

**Crafton Hills College  
Safety Committee  
Minutes**

**Date: October 14, 2024**

CCR 247 (Admin Conference Room)

<p><u>Members (Absent*):</u>                  Kevin Limoges (CSEA - Co-chair)                  Mike Strong (VPAS - Co-chair)                  Ryan Harold (Faculty)                  Vannesa Ramirez (DSPS/Management)                  Genesis Maya (Student Senate)                  Cyndie St. Jean*</p>	<p>Jackline Martinez (Human Resources)                  Blake Bonnett (District Police)                  Farhad Mansourian (CTA Rep)                  Vonda O’Shaughnessy (Faculty)                  Carrie Audet (Classified Rep) *                  Demain Brunty (Facilities Management)                  Dave Stevenson (District S&amp;RM)</p>
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TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes 5/13/24	<ul style="list-style-type: none"> <li>No minutes from previous meeting due to personnel transition.</li> <li>For the record the, the committee did meet on 05-13-24.</li> </ul>	
Safety Committee Eval Results	<ul style="list-style-type: none"> <li>Mike reviewed the results. 4 members responded to the evaluation: 2 managers, 1 faculty, and 1 classified/confidential.</li> <li>Overall, results were positive.</li> </ul>	
<p>Safety Concerns:</p> <ul style="list-style-type: none"> <li>Wildfire Response Review and feedback on campus closures due to evacs and AQI</li> </ul>	<ul style="list-style-type: none"> <li>Student, Genesis, shared that on Monday September 30<sup>th</sup>, she thought the campus would have been closed sooner than it was due to the amount of smoke.</li> <li>Vannesa shared that she did receive a few student phone calls to let the department know they would not be able to attend class for the day.</li> <li>Kevin shared that the wording from the District and Campus blast was different and that caused confusion and misunderstanding for managers/classified staff.</li> <li>Kevin suggested to work on having more uniformed wording across sites.</li> <li>Another suggestion Kevin made was to look at the email distribution lists and organize &amp; update them.</li> <li>It was discussed that there could possibly be a gap in the Rave app distribution list if it has not been updated.</li> <li>Kevin shared that Rave should tie back to our exchange server for email notifications, but it would be beneficial to discuss this in the President’s Cabinet, having a stronger way to maintain communication across everything.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Damian shared that they currently have a lot of N95 masks at the M&amp;O pad, but he did not receive many requests for them.</li> <li>• Mike shared that Dave did drop off an additional 2 boxes of N95 masks to Mike if anyone needs them. The current masks at the M&amp;O pad are expired.</li> <li>• Dave shared, if worst case scenario people had to be at CHC and need to use the expired ones, use them.</li> <li>• Mike shared that the OSHA requirement is if the air quality goes over 500, it becomes a requirement for employees to wear masks. If the air quality goes over 150, that is when we have to offer employees voluntary use of masks.</li> <li>• Mike shared that it has been discussed to create a district wide guideline on air quality to help provide guidance to leadership regarding closures.</li> <li>• Dave shared that he is currently working on this draft right now and Mike offered any assistance with the draft if he needs help.</li> <li>• Damian shared that he was asked about stand-alone air purifiers from employees on campus for their offices/classrooms. Damian informed them CHC does not have those available.</li> <li>• Dave shared that an office in the DSO had a stand-alone air purifier, and the air quality was tested in the room. The quality was slightly better because there was not a constant in and out of the room. Once you have a room with doors opening constantly, the stand-alone purifier will not work.</li> <li>• Ryan shared that he would like considerations for closure exceptions for programs like Fire Academy, EMT, Paramedic due to their state deadlines.</li> </ul>	
<p>Safety Inspections (SRM)</p> <ul style="list-style-type: none"> <li>• Departmental Inspections</li> <li>• Workplace Violence Inspections</li> </ul>	<ul style="list-style-type: none"> <li>• The Departmental Inspections began today 10-14-24 and will continue until the end of November.</li> <li>• The summary has been provided to Vice President Strong. There were only a few areas of concerns. Mostly had areas making requests for accommodations that they felt needed necessary improvements.</li> <li>• The results of the Workplace Violence Inspections will go to the committee, and we should have the</li> </ul>	

