Crafton Hills College  
Environmental Health and Safety Committee  
Minutes  

**Attendees (*Absent):**  
Rosemarie Hansen (Co-Chair)  
Mike Strong (Co-Chair)  
Dan Sullivan (Public Safety Faculty)  
Judy Giacona (HWC Faculty)  
*Leslie Jordan (Student)  
Larry Cook (Facilities Management)  
*Rick Hogrefe (Management)  
Cheryl Burge (Human Resources)  
*June Yamamoto (Management)  
*Pierre Galvez (District Police)  
Lito Reyes (Keenan and Associates)  
Whitney Fields (District EH&S Admin)  
*Laura Winningham (Faculty)  
*Kevin Palkki (Classified – Theater)  
Robin Bishop (CTA Appointee)  
Tina Gimple (Classified – Gen Office)  

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<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>FURTHER ACTION</th>
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<tr>
<td>Approval of minutes from 12/10/12</td>
<td>Moved for approval by Rose, seconded by Whitney; approved by consensus</td>
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<td>Co-Chair Report (Chair)</td>
<td>None</td>
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<td>M&amp;O Safety Projects Report (Facilities):</td>
<td>Larry reported that fire extinguishers, fire alarms, eyewash stations, elevator certifications are up to date. Recent fire alarm testing found 4 pull stations that need repair. Repairs are in process.</td>
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| District Police Report (Police): | • HR reported that the EMP manager may not go to Feb board as previously reported due to background check delay.  
• Stickers for 911 to be placed on flipcharts over 3275.  
• Whitney reported that SGT Tamayo has offered lockdown/active shooter training. It was recommended active shooter training be scheduled during April (Emergency Prep month). | Mike to follow up with P.Galvez on who is following up with obtaining the 911 stickers. |
| Workplace Injuries Report & follow up: | • Whitney reported that injuries/claims continued to reduce from the last reporting period.  
• Sharps: possibly place signs for sharps disposal in restrooms to | Mike to discuss the collecting of any sharps at night with P.Galvez. |
| • Workman’s Comp Injury Report (Human Resources/EH&S)  
• Minor injury report (non-workman’s comp) (EH&S) | | |
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<th>Sharp containers for restrooms</th>
<th>dispose of sharps properly; sharps receptacles are available at the HWC (day) and with District Police (night).</th>
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| Student Injury Report (HWC)   | • No follow up necessary on staph infections.  
• Free flu shots are available at the HWC for both students/faculty/staff |
| Smoking Policy (Police)       | Mike stated that the smoking policy enforcement has begun. Police stated that the parking lots are considered a “designated area.” It is the opinion of the Safety Committee that because the Board Policy and Admin Procedure and the smoking committee did not designate the parking lots as a “designated area,” then people will either need to be in their cars or in a “designated area.”  
Mike to discuss with District Police. |
| Events:                       | April event was discussed. Ideas are as follows:  
• EMS students at evacuation areas to show a car emergency kit and to hand out list of items for their kit.  
• Use website and social media to promote the event.  
• Create a link on the CHC website to the earthquake video used during the Shake Out.  
• Recruit EMS students to demonstrate treatment of victims at evac sites.  
Mike will bring after action report to the next meeting to identify items to incorporate into the next event. |
| Safety Plan Review and Approvals: | Mike discussed the safety plans requiring review. Whitney and Mike will distribute the plans to the affected departments over the next 5 months. Then, the committee will have a chance for comments if desired. A report on plan updates will be provided at the next meeting.  
Whitney and Mike to present schedule for safety plan review at next meeting. |
| New Business:                 | • The results of the survey were reviewed. Some concerns were stated on the manager to staff ratio. It was discussed that the |
makeup of the committee is outlined in the Safety Committee Operations Plan. No action was taken.
• Discussion was had on possibly meeting every other month with special meetings dedicated to planning events. Discussion to continue at next meeting.

Adjournment at 2:20pm. Next Meeting scheduled February 11, 2013 at 1:00pm

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<tr>
<th>Mission Statement</th>
<th>Vision Statement</th>
<th>Institutional Values</th>
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<td>The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.</td>
<td>The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.</td>
<td>Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</td>
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