

MESA COLLEGE SAFETY COMMITTEE

MINUTES

Thursday, May 23, 2013

2pm –LRC 435

ATTENDANCE: Dan Gutowski, Saeid Eidgahy, Charlotta Robertson, Chris Renda, Dawn Stoll, Erica Specht, Ginger Davis, Matt Fay, Michael Lewis, Barry Coleman, Kim Tran, Ivonne Alvarez, Carol Rohe, Officer Mark Green (for Sgt. Diana Medero), Lynn Dang, Matt Fay, Gianna Principato (for Penny Hedgecoth), Kandra Olsen, Bill Craft.

Old Business:

- a) Approval of Minutes: Minutes from April 25, 2013 were approved with corrections.

M/S/U: Eidgahy/Stoll

- b) **Injury/Illness &Accident Reports**-Charlotta Robertson mentioned that the reports go through the VPA office first before they are brought to the committee for discussion.
 1. Employee slipped in the H-Building bathroom. The bathroom was in the process of being repaired. The employee expressed concerns regarding the incident but did not seek a medical referral.
 2. Employee stepped on a nail in the parking lot.
 3. Dyson hand dryer in the Student Services (14-400)-Dave Warczakowski was going to review the situation but has not given any information yet. Interim VPA Dan Gutowski will send a follow-up email to Dave W. Paper towels have been requested to supplement the dryers.

C) **NEW BUSINESS:**

- A) Office Guidelines-Interim VPA Dan Gutowski discussed the safety inspections which led to some suggestions for safety improvements across campus. Kandra Olsen was contacted to give some district guidelines: fire codes for drapes and furniture, regulations regarding ADA entry/egress into offices, and separation of materials kept on cabinets and the ceiling for fire code regulations.
- B) Traffic Analysis: Interim VPA Gutowski has reviewed the traffic analysis report. A traffic light with a monument sign was reviewed for across the street from the parking lot structure and graphic solutions for signage for students was discussed. A discussion of the safety issues concerning the Mesa College Dr. and Mesa College Circle intersection ensued.

- C) AED Pad Replacement-Robertson reported all the expired pads have been replaced and an AED will be installed in the C-100 Building. College police have two units at their station. Every new building will have at least one unit installed.

SAFETY EDUCATION

AED Training with certification will be held on June 20th at the Classified Conference. Dean Eidgahy requested first aid, CPR, and AED training for his school's employees, approximately thirty people.

4. **CHEMICAL HYGIENE PLAN (CHP)-** Interim VPA_Gutowski was given a template to update the document. The documentation will occur in June 2013. Kandra Olsen stated that safety plans are hazard specific so all documents need to include that information. Kandra Olsen will assist Dean Eidgahy with the paperwork.

5. ROUNDTABLE

A) Department Reports:

1.) Barry Coleman requested bike racks for the Student Services Building area. Debra Picou will be contacted to install bike racks.

2.) Counselor Stoll reported an elevator issue with unsafe closing/opening of the doors in the Student Services Building. Kandra Olsen will follow-up with student injury issues and Interim VPA Gutowski will request a warranty check of the elevators.

3.) Kim Tran suggested that the curbing near the Student Services building needs to be painted red or some other color on both sides of the intersection so that the curb is more obvious and less of a trip hazard.

4.) Kandra Olsen reported on new hazardous communication symbols that need to be used in the future and she distributed a handout of the new symbols.

B) Family Service Radio Test will occur at 10am on Friday, May 24, 2013. Matt Fay suggested that employees on campus who are ham radio operators could assist in an emergency. Robertson will send an email to see if employees would be interested in assisting the campus during an emergency.

Submitted by: Professor Erica J. Specht