



SAFETY COMMITTEE MEETING

Agenda (Proposed)

Date: February 20, 2019
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 28, 2018 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 Ray Murgatroyd	Member – Campus Law Enforcement Representative
Steven Pulley	Alternate
Pedro Rodriguez	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 28, 2018
IV. Old Business	Terry Cleveland Susie Herman Jared Simmons	<u>Item to Discuss:</u> 1. Status of Tourniquet/glove additions at First Aid boxes. Status Report by Terry Cleveland. 2. Status of provision of 4-hour CPR/AED and First Aid classes on campus. Status report by Susie Herman. 3. Status of lighting in Library Plaza during evening hours and water overspray by sprinklers on northeast side of BE Building – Status Report by Jared Simmons.



<h1 style="margin: 0;">SAFETY COMMITTEE MEETING</h1> <h2 style="margin: 0;">Minutes</h2>	<p>Date: February 20, 2019 Meeting Place: UH-194 Time – 1:30 to 2:30 pm</p>
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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 Ray Murgatroyd		Member – Campus Law Enforcement Representative
David Pine/George Zavala	Absent	Alternates
Ryan Johnson		Member – ASO Representative Alternate – No Alternate at this time
Joseph Esdin	Absent	Member - Academic Senate
TBD by Academic Senate		Alternate
Jared Simmons		Member – Confidential Management
Michael Maher	Absent	Alternate
Yvonne Harvey		Member - Classified Union Alternate – None Provided
Dr. Louis Lucero	Absent	Member – Educational Administrator Alternate – None Provided
Michael Hutchison		Member – Faculty Union
Bill Bailey	Absent	Alternate

Items	Person	Action
I. Check In	Terry Cleveland	
II. Introduction	Terry Cleveland	Welcome and introductory remarks by Director of Risk Management, Terry Cleveland. Our newest Safety Committee Member, Ryan Johnson, representing ASO, was welcomed.
III. Approval of Previous Minutes	All	The minutes from November 28, 2018, were approved with a motion by Jared Simmons and a second from Ray Murgatroyd.
IV. Old Business	Terry Cleveland Susie Herman	<p><u>Issues Discussed:</u></p> <p>1. Terry discussed locations of all First Aid boxes and Tourniquet Boxes on all campuses. A list of locations was distributed and is attached hereto.</p> <p>2. Susie Herman gave a status report on CPR/AED and First Aid Classes being offered. In January 2019, 40 people were trained in CPR/AED and 37 people were trained in First Aid. Two more training dates are scheduled in February. On February 26, there are 30 spots offered for First Aid Training and on February 27, there are 30 spots offered for CPR/First Aid Training. Any</p>

	<p>Jared Simmons</p>	<p>instructor taking the courses will receive 4 hours of Standard 3 Credit for each course taken.</p> <p>3. Jared gave a status on the lighting in the Library Plaza and water overspray by sprinklers on the northeast side of the BE building. The water that is used for irrigation on the campus has been turned off for the last two months for winter. A request was entered into the FS Work Request System to correct the sprinkler overspray and that work order was completed, but there has not been an opportunity to date to check the overspray, due to the water being turned off. We will revisit this matter during the next meeting scheduled in April 2019 as the water will be turned back on to the irrigation systems by that time. As to the lighting on the platform in the Library Plaza – the lighting there has not worked for years and is disconnected and will not be repaired. All other walkway lights are working in surrounding areas.</p>
<p>V. New Business</p>	<p>Terry Cleveland</p>	<p><u>Issues Discussed:</u></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 28, 2018: 0 first aid cases; 2 medical cases; 0 lost time cases; Total of 2 cases. Terry Cleveland reported on all new accidents in detail at the meeting. b. Year-to-date work related accident statistics (calendar year 2019): 0 first aid cases; 1 medical case; 0 lost time cases; Total of 1 case. c. Terry discussed the findings of the latest scheduled periodic Safety Inspection, which was on January 3, 2019. A copy of the report is attached to these minutes. Terry also discussed the use of space heaters and provided some criteria for using using space heaters. Jared suggested creating a Board Policy regarding the use of portable electric space heaters so all questions can be referred to Board Policy itself and if rules are then neglected, there may be a disciplinary action imposed. Terry will work on putting together language for a Board Policy concerning the use of portable electric space heaters. A motion was made by Jared with a second by Yvonne Harvey to begin the process of creating a new Board Policy. d. Terry discussed the current year-to-date Property and Liability Accident Log. A copy is attached.

