



SAFETY COMMITTEE MEETING

Agenda

Date: October 7, 2020
Meeting Place: Zoom Conference
Time – 1:30 to 2:30 pm

Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/: Copy of February 26, 2020 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 Jorge Zavala	Alternate
Tina Alaberkyan	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
	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	February 26, 2020 Minutes
IV. Old Business	Terry Cleveland	<u>Item to Discuss:</u> 1. Review of finalized 2019/2020 Safety Committee Goals and suggestion to continue with same due to COVID-19 interruption of progress.
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 February 26, 2020. b. Current year-to-date work-related accident statistics including identification of trends (if any). c. Review of results of scheduled periodic safety inspections.

	Terry Cleveland	<p>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> <p>2. Emergency Drill Program for AVC – Status report by T. Cleveland.</p>
VI. Open Discussion	All	
VII. Next Meeting Date		November 17, 2020
VIII. Check Out		



SAFETY COMMITTEE MEETING Minutes

Date: October 7, 2020
Meeting Place: Zoom Conference
Time – 1:30 to 2:30 pm

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.
Tina Alaberkyan		Member – ASO Representative
		Alternate – No Alternate at this time
Joseph Esdin	Absent	Member - Academic Senate
		Alternate – No Alternate at this time
Jared Simmons		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
		Alternate – No Alternate at this time

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 February 26, 2020 were approved with a motion from Louis Lucero and a second by Jared Simmons.
IV. Old Business	Terry Cleveland	<p><u>Issues Discussed:</u></p> <p>1. The Committee reviewed the 2019/2020 Annual Report and approved same. (A copy of the Annual Report is attached) The Committee also agreed to continue to pursue two existing goals for next year: (1) Continue arranging 4-hour CPR/AED & First Aid Classes on campus for Full-Time Employees – to the extent that we can, during the current restrictions for COVID-19. (2) Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations.</p>
V. New Business	Terry Cleveland	<p><u>Issues Discussed:</u></p> <p>1. Review of the following by Terry Cleveland:</p> <p>a. Work related accidents reported since the last Safety</p>



	Terry Cleveland	<p>Committee Meeting on February 26, 2020: 3 first aid cases; 3 medical cases; 0 lost time cases; Total of 6 cases.</p> <p>b. Year-to-date work related accident statistics (calendar year 2020): 3 first aid cases; 5 medical cases; 0 lost time cases Total of 8 cases.</p> <p>c. Terry discussed the findings of the latest Keenan & Associates Quarterly Site Inspections, which were completed on August 20, 2020. The Quarterly Site Inspection report is attached.</p> <p>d. There have been no new Property and Liability incidents to report since the February 26, 2020 meeting.</p> <p>2. There have been no Emergency Drills since the February 26, 2020 meeting due to COVID-19.</p>
VI. Open Discussion	Terry Cleveland	<p>1. Terry informed the committee that the entire campus will be participating in the Great California Shakeout drill on October 15, 2020. It will consist of a one minute drill where participants will drop, cover and hold on, then immediately thereafter, there will be an all campus, at all locations, evacuation drill for all those occupying any of the buildings. Mask wearing is required and all social distancing protocols must be adhered to while walking to and from and while waiting for the all clear.</p>
VII. Next Meeting Date		November 18, 2020 via Zoom Conference
VIII. Check Out	All	Motion to adjourn the meeting by Yvonne Harvey with a second by Louis Lucero.

Safety Committee

Chairs/Co-Chairs:
Terry Cleveland

Annual Report

2019/2020

List Committee Goals for 2019/2020

I.	Continue arranging, and mount at First Aid Kit/tourniquet locations additional containers or dispensers of commercially-prepared packages of gauze that has been impregnated with a hemostatic agent for wound packing to quickly control severe bleeding.
II.	Continue arranging 4-hour CPR/AED & First Aid Classes on campus for Full-Time Employees.
III.	Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations.

Describe accomplishments made to meet your committee goals:

I.	These materials have been placed in the AED cabinets at all 3 District locations.
II.	Goal II interrupted by COVID-19 pandemic – Will resume pursuit of this goal when conditions permit.
III.	Maintenance & Operations personnel continued to maintain a heightened level of alertness to these conditions and addressed them when detected. The Safety Committee Members heightened the awareness of their constituencies by distributing examples of these conditions in the form of photos with descriptions from Quarterly Safety Inspection findings. This serves to educate constituency members on conditions to be on the look-out for and to report if and when seen so that the hazards can be eliminated. This goal has been met.

