**West Hills Community College District**

**Risk Management Committee**

**Minutes**

August 29, 2014

Teleconference: District Office Conference Room and WHC Lemoore Room 124

**Present:** Brian Abela, Shaun Bailey, Erin Brewer, Becky Cazares, Kyle Coffman, Clint Cowden, Charles Freeman, Mark Gritton, James Preston

**Absent:** Johnathan Bernal, Conne Cleveland, Debbie Gore, Cliff Harris, Marcel Hetu, Elva Torres, Jeff Wanderer

Call to Order

The Risk Management Meeting was called to order at 9:35am.

Approval of Minutes

The minutes of the July 18, 2014 meeting were approved on a motion by James Preston; seconded by Brian Abela and carried unanimously.

District Accident-Incident Review

The committee reviewed 2 employee incidents. No on-campus student incidents were reported.

Becky explained one of the incidents involved a previous injury involving a golf cart. When first reported, the employee did not want to go to the doctor; however, she has now had to go do to what appears to be an infection.

The other incident involved a student worker working at the farm. He was laying sulfur on plants and it blew into his eyes. Clint explained the student worker was wearing the required safety suit and equipment at the time.

**CURRENT BUSINESS**

Global Harmonization System (GHS)

Training is still in progress. Becky distributed list of those still pending. She asked the committee to review and if anyone on the list is no longer employed (adjunct/temps) to please let her know so she can remove.

Emergency Response Plan

Committee completed the second reading of the Emergency Response Plan. The Emergency Response Plan was approved on a motion from Mark Gritton; seconded by Clint Cowden and carried unanimously.

Eye Wash and Shower Station Testing & Inspection

Shaun Bailey stated he has been working with Debbie Gore and AP Architects on the eye wash station. He was able to purchase four eye wash stations from Granger and they are CalOSHA approved. Kyle Coffman explained he will take a look at them today. Shaun also stated there is at least one that is installed and the others should be installed by the end of September.

Fire Extinguisher Training

Discussion on fire extinguisher training took place. Becky explained she was able to speak to Stephen Griswold with Spectrum Fire Protection. She is tentatively looking at the end of September for a session in Coalinga and possibly a session in February during staff development day.

**NEW BUSINESS**

Annual Above Grant Tank Integrity Testing

Becky will work with Clint on the testing. She will research who was previously used.

Annual Fume Hood Testing & Certification

Fume Hoods in the co-labs need testing and certification. Becky will speak with John Bernal and find the vendor previously used. Brian thought some of the hoods may need repair.

Bi-Annual Auto Accident Camera Kit

Becky asked if anyone needed any replacements. Shaun stated he has been working with Debbie on insurance cards for the vehicles.

Scaffolding Training

Becky explained there have been concerns brought forward by an anonymous caller stating the scaffolding was unsafe. The scaffolding was being used to take video of the football practices and has been taken down until proper training is conducted. She stated she asked Kyle to bring information regarding proper set-up of scaffolding and safety measures.

Kyle distributed a quality assurance checklist for scaffolding. He explained there needs to be a “Competent Person” who is in charge of the scaffolding and will be responsible for its inspection and security. He stated he would help set-up a training plan for staff. He also stated he would email the group a PowerPoint presentation on scaffolding awareness.

**SWACC-KEENAN ITEMS**

Property & Liability

Kyle explained the district is 60% in compliance. Becky asked for clarification. He explained of the issues that were supposed to be completed, 60% have been completed. The hazardous material inventory will be done in October 2014 and he will coordinate with Brian Abela. He will be looking at dates, quantities, storage, etc. He will also look at the chemicals at the Farm of the Future.

Kyle explained he is not a “Competent Trainer” for scaffolding. Also explained there is a lot of liability. Training should technically be done by the manufacturer. There will need to have a competent trainer on site and the scaffolding must be checked every time it is used. Different types of trainings will have to take place. Kyle asked questions regarding the guard rails and toe board in order to make sure it meets the requirements. He also asked if there were any power lines and Mark explained there were not.

Becky stated Ken was concerned the property & liability insurance would not cover scaffolding. She will follow-up.

The committee discussed scissor lift training on safety issues. Team needs to make sure employee wear the proper equipment.

**SWACC TRAINING OPPORTUNITIES**

SafeColleges Training

Becky explained there are still a lot of employees out of compliance with training. She distributed a list with every employee and the training sessions they have yet to complete.

**COMMUNICATION/ADVISORY/HANDOUTS**

Keenan SafeSchools Newsletter

The August 2014 newsletter was distributed.

**MEMBER/DEPARTMENT REPORTS**

James Preston – James reported the first couple of weeks of school have been very busy. There was an incident with two children left in car and another student had a heart attack. He stated the team handles emergency a lot better.

Charles Freeman – Students from nursing and paramedic programs have been complaining golf carts not allowing the right away to students. Becky will be in contact with Johnathan Bernal regarding this matter.

Brian – Nothing to report.

Clint – Clint asked if the District has a policy on wallet cards. Becky explained she is only aware of fork lift training when it came to wallet cards. Kyle and Clint will work together on an official training program. Clint explained he would like to have NCERR training, ‘train the trainer”. He would also like Juan Velasquez to obtain his qualified applicators license. Kyle stated he would like to discuss.

Erin – Nothing to report.

Shaun – Nothing to report.

Grit – Grit stated he will be following up on the scaffolding issues.

Kyle – Nothing to report.

Next Meeting

The next Risk Management Meeting will be held on September 26, 2014.

The meeting concluded at 10:30am.

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