



SAFETY COMMITTEE MEETING

Agenda

Date: February 26, 2020
 Meeting Place: UH-194
 Time – 1:30 to 2:30 pm

Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/Bring: Copy of November 20, 2019 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 Justin Ruppert	Member – Campus Law Enforcement Representative
Deputy David Pine	Alternate
Jacob Holtrop	Member – ASO Representative
	Alternate – None provided
Joseph Esdin	Member - Academic Senate
TBD by Academic Senate	Alternate
Jared Simmons	Member – Confidential Management
Michael Maher	Alternate
Yvonne Harvey	Member - Classified Union
	Alternate – None Provided
Dr. Louis Lucero	Member – Educational Administrator
	Alternate – None Provided
Michael Hutchison	Member – Faculty Union
Bill Bailey	Alternate

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 20, 2019
IV. Old Business	Jared Simmons Susie Herman Jared Simmons Terry Cleveland	<p><u>Item to Discuss:</u></p> <p>1. Status of bollard hole plug orders or construction in-house.</p> <p>2. Report of December 2019 Stop the Bleed and CPR/AED Training</p> <p>3. Results of campus light survey performed by Jared Simmons in December 2019.</p> <p>4. Draft language for Board Policy on Space Heaters.</p>



	Jared Simmons	5. Status report of odor issues in front of Palmdale Center.
V. New Business	Terry Cleveland Terry Cleveland	<p><u>Item to Discuss:</u></p> <p>1. Reviews of the following by Terry Cleveland:</p> <ul style="list-style-type: none"> a. Reported work-related accidents since the last Safety Committee Meeting on November 20, 2019 b. Current year-to-date work-related accident statistics including identification of trends (if any). c. Review of results of scheduled periodic safety inspections. d. Current year-to-date Property & Liability Accident Log used to assist in identification and mitigation of slip, trip and fall hazards regarding 2019/2020 SCG#3. <p>2. Emergency Drill Program for AVC – Status report by T. Cleveland.</p>
VI. Open Discussion	All	
VII. Next Meeting Date		April 15, 2020
VIII. Check Out		



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Type of Meeting: Regular
Note Taker: Susan Herman

Committee Members:

Terry Cleveland		Member - Director of Risk Management & Environmental Health
Susan Herman		Member & Note Taker – HR– Department of Risk Management
Kim Correa	Absent	Alternate
Deputy David Pine		Member – Campus Law Enforcement Representative Alternate – No Alternate at this time.
Jacob Holtrop	Absent	Member – ASO Representative Alternate – No Alternate at this time
Joseph Esdin	Absent	Member - Academic Senate Alternate – No Alternate at this time
Jared Simmons	Absent	Member – Confidential Management
Michael Maher	Absent	Alternate – No Alternate at this time
Yvonne Harvey		Member - Classified Union Alternate – No Alternate at this time
Dr. Louis Lucero		Member – Educational Administrator Alternate – No Alternate at this time
Michael Hutchison		Member – Faculty Union
Bill Bailey	Absent	Alternate

Items	Person	Action
I. Check In	Terry Cleveland	Meeting was called to order at 1:30 p.m.
II. Introduction	Terry Cleveland	Welcome and introductory remarks by Director of Risk Management, Terry Cleveland.
III. Approval of Previous Minutes of (Date).	All	The minutes from November 20, 2019 were approved with a motion from Yvonne Harvey and a second by Louis Lucero.
IV. Old Business	Terry Cleveland Susie Herman	<p><u>Issues Discussed:</u></p> <p>1. Terry discussed information received from Jared Simmons regarding bollard pole hole plugs. The contractors who are removing the bollard poles and driving through campus have constructed yellow metal covers and are using them to cover the bollard pole holes when the pole has been removed. The contractors have been told they are to use the caps each time a bollard pole is removed.</p> <p>2. On December 9, 2019 Jeremiah Johns of Antelope Valley Hospital conducted a Stop the Bleed training. 16 employees attended. On December 11, 2019, CPR/AED training was offered and was attended by 20 employees and 3 Sheriff’s Cadets.</p>