	summary of results by December/January meeting.	
SRM Update	<ul style="list-style-type: none"> <li>• Dave shared last meeting discussions in May for the Safety Risk Management.</li> <li>• The hazardous material waste management plan has been updated and is on the district website.</li> <li>• The hazardous communication safety program has been updated. The process was really cleaned up and made the document fall in line with the district and campus processes. There wasn't a lot of regulatory updates, but we are expecting some changes in the next coming years. A lot of the changes will be on the manufacture side and user side.</li> <li>• The Heath Illness Prevention Safety Program recently updated in August with a big regulatory change inclusive of indoor heat injury, we now have official standards for indoor air temperatures due to the outdoor high heat. What processes and procedures need to take place in these instances of outdoor high heat. The updated plan will be posted soon on the district website.</li> <li>• Currently working on a draft Ergonomics safety plan.</li> <li>• Wildfire Safety plan draft is nearly finished and will go out to the sites for review soon.</li> <li>• Dave is also working on one of the existing plans Lockout Tagout Safety program that was last updated in October 2016. He is currently working on many regulatory updates.</li> <li>• Compliance Program is pending.</li> <li>• Sewer management program is being updated and are working with NV5. Will be reaching out to the campus to coordinate some operations. Phase 2 has just started.</li> <li>• Occupational Health Monitoring program last week started the annual employee hearing testing.</li> <li>• Formaldehyde exposure monitoring was postponed for the Fall, no need to test because there were no samples to test. We are planning on testing Spring 2025.</li> </ul>	
Emergency Prep Update: <ul style="list-style-type: none"> <li>• Great Shake Out <ul style="list-style-type: none"> <li>○ Evacuation Drill (scheduled in April 2025)</li> </ul> </li> </ul>	Great Shake Out: <ul style="list-style-type: none"> <li>• As a campus, it was decided to do the evacuation drill in April 2025 since we did one back in April 2024.</li> </ul>	

<ul style="list-style-type: none"> <li>○ Active Shooter/Lockdown 10/25/24-Review Training Outline</li> <li>● Review: Campus Emergency Response Plan</li> <li>● Training <ul style="list-style-type: none"> <li>○ Training Calendar</li> <li>○ Stop the Bleed</li> <li>○ 11/8/24 Fire Extinguisher</li> <li>○ Building Captain/Floor Captain</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● This year in October, instead of participating in the usual evacuation drill we will substitute this with an active shooter drill.</li> <li>● Kevin shared that this needs to be planned in time regarding the notifications through the phones.</li> <li>● Patrick shared that they are currently working on an emergency communication guide for Rave that will include a list for authorize Rave users.</li> <li>● Patrick reviewed the CHC active shooter/lockdown drill outline document that was shared with members and asked for feedback.</li> <li>● Feedback was given that the time listed 9:00-11:00 am would not work for Student Services. Committee changed the time to 2:00-4:00 pm and it was confirmed this is isolated to the LRC.</li> <li>● There will be a survey that is sent out to allow people to signup for the training if they wish to participate or not.</li> <li>● Once the survey is closed, a custom Rave message will be sent to those who signed up to participate in the active shooter training.</li> <li>● Ryan shared that assembly bill 1858 regarding standardizing active shooter exercises throughout the state that require specific mandates that need to be address for the younger populations. Blake will investigate this to make sure we are complying with these standards.</li> </ul> <p>Review Campus Emergency Response Plan:</p> <ul style="list-style-type: none"> <li>● Mike shared that this was finalized back in the Spring.</li> <li>● Mike will be sending this plan out to all the members and would like for you to review the document before our next meeting to make yourself familiar with the plan.</li> <li>● Mike asked for the next meeting for Patrick to do an orientation on the Campus Readiness Plan. He would like for feedback from the committee members and if you have any questions, please bring them to the next meeting.</li> </ul> <p>Training Calendar:</p> <ul style="list-style-type: none"> <li>● Patrick shared and discussed the safety training calendar.</li> <li>● Working on training efforts from the district to overlap with the campus trainings.</li> <li>● Valley shared that they would like to see more live trainings. Patrick would like to hear</li> </ul>	
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	<p>back from CHC as to what kind of needs we would like to see addressed.</p> <ul style="list-style-type: none"> <li>• Ultimately the goal is to adopt the trainings at DSO, EDCT, CHC, and SBVC.</li> <li>• Mike recommended that in April we have done Emergency Preparedness Month. During this month we do an evening drill. This allows the evening staff to participate.</li> <li>• Ryan asked, if possible, to have an email sent out with a reminder of how employees report injuries at work to reemphasize the process. Dave said he can work on this.</li> <li>• Ryan shared recently one of the employees experienced a long walk-through phone call with the nurse completing the assessment.</li> <li>• Mike shared with members that if you have an employee injured at work, in short, fill out the supervisor authorization medical treatment and get the treatment moving.</li> <li>• Dave added to this, work with Jackline and get her involved immediately.</li> </ul> <p>Fire Extinguisher Training:</p> <ul style="list-style-type: none"> <li>• This request came up from EDCT and Patrick has received additional request for this training.</li> <li>• Stop the Bleed, Blake will be doing this at Valley and Dan will be doing the training here at CHC. Right now, the training is being started with the individuals that are involved with health and safety or oversee others health.</li> </ul> <p>Building Captain/Floor Captain:</p> <ul style="list-style-type: none"> <li>• Mike and Patrick have been discussing about getting refresher trainings out for current staff and new staff as well. Mike asked to regroup in November regarding this training.</li> </ul>	
<p>Measure CC: Safety and Security Projects (as needed)</p> <ul style="list-style-type: none"> <li>• Crosswalks</li> </ul>	<ul style="list-style-type: none"> <li>• Mike shared that speed bumps were removed over the summer. Now we have bumps where the crosswalks are. They are not all installed yet, but this is still a work in progress with the construction.</li> <li>• The flashing crosswalk signs are also going to be installed at each crosswalk as well.</li> </ul>	
<p><b>Reports (as needed):</b></p> <ul style="list-style-type: none"> <li>• M&amp;O Safety Projects (Demian):</li> <li>• District Police Report (Police):</li> </ul>	<p>M&amp;O Safety Projects:</p> <ul style="list-style-type: none"> <li>• Have had discussions about several doors throughout campus that are not able to be locked. Currently working on buying the proper hardware for each door.</li> </ul>	

