dawn and Kim reported that the food and water were palatable. A list is attached of the Food4Patriots entrees that are stored at AVC for use if, and when, necessary.
3. **Open Discussion regarding disaster preparedness food & water** – Dawn McIntosh asked if the food comes in larger containers. She said it's OK if it does not but it would be easier to prepare for a large number of people if it came in larger containers so that not as many smaller packets would have to be opened. She asked if we could investigate survival food available from Walmart because she saw some in a Walmart store in Utah that was sold in larger containers. Deputy Murgatroyd and Debra Dickinson suggested investigating survival food at Costco for the same features plus the long shelf-life. If the next order of survival food and water is secured prior to the Safety Committee Meeting in September 2015, the meeting will again be held in the Cafeteria Staff Lounge and the food and water will be sampled at the meeting for palatability and feedback on ease of preparation will be gathered. Dawn McIntosh asked if we have a means for heating water if there are no utilities in the event of a disaster. Terry Cleveland replied that the District has propane camp stoves in the Disaster Supply conex container and that one will be delivered to her so that she can approximate how many stoves and fuel canisters she may need.

## C. Old Business

1. **New Annual Report Form for Committees and Goal Setting for Safety Committee** – The attached completed Annual Report Form was approved for forwarding to the Office of the President and College Coordinating Council.

## **D. New Business**

### **1. Reviews of the following by Terry Cleveland:**

#### **a. Accidents reported since our last Safety Committee Meeting which was held on February 25, 2015**

Total = 4: 3 First Aid; 0 Medical; 1 Lost Time. Terry Cleveland reported the injuries in detail at the meeting.

#### **b. Current year-to-date accident statistics for 2015 including identification of trends (if any):**

Total = 4: 3 First Aid; 0 Medical; 1 Lost Time.

Report of trends – None.

#### **Review of results of scheduled periodic safety inspections:**

##### **c. Main Campus**

- Storage shelves at Child Development Center overloaded, bending under the weight, and not secured to the wall.
- Exits and emergency evacuation routes obstructed at Child Development Center by tables and chairs and at back of cafeteria in Student Center by a utility cart. Exits and emergency evacuation routes must be kept free of obstructions at all times.
- Keys were left in utility cart “ignitions” while carts were unattended on north side of Student Center. Keys should be removed by cart operators if carts will be left unattended to prevent theft and joyrides.
- The sidewalk between FA1 and the FA Quad has a raised elevation of ½” at a joint which presents a potential tripping hazard. Such raised concrete areas should be ground down.
- An extension cord was being used as permanent wiring in the black-box theater storage area and was strung through a metal bracket in one area and presented a tripping hazard in another area. This presents an elevated risk of circuit overload and fire because they are not designed for permanent use. The metal bracket can abrade the cord’s insulation and present a shock hazard. The cord needs to be removed and replaced with permanent wiring.
- Special Note: There have still been no missing covers from small utility access openings that could cause trip & fall accidents noted since our November 2014 meeting.

##### **Palmdale Center**

- No items noted at time of inspection.

##### **Foxfield Site**

- No items noted at time of inspection for AVC portion of area inspected. A portion of the Barnes Aviation area of use was mistakenly included as part of the AVC area of use and notations were made but no AVC staff or students are exposed to the conditions presented in the Barnes Aviation area of use.

### **2. Emergency Drill Program for AVC – Status report by T. Cleveland:**

#### **Emergency Drills Since Last Meeting:**

**February 25, 2015 Emergency Evacuation Nighttime Drill of Drill Zones 2 & 4 at 7:15 PM** – It took 19 minutes from the time the alarms were sounded to the time the "All Clear" was given. As reported at the February 25, 2015 Safety Committee Meeting, the **daytime** drill of Drill Zones 2 & 4, which began at 11:15 AM on February 25, 2015, took 14 minutes and 30 seconds. These drills were our first daytime and nighttime drills of Drill Zones 2 & 4 combined so we have no time comparison with a previous year.

**March 03, 2015 Active Shooter Drills for Main Campus** – These drills were held from 9:45 AM to 10:00 AM and from 7:30 PM to 7:45 PM. 32 incidents of non-compliance were noted during the daytime drill and 32 incidents of non-compliance were noted during the nighttime drill.

**March 11, 2015 Emergency Evacuation Daytime and Nighttime Drills of Palmdale Center at 10:30 AM and 7:30 PM** – For the daytime drill, it took 12 minutes from the time the alarms were sounded to the time the "All Clear" was given. 5 incidents of non-compliance were noted during the daytime drill. This compares to 6 minutes 36 seconds for the most-previous daytime drill (conducted on November 19, 2013). For the nighttime drill, it took 8 minutes from the time the alarms were sounded to the time the "All Clear" was given. 6 incidents of non-compliance were noted during the nighttime drill. There is no time comparison to the most-previous nighttime drill (conducted on November 19, 2013) because that drill was erroneously initiated 20 minutes early and no time was taken. However, the November 7, 2012 nighttime drill took 15 minutes.

**Upcoming Drills Before Next Safety Committee Meeting:**

**Sometime during the week of May 4, 2015 – Semi-surprise Day and Evening Emergency Evacuation Drills of Drill Zones 5 & 7.**

**May 12, 2015 Fox Field Site Combination Active Shooter/Emergency Evacuation Drills beginning at 10:00 AM and 5:00 PM.**

**E. Open Discussion**

**All**

An open discussion regarding disaster preparedness food & water was held during the sampling of the disaster preparedness food & water at the beginning of the meeting and is noted in section B.3. of these minutes.