	<p>Terry Cleveland</p> <p>Terry Cleveland</p> <p>Terry Cleveland</p>	<p>3. Terry discussed information Jared Simmons submitted regarding a light survey he conducted. It was determined that the darkest areas were around the Library, Sheriff's Station and the Sage Hall construction area. Additional lighting has been installed in the Library area. Deputy Pine indicated that administrators at CSUB have brought up a low light issue on the CSUB campus and have asked for additional patrols for their student areas at night.</p> <p>4. The issue of draft language for Board Policy on space heaters was not discussed at this meeting, but will be addressed at the April 15, 2020 Safety Committee Meeting. Upon later arrival at the meeting, Guest Jennifer Burchette (VP of Human Resources) volunteered to help put the language into BP format and shepherd it through the submittal process.</p> <p>5. Terry relayed information provided by Jared Simmons regarding the odor issue at the Palmdale Center. A contractor replaced two existing clean-outs with two new clean-outs with new seals and a seal was placed in the manhole cover. To date, there have not been further complaints of odor.</p>
<p>V. New Business</p>	<p>Terry Cleveland</p> <p>Terry Cleveland</p>	<p>Issues Discussed:</p> <p>1. Review of the following by Terry Cleveland:</p> <ul style="list-style-type: none"> a. Work related accidents reported since the last Safety Committee Meeting on November 20, 2019: 3 first aid cases; 2 medical cases; 0 lost time cases; Total of 5 cases. b. Year-to-date work related accident statistics (calendar year 2020): 0 first aid cases; 2 medical cases; 0 lost time cases Total of 2 cases. c. Terry discussed the findings of the latest Keenan & Associates Quarterly Site Inspections, which were completed on February 4, 2020. The draft report is attached. d. Two new Property and Liability incidents since the November 20, 2019 meeting were discussed. A copy of the 2020 Property and Liability Accident log is attached for your review. <p>2. Terry gave a status report on the Emergency Drill Program for AVC. A copy of the report is attached.</p>

VI. Open Discussion	Jennifer Burchett	1. Jennifer Burchett, VP of Human Resources, addressed the Committee with her concerns about keeping employees informed of resources and information that may help them prevent an illness. With talk of the Coronavirus in the news, she wondered what might be done to keep employees informed as Dr. Zimmerman's Division provides information for students. Jennifer was assured that we have Infection Prevention Methods posters that have been posted in restrooms and hand sanitizers are provided in areas where people congregate as well as inside high traffic offices. Custodial Supervisor James Yoakum continues to post Infection Prevention Methods posters and provides hand sanitizers when he comes across areas that need them.
VII. Next Meeting Date		April 15, 2020
VIII. Check Out	<i>All</i>	Motion to adjourn the meeting by Jennifer Burchett with a second by Yvonne Harvey. Meeting was adjourned at 2:20 p.m.



**2-26-2020 Safety Committee Meeting Report on Emergency Drill Program for AVC
since last Safety Committee Meeting on November 20, 2019**

Tuesday, February 25, 2020

Emergency Evacuation Drills of Drill Zones 2 & 4 (**DZ 2** = FA1-FA4, PA, NORTH & SOUTH ATHLETIC FIELDS, MS1-4, T700-1; **DZ 4** = LH, GYM, T500, T800, SA, S1 – S9, SR, SBS, TE6, TE8)

Drill start times of 9:45 a.m. and 7:30 p.m.

DAYTIME DRILL RESULTS – Tuesday (2-25-2020)

It took only 10 minutes from the time the alarms were sounded to the time the "All Clear" was given for this semi-surprise drill for which only the week of the drill was pre-announced. This represents a new record for the Drill Zone 2 & 4 Daytime Emergency Evacuation Drill! This year, Drill Zone 2 has the additional Swing Space represented by the T700 & T701 Modular Buildings and Drill Zone 4 has the additional Swing Space represented by the T500 Modular Buildings.

All occupants of Drill Zones 2 & 4 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 period.

Anomalies Observed

The alarm pull-station north of the entry door of TE8 was found with its pull handle in the down position. This discrepancy will be investigated and corrected by Maintenance & Operations.

The occupants of LH-100 were observed after the alarms were sounded to be in a state of Lock Down and their actions were reported to be exactly what is expected during a Lock Down Drill. When they were reminded that the drill was an Evacuation Drill, they immediately complied.

