

SAFETY COMMITTEE Minutes

Monday, October 15, 2018 12:30 – 2:00 p.m. BFL 204

Committee members:

Present-Jim Buchanan, Ed Carney (ex-officio), Nicole Despins, Toni Fannin (co-chair), Lisa Martin (co-chair), Ryan Huddleston, Sara Larkin, Leticia Rodrigues (note-taker).

Absent: Chrisanne Knox, Cathy Walton-Woodson

Guest: Denise Schreiner -CCCSIG

1	Organizational Items reviewed	Toni	12:30
1.1	Meeting called to order:	Toni	12:35
1.2	September 17th, 2018 minutes approved	M/S/C	12:40
1.3	Agenda adopted	Toni	12:40
2	Public Comment: Denise from CCCSIG gave explanation on the Annual Health & Safety Analysis report. She also gave a presentation on the District Health and Safety Incentive program and how it works through the District. Handouts given for review during presentation & discussion.	Discussion	12:40 - 1:05
3	Safety Monitor Program (Debrief on training#1) Reviewed the checklist: New Safety Monitor site, created a list serve list, sent email to building administrators reminding them that the "Safety Monitors" are volunteers not appointed. There are areas who do not have a safety monitor, Toni to send email to Building Administrators.	Toni/Jim	1:05 – 1:10
4	Safety Training- Toni & Jim agreed to have another training this semester for those that were not able to make the first one and then will only have them once a semester in the future trainings. Safety Monitor Training #2 (roles & responsibilities) is set for 11/15/18.	Discussion	1:10 - 1:15

5	Emergency Preparedness Plan Status Update- Lt Huddleston provided information on upcoming AED trainings, and gave information on current locations of Evacuation chairs and the types of chairs here at DVC.	Ryan ..	1:15- 1:25
5	Future Safety Trainings: Fire Extinguisher training needs to be a separate training. There will be Scenarios in the next monitor#2 training, no further details given.	Ryan..	1:25- 1:40
6	Safety Communication Channels - Tabled	Chrisanne	
7	Safety Communication Plans - Tabled	Chrisanne	
	Next Safety Committee meeting- Nov 5th, 12:30 - 2p BFL 204 Future meeting dates this year: Nov 19 th , Dec 3 & 17 th 2018.		

APPROVED