	Terry Cleveland	2. Terry gave a status report on the Emergency Drill Program for AVC. There have been no new Emergency Drills since the last Safety Committee meeting. Terry did share that during the upcoming Evacuation Drills later this month, students of Michael Hutchison's Fire Technology class along with Michael will observe the nighttime Emergency Evacuation Drill to better understand the utility shut off and alarm systems. After the drill the students will have a quick tour of the nutrition lab fire suppression system and the Sheriff's station for a look at their alarm systems. They will also tour the fire pump in lot 3 as well as a stand-pipe system. Jared Simmons and Skilled Maintenance Worker Lead Steve Epps will lead the tour.
	Jared Simmons	3. Jared discussed the use of Keenan's SDS data base. He indicates he has organized Keenan's digital records into categories that correspond to each building on campus. The Keenan system uses QR codes that can be scanned to gain access to all SDS information for the campus. The SDS information on the Keenan database is generated by our annual Hazardous Materials Inventory. QR codes can also be used for a certain building or a certain room in a building, which would show their hazardous contents. The question was posed as to if there are other documents that should be stored in the Keenan database? Possibly the SPCC plan? We discussed making the QR codes more prevalent on campus. Also discussed was the possibility of each department that contains hazardous materials being responsible for updating their own SDS information rather than M&O.
VI. Open Discussion	Michael Hutchison	1. Michael Hutchison indicated that a possible goal for next year might be to update the yellow Emergency Procedures book.
VII. Next Meeting Date		April 17, 2019
VIII. Check Out	All	Motion to adjourn the meeting by Michael Hutchinson, with a 2 nd by Yvonne Harvey. Meeting was adjourned at 2:37 p.m.

	A	B	C	D
1	FIRST AID KIT LOCATIONS			
2				
3			DEAN/DIRECTOR/ MANAGER	
	BUILDING	LOCATION	CONTACT TO ORDER REFILLS	
4	Column1	Column2	Column3	Column4
5	Administration	Staff Lounge - A-138	Terry Cleveland	Susan Herman
6	APL	Room 221 B	Duane Rumsey	Tangie Hunter
7	BE - 2nd Floor	Staff Lounge	Irit Gat	Casey Farris
8	CDC	Front Desk	Katarina Orlic-Babic	Tina Pullum
9	FA3	Room 173	Duane Rumsey	Tangie Hunter
10	FA1	Art Gallery	Duane Rumsey	Tangie Hunter
11	FA2	FA2-127	Duane Rumsey	Tangie Hunter
12	Facilities Serivces	Near FS-121	Jared Simmons	Jared Simmons
13	Library	Circulation Desk	Meeta Goel	Dawn Vargas
14	LS1	Room 121	Riley Dwyer	Samantha Darby
15	Gym	Gym 140 (Dance Room)	Duane Rumsey	Tangie Hunter
16	PAT	Room 119	Michael White	Cliff Leighton - Technical Director
17	Pool Area		Thomas Gang	Sheri Langaman
18	SSV - 1st Floor	Room 160 - Staff Lounge	LaDonna Trimble	LaTara Edmondson
19	SSV - 2nd Floor	Room 221 - Staff Lounge	Rashitta Brown-Elize	Linda Rose
20	TE1 - Electronics	TE1-103	Laureano Flores	Jana Crawford
21	TE2 - Welding	Office South of TE2-127	Laureano Flores	Jana Crawford
22	TE6	Parts Room	Laureano Flores	Jana Crawford
23	TE7	Break Room	Laureano Flores	Jana Crawford
24	TE8 - Auto Body	Tool Roomn	Laureano Flores	Jana Crawford
25				
26	Fox Field	Office - Large F/A Kit	Laureano Flores	Jana Crawford
27	Fox Field	B-11 Hanger	Laureano Flores	Jana Crawford
28	Fox Field	Main Hanger	Laureano Flores	Jana Crawford
29				
30	Palmdale Center	Staff Lounge	Cathy Hart	Keina Young
		Library (Above Fire		
31	Palmdale Center - Library	Extingisher)	Cathy Hart	Keina Young
32	PRA	Instructor's office	Laureano Flores	Jana Crawford
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February 12, 2019

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 Mr. Cleveland:

On January 3, 2019, 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, CA 93536

No hazards to report.

PALMDALE CENTER

2301 E. Palmdale Blvd.
Palmdale, CA 93550

PALMDALE REGIONAL AIRPORT

41000 20th East
Lancaster, CA 93550

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The goal of Keenan's loss control services is 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. While we are confident that the conclusions and suggestions contained in this report will help you to create a safer environment, we do not suggest that following our recommendations will eliminate all risk of injury or will result in improved loss experience.

SITE – LANCASTER MAIN CAMPUS

Location: Weight Room

The weight room is a complete improvement under the direction of Thomas Gang, Athletic Director. In prior inspections, the room revealed several safety concerns with loose or damaged floor mats, weights on the floor and poor lighting. The new weight room has new weight equipment, and the entire gym floor is cushioned and designed for an athletic environment. Weights are stacked on a rolling rack for easy access and clean up. Mr. Gang also worked closely with campus security to improve student accountability. The site should consider posting gym rules as a reminder for all occupants.



