

CAÑADA COLLEGE SAFETY COUNCIL Minutes
February 15, 2005 10:00 AM – 11:30 AM in Building 1 Room 101

Members:

Susan Traynor	Events Coordinator and Chair
Linda Hayes	Dean of Business Division
Peggy Lew	Budget Officer
Pete Katsumis	Lead Security Officer
Danny Glass	Campus B & G, Facilities Maintenance Supervisor
Rachel Corrales	Operations II Lead
Lesli Sachs	Health Services
Jozsef Veres	AFSCME Day Representative
Alex Andrade	AFSCME Night Representative

Absentees: Danny Glass, Alex Andrade

Guests:

View past minutes at: <http://www.canadacollege.edu/inside/safety>

CONTENT	PROCESS	WHO	
1) APPROVAL OF THE MINUTES 2/15/05 Meeting			
2) Accident Reports:	<p>An occurrence that was “not reported” yet happened. A student fell and had a seizure. Paramedics asked for information about the student. 911 was called on 2/11/05.</p> <p>A Faculty member got a cut on the thigh. First aid was administered.</p>	Lesli Sachs	
3) Campus Update	<p>JV reported that all handrails were in except the North side of parking lot one. These were expected to be in very soon.</p> <p>The diamond plate surfaces are too high in the plaza area. The committee decided to have ST write a message to Anne Daley requesting information about a remedy for this situation.</p> <p>A question came up about adding an extension to the end of the rail that leads to the library on the newly paved path. It was determined that this entrance to the library was not a handicap access and there fore did not need the extension. Committee suggests a sign be made and placed at the top of the pathway that it is not a handicap access. ST to include this in letter to AD</p>	Jozsef Verez	Tr ST ST

	<p>The stairs leading to the back of building 5 was brought up as a hazard area. This access was initially created for the engineers to access the air handlers being the building. More students are utilizing this access and the committee seeks clarification on the status of these stairs. Should they be blocked for foot traffic and posted no access or should they be rebuilt. Another question for AD.</p> <p>A careful watch is going on as the contractors complete the new stairway and path beside building 18.</p> <p>The building 3 elevator has been out of service and complaints are being heard from students.</p>		<p>ST</p> <p>Wa</p> <p>Da ca co</p>
<p>4) Old Business</p>	<p>Inner Campus phone numbers update. ST to physically check inner campus phones.</p> <p>Deans Office “residential” phone line locations and status of phones. ST sent an email Stan Leyva is expecting a response by the next meeting.</p> <p>Emergency Flip charts. ST reported that the flip charts were being proof read and are ready for printing upon completion of the proof reading</p> <p>Nextel phone training. RC said she will arrange a daytime training for those who did not attend the last one. The night time training was geared primarily towards the safety officers as this was the most convenient time form them. Nextel phone training occurred on 1/17/05. PK reported that it was effective. RC gave the training and we thank her. She has agreed to give another one to members of the committee who have Nextels. A new date is needed.</p> <p>Phone list to be hung in each classroom after approval. St brought an updated phone list for each classroom but Linda Hayes retrieved one of the last existing laminated lists from a classroom. It was decided to duplicate the existing lamination and hang them up. DG said his crew could hang them.</p>	<p>Susan Traynor</p> <p>Susan Traynor</p> <p>Susan Traynor</p> <p>Rachel Corrales</p> <p>Susan Traynor</p>	<p>St Ph</p> <p>ST Le</p> <p>Tr Re</p> <p>So</p> <p>Du lan ha</p>

	<p>Additional assistance for people into building 8. The need for additional assistance for entry to building 8 was identified due to construction. The committee recommended conferring with Regina Blok, DSPS Director, about any communication and plans made for such aid. ST is to call Regina Blok for the information. It was reported that Regina had a plan in place, that if any student needed assistance to the business office or President or Vice Presidents that the appropriate person would meet the student at the bottom of the spiral staircase. Question to Swinerton Management was suggested to find out if there are future plans for automated doors. ST</p>		ST Blo
	<p>Scheduling for new training emergency preparedness. ST reported that a training session was planned for April 21 and 22, 2005. Emails would be sent through the President's office for further information.</p>	Susan Traynor	Co Ma Jo En res
	<p>The updated contact sheet for emergency preparedness was presented and it was decided that a more concise format was needed. The columns for phone and fax are confusing. It was agreed to put a easier to read listing in with the following order: work, cell fax home number format.</p>	Susan Traynor	Ec
	<p>Striping on stairs. While this re-striping has occurred, LH has more concerns.</p>	Linda Hayes	Ino sh thi
	<p>Difribulators tabled until next meeting</p>	Linda Hayes	
	<p>Evacuation Chairs tabled until next meeting.</p>	Linda Hayes	
5) New Business	<p>Peggy Lew looked at the Workman's Compensation Procedure and suggested that each Division should have the paperwork in their offices. Paperwork should be completed by the staff assistant and forwarded to Human Resources.</p>	Peggy Lew	Re Ca
	<p>Scheduling CPR and First Aid for staff and faculty</p>	Susan Traynor	Ta 2/ Ta
	<p>No cost local office of emergency services</p>	Jose Nunez	Ta

	Preventions and Precautions. Revise and update procedures	Committee	Ta
5) Next meeting 5/6/05	Room 1-101, 10:00 am		
ADJOURNED AT: 11:53 am			