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 mitigating 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 2019/2020 College Goals?

Goal 1: Continue arranging, and mount at First Aid Kit/tourniquet locations additional containers or dispensers of commercially-prepared packages of gauze that has been impregnated with a hemostatic agent for wound packing to quickly control severe bleeding.

Accomplishments: These materials have been placed in the AED cabinets at all 3 District locations. This goal has been met.

Goal 2: Continue arranging 4-hour CPR/AED & First Aid Classes on campus for Full-Time Employees.

Accomplishments: Progress on Goal II was interrupted by the COVID-19 pandemic. Prior to the interruption, 23 full-time employees received instruction in CPR/AED. We will resume pursuit of the goal when conditions permit.

Goal 3: Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations.

Accomplishments: Maintenance & Operations personnel continued to maintain a heightened level of alertness to these conditions and addressed them when detected. The Safety Committee Members heightened the awareness of their constituencies by distributing examples of these conditions in the form of photos with descriptions from Quarterly Safety Inspection findings. This serves to educate constituency members on conditions to be on the look-out for and to report if and when seen so that the hazards can be eliminated. This goal has been met.

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

The Safety Committee will evaluate the continuation of these goals and/or the formation of new goals for 2020/2021.

Recommendations for change in membership or function:

None.



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September 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 August 20, 2020, I conducted the second of four Quarterly Inspections. The purpose of the visit was to conduct site safety inspections at all four campus locations 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 (Relocated)

4555 W Avenue G
Lancaster 93536

New address

4549 William J. Barnes Ave
Lancaster, CA 93536

PALMDALE CENTER

2301 E Palmdale Blvd.
Palmdale, CA 93550

PALMDALE REGIONAL AIRPORT (Closed)

41000 20th East,
Lancaster, CA 93550

New address - Opening date TBD

2303 E. Palmdale Blvd.
Palmdale, CA 93550

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The report is based on conditions and operations that existed at the time of the inspection. The information contained in this report does not certify that all locations, unsafe conditions, violations of state, federal or local regulations or laws are in compliance, nor does it conclude that all possible infractions, hazards or hazardous conditions were observed or reports.

LANCASTER MAIN CAMPUS

Location: Health and Science Room 161 (Photo 1)

Recommendation: No recommendation at this time. The site uses a well-placed Keenan SafeSchools QR poster to share chemical information with building occupants.



Photo 1 – Room 161 Biology Chemistry Storage Area

Location: Health and Science Room 276 (Photo 2)

Recommendation: No recommendation at this time. Although the classroom was locked, the room did not have any obvious hazards.



Photo 2 – Room 276 Computer Lab

Location: Health and Science south exit (Photo 3)

Recommendation: No recommendation at this time. Well placed campus evacuation map. The emergency procedure booklet is open to wheelchair evacuation instruction and posted directly across from the device.



Photo 3 – Second Floor Evacuation Details

Location: Health and Science south exit (Photo 4)

Recommendation: No recommendation at this time. The campus has several areas in various stages of construction with limited pedestrian access.



Photo 4 - Construction view from second floor H&S building

Location: Fine Arts rear exit (Photo 5)

Recommendation: No recommendation at this time. The barriers installed on both sides of the brick wall is a recommendation from a prior inspection. The barrier is intended to prevent pedestrian injury as pedestrians step onto the path without looking. The pathway is frequently used by utility carts and pedestrians.



Photo 5 – Fine Arts Rear Exit

Location: Walkway between portables and Fine Arts front entrance (Photo 6)

Recommendation: The damaged transition ramp creates a trip fall hazard. The ADA transition ramp is split and tends to separate when weight is applied on the opposite side. The site should consider placing the damaged ramp to reduce trip fall risk near the access ramp.



Photo 6 – Damaged Transition Ramp

Location: The damaged irrigation sprinkler near the bookstore's loading area (Photo 7)

Recommendation: The damaged irrigation system allows water waste and creates a slip fall hazard. The broken sprinkler should be replaced to stop water waste and allow the walkway to dry.



Photo 7 – Damaged Irrigation

Location: Wooden pallets staged near bookstore loading area (Photo 8)

Recommendation: The practice of storing wood pallets near trees and exterior walls creates an arson opportunity. As recommended in prior inspections, bookstore personnel should consider storing wood pallets away from the building.