NIGHTTIME DRILL RESULTS – Tuesday (2-25-2020)

It took only 8 minutes from the time the alarms were sounded to the time the "All Clear" was given for this semi-surprise drill for which only the week of the drill was pre-announced. It must be noted that the following modular buildings were vacant when the drill began: PA, T500, T700 and T701, and SOAR High School.

All occupants of Drill Zones 2 & 4 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 8-minute period.

Anomalies Observed

The alarm pull-station north of the entry door of TE8 was found with its pull handle in the down position. This discrepancy will be investigated and corrected by Maintenance & Operations.

One wheelchair user and this Student's Instructor were unable to readily locate a wheelchair ramp to Parking Lot 3 (from their origin in the FA1 Building). Personnel from the Los Angeles County Sheriff's Department AVC Unit and the Custodial Department were on-hand to lend assistance. I will meet with the Student and Instructor to gain a clear understanding of the situation and get their ideas for resolution to compare to an idea I formulated this morning. Then I will present one or more viable ideas to Facilities Services and AVC Unit Law Enforcement personnel.



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February 11, 2020

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

RE: RASP QUARTERLY SITE INSPECTIONS

Dear Terry:

On February 6, 2020 I conducted a safety inspection for the Antelope Valley College. The purpose of the visit was to conduct site safety inspections at all four 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 93536

PALMDALE CENTER

2301 E Palmdale Blvd.
Palmdale, CA 93550

PALMDALE REGINAL AIRPORT

41000 20th East,
Lancaster, CA 93550

SITE: LANCASTER MAIN CAMPUS

Location: Warehouse second floor

Energized electric cords create risk for electric shock. Warehouse attendants should be instructed to unplug extension cords when not in use.

Location: Technology walkway **Photo 1**

Trip hazard created by construction. The work areas is well fenced block the construction area however, the footers at the base of the fence create a trip hazard for passing predestinations.

Location: Automotive driveway **Photo 2**

Trip hazard created by construction. The raised metal plate creates a trip hazard.

