CAÑADA COLLEGE SAFETY COUNCIL MINUTES June 30, 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 Pete Katsumis Lead Security Officer

Danny Glass Campus B & G, Facilities Maintenance Supervisor

Rachel Corrales Operations II Lead Lesli Sachs Health Services

Alex Andrade AFSCME Night Representative Jozsef Veres AFSCME Day Representative

Guests:

Phyllis Lucas-Woods VPSS Mike Braida, Security Officer

Absentees: Pete Katsumis, Rachel Corrales, Alex Andrade Toscano, Danny Glass, Kristen Cikowski

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

CONTENT	PROCESS	WHO	ACTION	O/C
1) APPROVAL OF THE MINUTES 5/20/05 Meeting		committee	Approved	С
2) Accident Reports:	No Accidents were reported.	Lesli Sachs		0
3) Campus Update	 JV reported that there are no longer any open trenches at the Bldg 17 and 18 plazas. Some covers are uneven but this correction will not be addressed until the completion of Bldg 9. Fire zone controls are being tested in building 5. Bldg 13 is in the completion stage. Because of testing and construction, zones are shut down during the day and reset in the evening. Current zone alarms that are shut down during working hours are in Bldg 8, 3rd floor; Bldg. 	Veres		0
	 5, 2nd floor; and Bldg 13, 1st floor. 3. Bldg 8 3rd floor exterior door area is due to be worked on with a completion date of July 31, 2005. 			0

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	4. LH asked why there is a beeping sound at early morning hours and JV explained that this occurs when a manual check of alarms are being performed. The beep indicates the disarming then rearming of zone alarms. MB asked where the main panel is and it is located in the boiler room in the physical plant at			0
	parking lot 2. 5. DG is to work on the alarm system notification list. PLW asked that DG and PK get together to finalize this list. A question was asked about computer labs located in 6-13 and 22-118. Who are these alarms tied to? Who			О
	has the alarm codes? Field work and restroom construction is underway. Flagmen and cones are to be in place for the reduction of accidents at the truck entrance and exit areas. Mention was made that the flagman are inconsistent and a request to Swinerton is made to remind the construction company of their responsibility.			0
4) Old Business	Inner Campus phone numbers update. There are several unlisted phones that require verification. ST will contact Stan Leyva and Darrell Lee.	Susan Traynor		0
	Hard phone line locations and status of phones. The hard phone lines are in a holding pattern and PLW said she would contact Stephanie Samuelson to find out why there is a delay in completing this request.	Susan Traynor/ Phyllis Lucas Woods		O
	Stairs and walkways: striping, handrails. This ongoing situation was presented to KC and she is to	Linda Hayes		0

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	make investigation about how it can be finally corrected. The stairs in question are the north set from parking lot 2 that run beside the flex theatre. ST indicated that of the options presented: wait until the paint wears down, paint over the stripes, or remove the stripes and redo them, the preferred option of having the stripes removed and reapplied is the acceptable method. The stripes has been an ongoing problem since the completion of the remodel in building 3 and patchwork has been more of a hindrance than a solution. At this point in time, a thorough removal of stripes and reapplication is requested on the stairs.			
	Condensed Emergency Procedure Sheet. LS indicated she needed another month for this project.	Lesli Sachs		0
	Nextel phone training. A one page sheet is to be created for Nextel users. PLW suggested that Niki Costello in the business office handle this because Rachel Corrales is on maternity leave. ST to make the request. ST will make inquiries regarding the possibility of forwarding the office number of security and campus nurse to their cell phones.	Susan Traynor		0
	Emergency contact information lamination. ST indicated that this job was complete. LH asked that the custodial staff look at the mounting of these on a monthly basis and that if replacement is needed that the custodial staff adds this to their duties. ST will talk to Tatiana Degai about keeping the laminations at her station for the custodial staff to take from.	Susan Traynor		0
	Recommendation to purchase of Defribulators. Three defribulators were purchased and ST brought	Nicolas Carr/ Linda		С

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	one to the safety meeting for demonstration purposes. One defribulator is mounted in building 18 at the Science and Technology Division office, the second is mounted in Bldg 1 PE division office and the third is a portable that is stored in the security office.	Hayes		
	Recommendation to purchase evacuation chairs. Two evacuation Chairs were purchased and ST brought one to the safety meeting for demonstration purposes. One is stored in the storage room across from the security office in bldg 13. When the security office is completely renovated the evacuation chair will be mounted in there. The second chair is located in 22-116 the storage room.	Susan Traynor		С
	Scheduling CPR and First Aid for Safety Committee and other key campus faculty and staff. ST reported that two classes are scheduled. One for July 13 and another for July 15.	Susan Traynor		0
	Workman's Compensation forms: Who fills these out. This item was tabled. The question remains if Tatiana Degai can assume this duty because Rachel Corrales is on maternity leave. DG to ask Linda DaSilva.	Danny Glass		0
5) New Business	First aid Kits. PLW authorized the purchase of 20 kits not to exceed \$400.00. LS provided lists of the kits suggested locations and contents. ST will make the purchase.	Committee		0
	Evacuation Maps. More work needs to be done on this. Tabled until next meeting.	Committee		0
	ST reported her attendance with PLW in Sacramento regarding the	Susan Traynor		0

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	Homeland Security workshop. Materials are available for review and a video of the Northridge Earthquake was supplied for general viewing. It was proposed that the safety committee watch this video.			
5) Next meeting 7/28/05	Room 1-101			
ADJOURNED AT:	11:20 am			