

SAFETY COMMITTEE

Minutes 4-4-18

Wednesday, April 4, 2018
12:30 – 2:00 p.m. DBFL 210

Meeting called to order by Toni at 12:37pm
Leticia Rodrigues-Note taker

Adoption of the Agenda ok'd by committee, also to have the meeting agenda available 24 hours prior to meeting.

Committee members: Present-Toni Fannin, Lisa Martin, Jim Buchanan, Ryan Huddleston, Chrisanne Knox, Cathy Walton-Woodson. Excused: Michael Colson, Nicole Despina & Sara Larkin.

Guests: Sue Handy, Donna Wapner, Wanda Bishop & 3 students.

Charge & long term goals-College council appointed three co-chairs (Toni Fannin, Michael Colson & Lisa Martin) to lead the Safety committee; They will be meeting every other Wednesday for the spring semester from (12:30-2p) as it gets going and more items get started it was suggested it may drop to about an hour once it's guidelines are established. Recommendations from this committee will be forwarded to the college council for action. The charge of the committee is to get the Safety committee going again and what should be part of the training for this to be successful. The campus previously had safety monitors trained at this site many years ago & continually had training with the person in charge (Ted Terstegge) who led all the safety trainings when there was a position for it.

Safety Monitoring program-The Safety committee wants to get a list created to start safety training again & since it has been awhile there have been new employees, retired faculty & staff. Currently nobody knows who were the previous safety monitors (Chrisanne will try to locate her list) in the meantime, create a list of which managers are in charge of each building. Next step is to come up with a list of "safety monitors" and backup at each building on the campus. There was discussion of a 2-hour training video which is online for review, Lt Huddleston will see what is on it and if it is still useful. Once safety monitors can be

identified for each building, the list will be created and there will be trainings provided by Lt. Huddleston & his crew.

Inventory safety procedures- Managers will be asked to find the “Emergency Bags” handed out (50) at the last Safety training years ago and to list what items they have inside and what is needed for them.

Develop recommendations to College Council –Agenda for Safety Forums to be held at Pleasant Hill on April 26 from 4 – 5:30 and at San Ramon on Thursday, May 17 4:00 to 5:30 p.m. To have a moderator (keep time & focus on Q&A), the President (5min) will start out with introductions and the charge for this forum.

The panel for the forum to include:

Police rep (2min)

PIO (2min)

M&O (2min)

CARE (2min)

Safety rep(2min)

Q & A (15min) could be groups to come up with questions for panel. Microphones should be ready to pass out to those who want to ask questions of the panel.

Next Meeting: April 18, 2018 from 12:30 – 2:00