<ul style="list-style-type: none"> <li>Employee Injury Report (Jackline):</li> </ul> <p>Recommendations to management</p>	<ul style="list-style-type: none"> <li>CHC Conservancy, considering recent fires the Yucaipa Fire department has adopted a trail, and they will take care of the adopted trail. Damian suggested for Ryan to possibly have students volunteer and help the fire team for this event.</li> <li>Demian shared that 4 rattlesnakes have been caught on campus since last week.</li> <li>Patrick shared they are working on rattlesnake training as well.</li> </ul> <p>District Police Report:</p> <ul style="list-style-type: none"> <li>Staff has been issuing parking citations and traffic enforcements.</li> <li>Currently working on the stolen portable potty.</li> <li>Still checking doors after hours and on weekends to make sure they are locked.</li> <li>ASR was published on October 1, 2024. CHC continues to be a safe campus. The ASR was emailed to everyone and is on the district website. Please look at the ASR, has many useful resources for staff and students.</li> </ul> <p>Employee Injury Report:</p> <ul style="list-style-type: none"> <li>Jackline reviewed the 2 injuries reported for the month of September with the committee members.</li> <li>Mike shared the purpose of reviewing this report with the committee is to review safety hazards and make recommendations to managers on removing these hazards.</li> </ul>	
<p>Adjournment</p>	<p>The next Meeting is scheduled for Dec. 9, 2024, at 1:00 pm; CCR247</p>	
<p><b>Mission Statement</b>  The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.</p>		
<p><b>Vision Statement</b>  To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.</p>		
<p><b>Institutional Values</b>  We rely on the following values to support our vision and mission:</p> <p><i>Respect:</i> To champion active listening and open dialogue within our community.</p> <p><i>Integrity:</i> To uphold honesty in our interactions and academic pursuits and maintain community collaboration.</p>		

*Diversity & Inclusion:* To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.

*Innovation:* To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.

*Leadership:* To develop and inspire current and future leaders through professional development, mentorship, education, and experience.