

COLLEGE OF THE SISKIYOU
SAFETY COMMITTEE MEETING

Minutes

September 28, 2018

Committee members present: Eric Rulofson, Darlene Melby, Maria Ferrasci, Doug Haugen, Jenny Heath, Ed Kephart, Nancy Miller, Crystal Fahey, Phil Clark, Desiree Kaae
Not present: Theresa Richmond, Calvin Wagner, Jesse Mullin

Note taker: Melinda Garland

The meeting was called to order at 9:00 a.m. in DLC-4.

Approval of Minutes: Minutes from August 31, 2018 motioned by Jenny Heath, 2nd by Ed Kephart. Passed with amendment of 6 RASP days instead of 4 days and add members not present.

Discussion & Action

Recurring Reports

- RASP – RASP ½ day use for forklift training of new facility staff. Another 6 days available. Darlene Melby clarified with Phil that RASP days cannot be used for Emergency Preparedness.
- Keenan Reports - This is a SWACC inspection year. This be need to be scheduled. This includes Weed and Yreka campus, as well as Eagle's Nest. TAP inspection was done in Yreka. This report was discussed, inspector noted the new cameras and there were a few recommendations, including fencing the entire campus and ballistic glass.
- Employee Safety Communications
- Employee Accident Reports – Per HR no employee accidents in August
- Student Accident Report – Doug had report from beginning of the school year. Crystal reports the accident in Yreka was the step by her office. Someone had their arms full, blocking their view and talking with another person then missed a step and fell.
- Safety Requests – Request for heaving sidewalks to be ground down. The bricks by Science building dropped down and student had tripped into one.
- Safety Credit Requests – Request for \$890 of safety credit money to complete the install of LockBlocs at the Weed Campus. Motion to purchase the Lock Blok Nancy Miller, 2nd Doug Haugen. Passed. LockBlocs have just been install on all buildings in Yreka. A training film created by Lori on how to use Lock Bloks was discussed. It needs to be updated and redistributed.
- Request to bring balance of safety credit money to next meeting. Also to look at more speed bumps on campus.

Project Reports

- Soccer field project report. Two public forums were scheduled on September 5th in the theater, both went well with about 50 attending. The stakeholders held a design meeting the next day where soccer field design input from the forums and stakeholder group was forwarded to Lloyd Engineers.

New Business

- Smoke free campus. Discussion of Safety Campaign of possible posters, or something to bring awareness of the health issues of smoking and resources to help quit. Motion made by Doug Haugen, 2nd by Jenny Heath to use Safety Credit funds to develop these programs. Suggestion of “Safety Tips of the Month” in Campus Connection, mass email and COS Connect input. Motion passed.
- Safety credit money for Lock Bloks brought up the discussion of wooden door wedges being used to prop open doors. Specifically, the Science and McCloud buildings. The use of the door wedges to defeat the auto door closures is a fire code violation. The closures are meant to keep doors closed to contain fires away from egress routes (hallways). Typically, doors opening into hallways have closures. The Fire Rating of hallways is engineered twice as high as classrooms and offices to keep fires out of hallways longer and accommodate evacuation.
- Last meeting, we discussed the Chancellor’s suggestion to Community College Presidents that all California campuses be smoke and tobacco free. The safety Committee members were asked to share with their constituent groups and report back. The ASM and Classified groups hope to report back next meeting. The Faculty does not support a smoke and tobacco free campus at this time.
- Ed Kephart was asked by one of his students about fire drills. Fire drills are routinely done in the dorms. Each fire alarm system and device at both campuses is tested and certified annually including; fire water sprinklers, chemical hood and kitchen hood fire suppression systems and fire extinguishers. Escape plans are posted in buildings and the dorms. During the recent wild fires, an evacuation plan and list of transportation options were identified for transporting students without transportation including our wheel chair bound dorm resident.

Old Business

- Phil Clark looked into the class B vs. class C with passenger endorsement license requirements to driver 15 passenger vans. The CHP states a class B is required. The DMV says a class C with passenger endorsement is required. Phil has letters from the CHP that we can give to our drivers going down to DMV stating that CHP states the 15 passenger van driver must have a class B. At this time per our Board policy and the California Vehicle Code requires drivers of 15 passenger vans (including the driver) possess a valid California class B license.
- Campus first aid kit update. Keenan has given us a list of items to include in our first aid kits. The location of the kit in our buildings is being confirmed and will be shared with the campus. The distribution of restocking supplies for first aid kits will be done from HR. Administrative Services will do the ordering and funding of the supplies.

- Overnight parking pass idea taken back to constituent groups. Currently overnight parking is only allowed in certain areas. Primarily for lodge residents. Several staff and students have left their vehicles by the gym and been ticketed by the Police while away at athletic events. The Faculty shared we should educate students and staff as to the policy and areas where overnight parking is permitted.
- Eric is compiling a list of Safety Committee accomplishments from the prior year. This list could be put on the website.
- Loading zone parking space painting at DLC has been completed.
- Removal of parking spaces to improve traffic safety at end of tennis court is complete.

Other Items

Future Meetings

- Friday October 26, 2018 9 a.m.

Meeting adjourned at 10:04 a.m.

Respectfully submitted,

Melinda Garland