

## Safety Committee Minutes – November 28, 2018

Call to order 11:00 a.m.

**In attendance:** Lizette Cruz, Celeste Phelps, Philip Fleming, Christina Mix, Debbie Valentine, Louella Nelson, George Kraft, Student Members: N/A

**Introductions:** George Kraft new CSEA representative from M&O

### **Old Business:**

October Safety Meeting Minutes – Approved by committee

### **New Business:**

Debbie Valentine handed out a copy of the Cypress College Injury and First Aid Reports. The committee briefly discussed the list. Debbie requested to receive hard copies of all incident reports for the campus from Campus Safety and also the health center. This will help Risk Management track problem areas on campus. Debbie notifies M&O of any repairs or follow up needed. Phil confirmed that he can create work orders to repair safety issues. Debbie said that she is always available by phone & will roll out ASAP with Hazmat crew if necessary. If OSHA shows up, call Debbie Valentine Immediately. OSHA has an 8 hour window to report an employee injury or medical issue that requires an ambulance to be called. (It was updated from 24 hours). Risk Management documents are located on the NOCCCD website.

ID Badges – The committee briefly discussed the importance of having and using them for security reasons, but nothing is currently being enforced or is consistent between the campuses. Phil said he will look into requesting a “1 Card Solution” presentation and would like to invite IT, Campus Safety, Locksmith & possibly HR.

AED – Debbie will provide Phil with a Map of all the AED’s on campus. All Campus Safety employees are CPR/AED/First Aid trained. Phil would like at least half of the M&O crew to be CPR trained and recommends that half of the staff on campus also be trained.

### **Discussion Topics for next meeting:**

- Tobacco Policy & enforcement (Marla)
- Stop the Bleed/Until Help Arrives Training (Marla)
- Intranasal naloxone- campus protocol (Marla)
- Until Help Arrives (Marla)
- Pedestrian Safety-Construction Fencing (Marcia)
- Reducing truck traffic on campus loop-Centralize Shipping & Receiving

Adjourn: 12:00 pm.