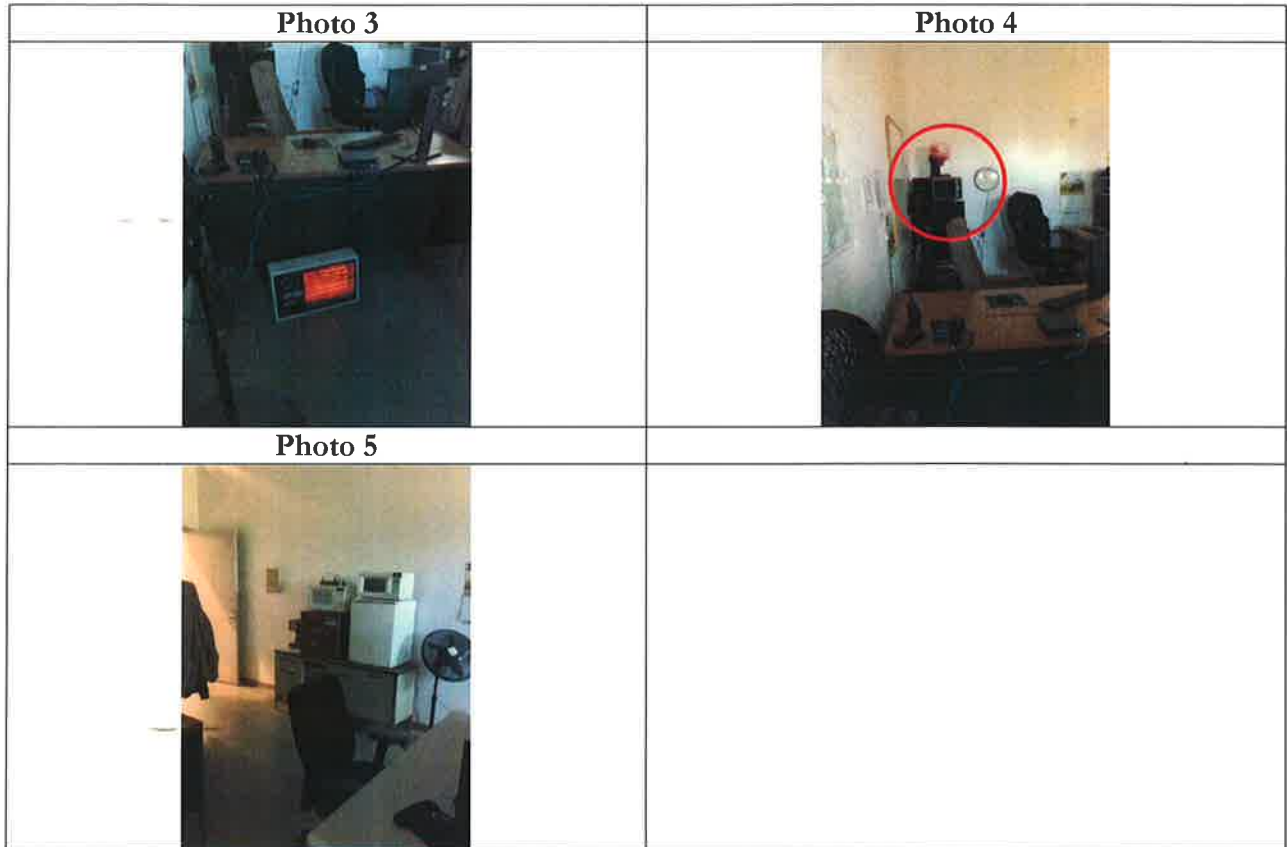


Location: Grounds Photo 3

Unattended space heaters create a risk for fire. The site should consider review policies for personal appliance use. Space heaters are commonly linked to fire in office environments.

Location: Grounds Photo 4 & 5

The office space has three microwave ovens and two refrigerators. The site should consider reducing the electrical demand in the small area. Overloading circuit breaker may cause property damage.



Location: Grounds Photo 6




The emergency equipment is obstructed. The area should always have clear access.

Location: Grounds Photo7

The protruding bolt creates a risk for puncture. The bolt is approximately head height and its narrow design creates an optical challenge. The site should consider reducing the bolt length and attach an object to increase visibility.

Location: Grounds Photo 8

The eyewash sink appears to have a leak. Standing water creates a slip, trip hazard the site should identify the cause and take action for repair.

<p>Photo 6</p> 	<p>Photo 7</p> 
<p>Photo 8</p> 	

Location: Events Photo 9

Diesel fuel stored overhead. Ideally chemicals should not be stored on high shelves to reduce risk of accidental spills. Fuels should be stored in a designated flammable cabinet.

Location: Plumbing Photo 10

Mount eyewash station. The eyewash containers observed in a pile of miscellaneous material. The department should mount emergency equipment and make it accessible for occupants.

Location: Plumbing Photo 11

Microwave oven balanced between two file cabinets. The appliance should be placed on a secure surface.

Location: Plumbing Photo 11

Unlabeled spray bottle near food station. All chemicals must have clear and accurate labeling. Chemicals should not be stored near food preparation areas.

<p>Photo 9</p> 	
<p>Photo 10</p> 	<p>Photo 11</p> 
<p>Photo 12</p> 	

SITE: FOX FIELD
Location: No recommendations at this time

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, ext 2641.

Sincerely,

Patricia Swint

Senior Loss Control Consultant, CPSI
Loss Control/Risk Management

	A	B	C	D	E
PROPERTY AND LIABILITY ACCIDENT LOG - 2020 - FOR SAFETY COMMITTEE					
1	DATE	LOCATION	DESCRIPTION OF INCIDENT	SOLUTION	CLAIM FILED?
2	1/29/2020	Entrance H Roadway	Non-Student was coming from the bus stop and was traveling in her wheelchair on the entrance H roadway. She hit a rough patch in the pavement and was ejected from her wheelchair.	Maintenance was notified of the hazard. Jared initiated a work order to smooth the roadway in the area of the fall.	
4	2/6/2020	Southwest corner of SCT	Student was in a motorized wheelchair going down the handicap ramp and fell forward while trying to cross the yellow dotted area. She was not wearing her seatbelt and was ejected when she crossed the bumpy yellow area. She refused medical treatment.	No notifications made. Student may have been traveling at an unsafe speed and was not wearing her seatbelt.	
5					