

COLLEGE OF THE SISKIYOU
SAFETY COMMITTEE MEETING

Minutes

September 30, 2016

Committee members present: E. Rulofson, N. Miller, B. Hefflinger, E. Kephart, L. Luddon, J. Kiefer, M. Ferrasci, C. Rosen, T. Speck, P. Clark, N. Funk, D. Haugen

Guests: Dennis Roberts

The meeting was called to order at 11:04 a.m. in DLC-4.

Eric Rulofson introduced himself as the new chair of the committee and outlined his expectations for meetings.

1. **Approval of Minutes:** MSP (Haugen, N. Miller, unanimous) to approve minutes of May 18, 2016 as read.

2. **Discussion & Action**

AP 6530 – District Vehicles - Eric gave a breakdown on our current administrative procedure regarding District vehicles. Due to changes in the Ed Code and clarification of the vehicle codes, we do not have to require Class B licenses for 15-passenger van drivers. This can make it easier to have drivers available. Dennis Roberts clarified that he did not want this change to mean coaches would be required to drive vans when traveling to events. The committee agreed coaches should not be driving to events, but that in the case of an emergency, they could legally drive if needed (regular driver became ill and could not drive, etc.) The group also discussed changing the minimum age requirements for drivers to 25 years of age. The following were discussed as recommended changes to the AP to be forwarded to the College Council:

- Anywhere in the AP that refers to 15-passenger vans and Class B license, change it to read 16-passenger van.
- Add “25 years old” to the first sentence in the last paragraph on page one.
- Also in the last paragraph, “District” *volunteers may offer or be asked to provide transportation using their private vehicles, and in that case, the normal policies for volunteer drivers should be completed and the risk transferred appropriately.*
- There was also discussion regarding out-of-state drivers. Because we are not able to obtain driving records for out-of-state drivers, we would need to require that those drivers provide quarterly DMV driving reports at their own cost. There should also be wording that indicates that out-of-state drivers will report any driving infractions received within one week of the incident. Due to lengthy discussion of this topic, Eric recommended a draft of the proposed changes be sent to each Safety Committee member for their electronic review and approval.

MSP (Luddon, Funk, unanimous) to make changes listed above.

3. Recurring Reports

- RASP – We have six days left that we need to use.
- Keenan Reports
 - The workers comp claims were down to three last year, very good for our district.
 - Phil Clark asked if we were using the company nurse program.
- SWACC – This is an inspection year Phil will be doing the inspection this fall. As part of SWACC, we can have Phil do a live annual defensive driving class for employees. He will also be doing a security assessment, slip and trip hazards and a fleet assessment. He will also look at our policy and may need to do a certified playground assessment.
- Safe Colleges – COS was congratulated for being the third highest in the region's colleges for on-line training completions behind Butte and Shasta. This information should be shared with the Board. A new Safety Shorts is in the works.
- Safety Requests – There was a material analysis in one of our kilns. It came back negative.
- Safety Credit Requests – We are not using funds for ergonomic accommodations. We are trying to fund projects that have District-wide positive influences. Last fall we made substantial sidewalk repairs on both campuses. We may look at lighting in the dorm parking lot and between the cafeteria and lodges. We used most of what we had allocated last year. We will have around \$24,000 available this year.

4. Project Reports

- Interior Signage – Eric will be working on putting up better signage next year. He is working on design now.
- Gym Storage – We have drawings for expansion off the back of the gym. Nancy is looking at financing and DSA requirements. This would also allow for storage, and there would be additional lockers. Nancy will talk with Dennis.
- Emergency Evacuation Maps – Maps have been put up in all the buildings. Let Eric know if you find an area that does not have an evacuation map.
- Way Finding/Directory Maps – Eric estimates that we need about eight directory signs located at strategic walkways entering campus.
- Exterior Building Numbers & Signs – Discussion to be continued.

5. New Business

- ESTC Stop Sign – Two employees requested the installation of a stop sign by ESTC. Eric would like to get two portable stop signs that can be placed in various locations on campus. Eric would like suggestions of those locations by the next meeting. The cost would be about \$500. He also discussed the stop signs between the dorms and cafeteria. He is working on a redesign for that area.
- Chemical Hygiene Plan and Chemical Hygiene Officer (CHO) – OSHA has changed regulations and we may not need a CHO unless we are doing research on campus. There is a question whether Bill Hirt is doing research, and if so, if it is personal research. More information will be gathered to determine if we can eliminate the CHO and Chemical Hygiene Plan.

6. Old Business

- Eric met with Tech Services this morning to review outdoor intercoms and emergency communication systems. He is looking at speaker and reader boards in every room and broadcast speakers outside.
- Lighting in Administrative parking lot and dorms. Eric will be having his staff do night walkabouts to identify any areas where we have insufficient lighting so that can be addressed before the time changes.
- Evacuation Signs – Table for next meeting.
- Roof Numbers – This project will happen in the next few weeks, weather permitting.

1. Future Meetings

- a. Meetings are scheduled for the third Friday of each month through May. It was requested that they be changed to the second Friday of each month so that Phil Clark will be able to attend the meetings.

Meeting adjourned at 12:15 p.m.

Respectfully submitted,

Lori Luddon