

CAÑADA COLLEGE SAFETY COUNCIL MINUTES

November 19, 2004, 10:00 AM – 11:30 AM in Building 3 Room 227

Members:

Susan Traynor	Events Coordinator and Chair
Linda Hayes	Dean of Business Division
Bob Domenici	Budget Officer
Pete Katsumis	Lead Security Officer
Danny Glass	Campus B & G, Facilities Maintenance Supervisor
Rachel Corrales	Operations II Lead
Lesli Sachs	Health Services

All members were present.

Guests: Jozsef Veres

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

CONTENT	PROCESS	WHO	
1) APPROVAL OF THE MINUTES 10/29/04 Meeting			
2) Accident Reports:	<p>Three accidents were reported.</p> <ol style="list-style-type: none"> 1. A staff person cut himself on a garbage can. This was a deep laceration and upon the recommendation of the campus nurse, he was taken to the emergency room. 2. A staff person tripped over a telephone wire. She hit her head on a cart but did not go to the emergency room. 3. A staff person went to the emergency room after getting hot cooking oil in his eye and upon the recommendation of the campus nurse, he went to the emergency room. 	Lesli Sachs	
3) Campus Update	<ol style="list-style-type: none"> 1. An assault on campus prompted some renovations in the ladies restroom area located in building 13 and building 18. In 13 a door was removed to the ante room. In building 18 couches and extraneous furniture was removed. Linda Hayes asked that the changing/lounge room in building 13 be permanently blocked because the room is deep enough that a person could hide in the corner and not be seen by a person entering the restroom. It was decided that a locking door would be installed and the room would be utilized for storage. It was also discussed to verify the safety in the ladies restroom in the library. Some students complained about the composite photo that was posted around campus. The 	Danny Glass	

	<p>general comment was that the composite was too common and therefore depicted a general racial description instead of a more specific one. A distinguishing scar over the left eye was omitted that would have individuated the sketch.</p> <p>2. Construction site outside building 8: Problems with the contractors re-plugging the construction lights. Also a trip hazard at the handicap step. The work is due to be completed by 12/25/04.</p> <p>3. Comments have been mentioned about the curbs at the entrance way to the college being narrower than previous to the construction but after being measured, Danny reported that the same width has been maintained. In this area the marquis sign will be constructed.</p> <p>4. A 24-48 hour water test is being executed before the ramp is finally covered between buildings 13 and 16.</p> <p>5. A new dumpster will be delivered to the scene shop.</p> <p>6. Danny commented on the courtyard outside the back of building 8 that once it was completed it would be off limits to vehicles. Their weight could break the membrane that has corrected the leak. I was discussed about putting up barricades to prevent vehicular traffic but the area mentioned is a fire lane so there cannot be permanently installed. Linda Hayes commented that this area will be difficult to regulate.</p> <p>7. New lights are in the scope of the project which will improve campus night vision.</p>		
<p>4) Old Business</p>	<p>BD continues the updating of phone numbers around campus and requested any known changes.</p> <p>ST presented the unfinished emergency preparedness contact list updates. There was more discussion about the construction of the list and it was decided the page that has the flow chart of duties needs to be considered when looking at the assignments. DG commented that he will look at his cd's that were prepared and given to his department for further research. These cd's have the entire emergency preparedness documents on them and that he would give ST a copy so that necessary pages</p>	<p>Bob Domenici</p> <p>Susan Traynor</p>	<p>Ap</p>

	<p>could be gleaned for the committee's consideration.</p> <p>LH reminded the committee that the steps beside building 3 have not been repainted with a safety strip that is less confusing to the eye.</p>	Danny Glass will follow up with Linda Rizzoli	
5) New Business	<p>ST asked permission to send Safety Committee agendas out campus wide via email.</p> <p>LS brought a flip chart of emergency numbers and procedures and asked if we should update this or cease using them. It was decided that the continuation of these documents are beneficial and that it should be updated. LS agreed to edit the hardcopy and report back to the committee. BD said he would try to locate the electronic version so that the edits can be made then reprinted. Also, discussed was having Danny Glass' student assistants go around to every classroom to confirm the emergency card is posted by the light switch indicating emergency phone numbers.</p> <p>JV requested training on the Nextel phones. RB said she would hold the workshop. A specific time and date needs to be determined.</p>	<p>Susan Traynor</p> <p>Lesli Sachs</p> <p>Danny Glass</p> <p>Jozsef Veres</p>	<p>Ap</p> <p>Ec</p> <p>Ap</p> <p>Ap</p>
5) Next meeting 12/17/04	Room 3-227		
ADJOURNED AT: 11:15 am			