Photo 1 – New Weight Room Layout



Photo 2

SITE – LANCASTER MAIN CAMPUS

Location: Basketball Gym

An exposed light bulb creates a shock hazard. The site should consider covering the exposed light bulb in the supply room to prevent accidental contact with the light fixture.

Using random items as a door stop creates a trip fall hazard. The exercise block used to prop the gym door open should be replaced with a device designed as a door stop.



Photo 3 – Exposed Light Bulb



Photo 4 – Trip Fall Hazard

SITE – LANCASTER MAIN CAMPUS

Location: Baseball Dugouts

The dugout steps and walkway pose a trip fall hazard. The site should consider replacing the damaged surface material. The surface material is worn in several areas on the steps, ramp, and space in front of the bench. Most of the surface wear is on the home side due to regular use during practices. The AVC teams practice and use the space on a regular basis; however, the visitor's side has some damage near the top of stairs.



Photo 5 – Home Dugout Stairs



Photo 6 – Home Dugout Ramp



Photo 7 – Home Dugout



Photo 8 – Visitor Dugout Stairs

SITE – LANCASTER MAIN CAMPUS

Location: Welding

The ladder stored near the door is obstructing access to the fire extinguisher and should be relocated and secured away from a door way. Access to the fire extinguisher must remain clear.

The area around the eyewash station is obstructed with cleaning equipment. The site should consider storing the cleaning equipment in an area away from the eyewash station. Access to the eyewash station must remain free of obstacles at all times.

The practice of using miscellaneous items to hold doors open should be reconsidered. Using a dust pan to hold a door open creates a trip fall hazard. The site should consider replacing the dust pan with a customary door stop.

TE2 Room 130 and surrounding rooms in the welding department have heavy rodent activity. Rodents are linked to several zoonotic diseases which pose serious health risk to humans. The entire area smelled of rodents and sounds of rodent movement can be heard above. The site should consider aggressive methods to remove the rodents.



Photo 9 – Ladder Storage



Photo 10 – Obstructed Eye Station



Photo 11 – Trip Fall Hazard



Photo 12 – Rodent Activity

SITE – PALMDALE REGIONAL AIRPORT

Location: Computer Room

The window located in the computer area is broken from the outside. The window is covered with window tint; however, birds continue to fly into the glass. It is unclear if the tint is reflective due to the security restrictions around the building. Outside access is restricted to authorized military personnel.

The ceiling in the computer room has loose light fixtures and ceiling tiles. The ceiling fixtures and tiles should be secured.

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Photo 13 – Broken Window



Photo 14 – Loose Ceiling Tiles and Fixture

SITE – PALMDALE CENTER

Location: Offices

Space heaters create a fire hazard. Space heaters create fire hazards as there is a risk for the employee to leave the device unattended. The device may overheat or damage cords located under the employee's desk. The site had several offices with space heaters. The site should review the policy for bringing personal home appliances into the workspace.

Candles and other open flames should not be allowed in the workplace.

Poor housekeeping standards is a common cause for trip and fall. Office occupants should be encouraged to maintain clear access to the exit.

Employees should be encouraged to use ergonomic guidelines when establishing office space. Desks with sharp 90° connection points create an awkward position for prolonged typing.

In Rooms 105 and 109, the bookcases should be secured to the wall. Tall items such as bookcases are known to tip over during seismic activity.

The unisex restroom should have an occupied indicator latch. Currently, occupants must call out when the door handle is rattled.

The emergency exit is obstructed by a dumpster and a disabled van. The items belong to tenants in a neighboring business. Although the obstructions do not fully block emergency egress, it narrows the exit route. The site should contact property management and have the obstructions moved.



Photo 15 – Office 129



Photo 16 – Candles in the Workplace



Photo 17 – Trip Fall Hazard Housekeeping



Photo 18 – Ergonomic Recommendations



Photo 19 – Office 109: Secure Bookcase.



Photo 20 – Office 105: Secure Bookcase.



Photo 21 – Unisex Restroom: Consider Using an Occupied Sign.



Photo 22 – Obstructed Emergency Exit

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: Susan Langston, Keenan & Associates, Torrance
Suzanne Trowbridge, Keenan & Associates, Riverside

	A	B	C	D	E
1	PROPERTY AND LIABILITY ACCIDENT LOG - 2019 - FOR SAFETY COMMITTEE				
2					
3	DATE	LOCATION	DESCRIPTION OF INCIDENT	SOLUTION	CLAIM FILED?
4	2/6/2019	Front of FA 1 building	Student was walking to class at approx. 7:30 a.m. on the south side of FA1, when she slipped and fell on black ice, landing on her buttock.	Facilities personnel spread salt around the buildings in the Fine Arts Quad.	