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**Additional Information & Adjournment**

**APPROVAL TO ADJOURN MEETING:** Debra Dickinson moved to adjourn the meeting – seconded by Dr. Louis Lucero. Meeting adjourned at 2:26 P.M. Next meeting: September 2015



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- Honey Coated Banana Chips (16)
- Cheesy Broccoli & Rice Soup (16)
- Country Cottage Mac & Cheese (16)
- Instant White Rice (20)
- Traditional Fettuccine Alfredo (20)
- Liberty Bell Potato Cheddar Soup (20)

- Traveler's Stew (24)
- Granny's Homestyle Potato Soup (24)
- Blue Ribbon Creamy Chicken Rice (24)
- Chocolate Pudding (30)
- Orange Energy Drink Mix (32)
- Heartland's Best Mashed Potatoes (32)
- Strawberry Fields Cream of Wheat (32)
- Settler's Whey Powdered Milk (48)
- Maple Grove Oatmeal (56)
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# Safety Committee

**Chairs/Co-Chairs:**  
Terry Cleveland

## Annual Report

2014/15

### List Committee Goals for 2014/15

I.	Decrease occurrences of missing covers from small utility access openings that can result in trip & fall accidents.
II.	Secure storable food & water supplies with a small storage footprint and long shelf-life that are easily accessed/prepared and palatable for use during disaster events requiring such provisions.
III.	Help decrease the number of employee accidents by disseminating information on unsafe conditions and practices that have been identified during proactive inspections conducted at all 3 District locations and that can be used as learning tools for location-wide application of what not to do and conditions that need to be corrected.
IV.	

### Describe accomplishments made to meet your committee goals:

I.	Invited guest speaker to Committee to brief members on liability incurred by college for alleged accidents due to ground conditions. Invited Grounds Supervisor to same meeting to hear briefing and request clarification if necessary. Grounds Supervisor focused his work crews' attention on these conditions and members reported back to their constituencies. No such conditions were found during subsequent inspection of portions of campus.
II.	Storable food & water supplies with a small storage footprint and 30-year shelf-life were secured. Safety Committee members and selected Cafeteria Staff tested and found the food and water supplies to be easily accessed and prepared and palatable.
III.	Findings of unsafe conditions and practices identified during proactive inspections of all 3 District locations that can be used as learning tools for location-wide application of what not to do and conditions that need to be corrected have been disseminated to all Safety Committee members to relay to their constituencies, to management personnel in areas where the findings were made with directions to pass on the information to their employees as necessary, and to Facilities Services personnel for corrective action on items correctable by them.
IV.	

### What did your committee accomplish to further the College Mission?

**Mission:** Antelope Valley College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success offering value and opportunity, in service to our community.

**Accomplishments:** The Safety Committee has helped to maintain a safe and healthful learning and working environment for students, employees, and visitors by maintaining a free exchange of information and ideas relating to health and safety at the District's 3 locations among the students, faculty, and staff. This exchange of information and ideas helps facilitate an environment as free of hazards as is practicable under due diligence as well as mitigation of those hazardous conditions and actions that may be identified but that cannot be



immediately eliminated. By eliminating and controlling hazards, the losses that would otherwise occur are precluded and the cumulative result is a more effective institution.

**What did your committee accomplish to further the 2014/15 College Goals?**

**Goal 1:** Decrease occurrences of missing covers from small utility access openings on the Main Campus that can result in trip & fall accidents.

**Accomplishments:** Although *isolated instances* of missing utility covers are probably still occurring, this phenomenon has not been prevalent enough to be identified on the most recent proactive safety inspection of the campus.

**Goal 2:** Secure storable food & water supplies with a small storage footprint and long shelf-life that are easily accessed/prepared and palatable for use during disaster events requiring such provisions.

**Accomplishments:** Food & water supplies with a small storage footprint and 30-year shelf-life were secured. One-half of the supplies are stored at the south end of campus in the Cafeteria and one-half is stored at the north end of campus in the Receiving Warehouse. Staff from Auxiliary Services prepared a meal for themselves and the Safety Committee members to sample and found that the meal ingredients were readily accessible, the meal was simple to prepare, and the food and water were palatable.

**Goal 3:** Help decrease the number of employee accidents by disseminating information on unsafe conditions and practices that have been identified during proactive inspections conducted at all 3 District locations and that can be used as learning tools for location-wide application of what not to do and conditions that need to be corrected.

**Accomplishments:** Findings of unsafe conditions and practices identified during proactive inspections of all 3 District locations have been used as learning tools for location-wide application of what not to do and conditions that need to be corrected by disseminating this information to all Safety Committee members to relay to their constituencies, to management personnel in areas where the findings were made with directions to pass on the information to their employees as necessary, and to Facilities Services personnel for corrective action on items correctable by them. The result has been fewer employee accidents year-to-date than was experienced during the same timeframe in the 2013/2014 program year.

**What issues do you foresee your committee working through in the upcoming year?**

The Safety Committee Plans to continue pursuing the same 3 goals.

**Recommendations for change in membership or function:**

None.