

COLLEGE OF THE SISKIYOU  
SAFETY COMMITTEE MEETING

Minutes

March 8, 2018

Committee members present: Eric Rulofson, Darlene Melby, Maria Ferrasci, Lori Luddon, Ed Kephart, Doug Haugen, Phil Clark

Note taker: Melinda Garland

The meeting was called to order at 11:00 a.m. in DLC-4.

**1. Approval of Minutes:** Minutes for February 8, 2018 motioned by Lori Luddon, 2<sup>nd</sup> by Ed Kephart. Passed.

**2. Discussion & Action**

**3. Recurring Reports**

- RASP – We still have approximately 5 ½ days available.
- Keenan Reports: Phil will be doing an exterior site inspection today. JPA members joint workers comp claims have a slight decrease but nothing significant. No new Safety Shorts. There is a new student training component.
- Employee Safety Communications: Several calls for icy conditions.
- Employee Accident Reports – 3 total.
- Safety Requests
- Safety Credit Requests: Request \$4795.81 for speed bumps. Motioned Doug Haugen, 2<sup>nd</sup> by Ed Kephart. Passed. Requesting \$2800.00 for road/wayfinding signs. Motioned by Doug Haugen, 2<sup>nd</sup> by Lori Luddon. Approval recommendation by Darlene Melby to take the request to College Counsel for providing approval for signage. Motioned by Doug Haugen, 2<sup>nd</sup> by Lori Luddon.

**4. Project Reports**

- Natural turf field for soccer now has a signed design contract.
- Electronic locks for the gym, PO has been approved and locks ordered.

**5. New Business**

- Survey Monkey report review. Doug had copies of survey results for review. Regarding safety, Weed PD MOU being revised and talking to them about satellite office on campus. Current MOU states they have 5 visits a day to campus but actually come 8 – 10 times a day. Talked about walk-arounds on campus also.
- First Aid kits – COS provides Band-Aid refills, currently with Lori.
- Committee will ask to review Student accident reports, excluding athletics. Melinda will contact Janice Gonzalez to make the request.

## **6. Old Business**

- Weblinks questions regarding reports on website. The answer back from Keenan is IIPP on website and other reports made available to employees on the employee website. Motion for agendas, minutes and IIPP for public viewing motioned by Lori Luddon, 2<sup>nd</sup> by Maria Ferrasci. Passed. Darlene Melby noted that there is a 2<sup>nd</sup> area where these are located under “committees” and they are tied to one another. Making sure Safety Committee and Security are separate.
- First Aid kits and what Keenan recommends for kits. 1<sup>st</sup> Where are all the first aid kits? 2<sup>nd</sup> how will we make sure items that expire; i.e. eye wash, are current? Lori suggested possibly an email annually asking areas with a first aid kit to do an inventory and let us know what they need. 3<sup>rd</sup> where will they be located, who in the area will be responsible? The kits will be for employees, not student first aid. Possibly having kit at HR. We will look at gathering more information.
- South east end of gym traffic issue – painting center lines and installing yield sign on building. Eric pricing on yield signs. Committee agreed to start by painting center lines first when weather permits.
- Alertus emergency notification software information was forwarded to IT for research on implementation. Waiting for new IT director to get settled before taking this item to him.
- Everbridge sign-ups are still ongoing.

## **7. Other Items**

## **8. Future Meetings – 11 a.m. to 12 noon**

- Second Thursday of every month. Next meeting scheduled for April 12, 2018.

Meeting adjourned at 11:52 p.m.

Respectfully submitted,

Melinda Garland