

COLLEGE OF THE SISKIYOU  
SAFETY COMMITTEE MEETING

Minutes

January 13, 2017

Committee members present: Doug Haugen, Ed Kephart, Eric Rulofson, Nancy Funk, Phil Clark, Nancy Miller, Jo Ann Kiefer, Maria Ferrasci

Guest: Dennis Roberts

The meeting was called to order at 11:05 a.m. in DLC-4.

1. **Approval of Minutes:** MSP (Haugen, N. Miller, unanimous) to approve minutes of September 30, 2016 as read.
2. **Discussion & Action**

AP 6530 – District Vehicles –New information from CHP requires that we revise AP 6530 to again reflect that a Class B license is required to drive the 15-passenger vans. The twelve passenger vans can be driven with a Class C license. Lori will make changes and e-mail the document to the committee for review and proxy approval. This will need to go to the Board as soon as possible.
3. **Recurring Reports**
  - RASP – Phil will be inspecting fume hoods today. SWACC inspection and slip, trip, fall assessment are being worked on. Phil will do a fleet assessment review later. He will also do a security assessment. We can schedule a defensive driver training with Phil. Eric would like asbestos awareness training for his staff through RASP.
  - Keenan Reports
    - One fall.
  - Safe Colleges – A new ladder safety short is available to send out.
  - Safety Requests – Any safety issues are addressed immediately.
  - Safety Credit Requests – Asbestos removal in LS-9 will run approximately \$10,000-\$12,000. There is funding in the P&L for this. Parking lot repairs were also discussed. MSP (N. Miller, Haugen, unanimous) to use safety dollars for parking lot repair over the summer.
4. **Project Reports**
  - Building interior numbering – Eric has updated all buildings in Fusion. All buildings have a two-digit building designator and a three-digit room number. Any new buildings and remodels will have new numbers. We will need new signs. We have a good plan, but there needs to be a commitment for funds to move forward. We are getting away from having building names on exteriors, and instead all buildings will be referred to by numbers. Eric changed numbers in Yreka. His update on space inventory changed our square

footage from 270,000 to 288,000 s.f. We will need about 700 inside signs for rooms at about \$35 each. It would be approximately \$30,000 to \$40,000. We may have some barrier removal funding available. Nancy will check. Eric will talk to Kent about ADA funds.

- Wayfinding pedestrian signs – We need some directional maps and aerial views. We should have about eight wayfinding signs on walkways but there is no funding.
- Gym Storage – There has been discussion about a remodel but we are not sure where the project is at this time. Artificial turf is a higher priority. The combination of the two projects would be about \$1.5 million plus an additional \$400,000. Gym exits are being kept clear so that problem has been addressed.
- Yreka wayfinding signs. The signs have been made and need to be found and installed.
- Building numbers will be painted on roofs this summer.

#### **5. New Business**

- The ESTC/I-Tech stop sign seems to have mitigated the problems in that area. The installation of speed bumps in front of Gym Annex could be the next priority. Eric also talked about the stop signs in front of the Lodges and his suggestion for reducing confusion in that area. Flashing lights could also help. This is tabled for the next meeting.
- Chemical Hygiene Plan and Chemical Hygiene Officer (CHO) –We do not need to have a Chemical Hygiene Plan so we do not need an officer based on what we do. This information should be relayed to Dr. Scott.

#### **6. Old Business**

- Maintenance will be installing the 80 door lock blocks received through the Foundation Mini-Grant. Eric has also submitted a request for upgrading fire alarm systems and that would include intercoms across campus for announcements.
- Evacuation point signs – The pros and cons of these signs were discussed. The committee does not feel that this is a high priority at this time so it will be removed from the agenda.

#### **7. Other**

- Eric explained the campus snow removal plan. Some areas will not be cleared. They also put out ice melt in morning and put out buckets in buildings so that staff can address problems if noticed. A new mower with a snow brush has been ordered. The ability to remove snow completely will mitigate many problems on walkways. Nancy Miller suggested putting out a memo telling people they are welcome to apply ice melt if they see problems.

- Yreka has buckets of ice melt placed around campus. Staff will need to do applications in the morning as Jo Ann does not come in until later in the day.
- We would like faculty to remind students in class to sign up for Everbridge.
  - Can Everbridge announcements go only to staff in emergencies such as weather closures. Some staff in Yreka did not get the announcement about the school closure.

1. Future Meetings

- a. The next meeting is scheduled for February 10.
- b. Meetings are scheduled for the second Friday of each month from 11 a.m. to 12 noon.

Meeting adjourned at 12:05 p.m.

Respectfully submitted,

Lori Luddon