Photo 8 – Wood Pallets

Location: SSV exterior stairs (Photo 9)

Recommendation: Damaged exterior front and back stairs create a trip fall hazard. The concrete steps have several cracks and large chips which create an uneven walking surface. The steps should be resurfaced or replaced to reduce pedestrian trip fall hazard.



Photo 9 - Damaged stairs front and back

Location: Fire lane near CDC play area (Photo 10)

Recommendation: The fire lane near the CDC building is also frequently used by pedestrians. Three large holes approximately 12” x 12” stretch across the fire lane and create a trip fall hazard. The holes should be covered to reduce the risk of pedestrian injuries.



Photo 10 – Open Holes 12” x 12”

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Location: Facilities breakroom (Photo 11)

Recommendation: No recommendation at this time. The campus Injury Illness Prevention Plan (IIPP) and IIPP Covid-19 Addendum is posted and accessible for all occupants.



Photo 11 – Facilities Break Room

FOX FIELD

Location: Classroom Courtyard (Photo 12)

Recommendation: No hazards observed during this inspection.



Photo 12 – New Fox Field Site

Location: Instruction Lab (Photo 13)

Recommendation: No hazards observed during this inspection. Several small appliances are pending installation.



Photo 13 - Instruction Lab

Location: Instruction Lab (Photo 14)

Recommendation: No hazards observed during this inspection. The vented workstation was not connected during this inspection. Once installed, the site should establish a maintenance schedule to regularly replace soiled filters and maintain supporting documentation.



Photo 14 - Vented Work Bench

Location: Instruction Lab utility sink (Photo 15)

Recommendation: No hazards observed during this inspection. The site should install signage advising intended use, ie (Water Only or No Chemical Dumping).



Photo 15 - Utility Sink

Location: Airplane Hanger (Photo 16)

Recommendation: No hazards observed during this inspection. The area was under construction during this inspection. The site should install weather resistant permanent signage.



Photo 16 - Emergency Eyewash and Deluge Shower

PALMDALE CENTER

Location: Office 120 (Photo 16)

Recommendation: Excessive storage is an ideal environment for unwanted pests such as mice and insects. The site should encourage occupants to reduce office clutter as recommended in an effective Integrated Pest Management (IPM) program.



Photo 16 - Housekeeping

Location: Custodial Closet/Fire Riser (Photo 17)

Recommendation: Custodial supplies should not block access to fire riser or electrical panels. The site should encourage custodial staff to maintain clear access to all emergency equipment.



Photo 17 – Custodial Closet

Location: Office 109 (Photo 18)

Recommendation: Keyboard and monitor placement is frequently linked to employee request for ergonomic evaluation. As noted in prior inspections, the site should provide recommendations for occupants to set up their workspace. Encourage occupants to take a proactive approach for ergonomic comfort.



Photo 18- Keyboard Placement

Location: Office 109 (Photo 19)

Recommendation: Secure bookcase. Unsecured bookcases create a risk for tip over during seismic activity.



Photo 19 – Secure Bookcase

Location: Science Chemical Preparation Fume Hood (Photo 20)

Recommendation: No hazards observed during this inspection. The fume hood alarm was sounding during this inspection; however, there was no obvious hazard visible. During a prior inspection, the lab attendant stated he was not aware of the campus chemical hygiene plan. The lab should have a current copy of the campus chemical hygiene plan accessible to all lab technicians.



Photo 20 - Science Prep Area

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Location: Science Instruction Lab (Photo 21)

Recommendation: Although the eye wash station is accessible, the inspection sticker does not show regular inspection. The site should establish a schedule for regular inspection with supporting documentation.



Photo 21- Science Eyewash Inspections

REGIONAL AIRPORT NEW LOCATION

Location: Photo – 22 Palmdale Center Parking Lot

Recommendation: No hazards observed during this inspection. The location is still under construction, opening date to be determined.



Photo 22 - New Palmdale Site

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
Senior Loss Control Consultant, CPSI
Loss Control/Risk Management

PS/jl

cc: Susan Herman, Clerical Assistant III, Risk Manager, Antelope Valley College
Susan Langston, Keenan & Associates, Torrance
Brad Keenan, Keenan & Associates, Riverside
Craig Farmer, Farmer Smith & Lane LLP