

## Safety Committee Minutes – October 10, 2018

Call to order 11:05 a.m.

**In attendance:** Ralph Webb, Lizette Cruz, April Guajardo, Celeste Phelps, Philip Fleming, Christina Mix, Robyn Udell, Debbie Valentine, Louella Nelson, Marla McBride, Student Members: N/A

**Introductions:** Philip Fleming, Director of Facilities took over as chair of the committee to replace Robert Riffle who retired. Christina Mix will assist with taking meeting minutes.

### **Old Business:**

Maxient update – Celeste & Marla gave a brief explanation of what Maxient is and what it is going to be used for, for the benefit of the new committee members. It hasn't been fully implemented yet. Benefits are that it will be used district wide for all campuses electronically to track behaviors and complaint history.

The ChAT team is working on getting buy in from Faculty on Campus and they are working with IT to create an online form for reporting. Ralph Webb chairs the team of 5-6 and they meet once a month.

Debbie V. 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. This will help Risk Management track problem areas on campus for further review. Marla asked if the form could be updated to be more user friendly, this would ensure that faculty & staff would be more likely to use it and the reporting data would be more accurate.

ID Badges – The committee discussed the importance of having and using them for security reasons, but nothing is currently being enforced or is consistent between the campuses. Phil felt that this should be addressed and would be an important to include Campus Safety. Flex Day for faculty would be a possible time to train on a new ID badge roll out, etc. A problem with that is that adjuncts & classified staff don't normally attend flex day,

### **New Business:**

The great Shake-Out Earthquake drill will be conducted on Thursday 10/18/18.

Phil spoke about the roll out of the new M&O work order system and the possibility of submitting safety concerns.

Discussion Topics for next meeting: Tobacco Policy & enforcement, Stop the Bleed

Adjourn: 11:55 a.m.