

# Crafton Hills College Safety Committee Minutes

Date: Dec. 9, 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 10/14/24	Minutes approved by consensus	
<p>Safety Concerns:</p> <ul style="list-style-type: none"> <li>Student injury in clinical:</li> <li>11/10/24: Bodily fluid in eye during clinical, eye flushed</li> <li>Follow up with wildfire smoke policy</li> </ul>	<p>Mike reported there was one reported student injury in a clinic. The student reported getting a bodily fluid in their eye. The student flushed their eye, was sent home and to their primary care doctor for monitoring. The student was advised on proper care to prevent future incidents.</p> <p>Dave reported that the wildfire smoke policy is in final review stage and anticipates completion in early 2025.</p>	
Safety Committee Charge and Membership	<p>Mike proposed the changes to the Safety Committee charge and membership. The committee reviewed the changes, provided a minor change from “coordinator” to “designee” for the Health and Wellness Center, and approved the plan. Blake motioned, Demian seconded; the committee approved with no objections.</p> <p><u>Safety Committee</u>                  Revised <u>9/13/202212/6/24</u></p> <p><b>Charge:</b> The goal of the Crafton Hills College Safety Committee is to help the San Bernardino Community College District eliminate workplace injuries and illnesses by involving employees in achieving a safe, healthful workplace and <u>by</u> promoting awareness and participation in emergency response programs. The committee...</p> <ul style="list-style-type: none"> <li><del>will assist</del> management in identifying safety hazards and <del>suggesting</del> <u>suggests</u> ways to eliminate them. <del>The committee</del></li> <li><u>Provides input on planning safety/emergency-related exercises and assists as necessary to carry them out.</u></li> <li><del>Reviews all</del> safety-related incidents, injuries, <del>accidents and</del> illnesses, <del>and deaths and</del>; makes suggestions to management for <u>future prevention of these accidents; assists with and</u></li> <li><del>Reviews</del> workplace inspections <u>to identify themes, identifies hazards, and recommends</u> methods for eliminating or controlling hazards; <del>annually evaluates the</del></li> <li><u>Reviews the</u> college’s <u>schedule to update and revise</u> workplace safety and health programs <del>for effectiveness</del>; and makes suggestions to management for <u>safety-related</u> improvements.</li> <li><u>Reviews and provides input on safety-related facility plans and projects.</u></li> </ul> <p><b>Membership:</b></p> <ul style="list-style-type: none"> <li><u>Vice President, Administrative Services (Co-chair)</u></li> <li><u>One CSEA representative (Co-Chair)</u></li> <li><u>Director, Facilities, Maintenance and Operations;</u></li> <li><del>Coordinator,</del> Health and Wellness Center <u>designee</u>;</li> <li><u>District Emergency-Manager/Management representative;</u></li> <li><u>a representative from each of the following departments: District Police representative</u></li> <li><u>Student Accessibility Services representative;</u></li> <li><u>Human Resources representative;</u></li> <li><u>District Environmental Health and Safety Administrator;</u></li> <li><u>one One</u> Student Senate appointee; <del>t</del></li> <li><u>Up to</u> three faculty representatives;</li> <li><del>one One CSEA representative, and a</del> Classified Senate Representative.</li> </ul> <p><b>Term:</b> One year (for appointees)</p>	Submit to Crafton Council for approval

<p>SRM Update</p> <ul style="list-style-type: none"> <li>• Safety Inspections (SRM) <ul style="list-style-type: none"> <li>• Departmental Inspections</li> <li>• Workplace Violence Inspections</li> <li>• Chemical inventory in January</li> </ul> </li> </ul>	<p>Dave reported that all IIPP inspections complete for the Fall 2024 cycle. An inspection summary will be sent to Administrative Services soon. Workplace violence inspections are scheduled in early 2025 to follow chemical inventory that will be done Jan 6-17<sup>th</sup>. Notice will be sent to the campus to schedule the inspections and the inventory. SRM will prepare a safety plan review calendar for review at the next meeting in February.</p>	<p>SRM will provide a safety plan calendar for the committee's review in February</p>
<p>Emergency Prep Update:</p> <ul style="list-style-type: none"> <li>• Evacuation Drill (scheduled in April 2025) <ul style="list-style-type: none"> <li>○ Active Shooter/Lockdown 10/25/24-After Action</li> <li>○ Active Shooter/Lockdown January Inservice 1/15/25, 1-4pm</li> </ul> </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>	<p>Patrick and Blake reported on the active shooter awareness training that was completed on 10/25/24. Not all participants received the RAVE mass notification texts. From this, Police have worked with TESS to fix the useraccount problem. A new RAVE alert flyer with instructions on the process is being created. The police department training portion of the exercise was a success—the police practiced their response, engagement of the shooter, sweeping the building, and evacuating the occupants.</p> <p>Police continues to offer departmental threat walks and providing the opportunity for employees to observe or participate in drills like this one. Mike stated that the professional development committee requested another active shooter response training exercise be conducted during Flex Day training on 1/15/25. It has been scheduled between 1-4pm in the LRC. The committee provided the following recommendations to include in this exercise:</p> <ul style="list-style-type: none"> <li>• Discuss options with participants following the exercise should they ever have to “fight.”</li> <li>• Genesis requested an invitation to participate be sent to the Student Senate. Mike said he would include them. She also requested the Police to do a “run, hide, fight” and review the Senate’s role should something happen. Genesis will coordinate with the Senate and send a request to Mike and Blake to set up a time for this training.</li> <li>• Ryan suggested counseling be present following the exercise to talk with anyone feeling overly disturbed following the exercise. Patrick, Mike, and Blake will work on incorporating this into the exercise.</li> </ul>	

	<p>Patrick reported that the Campus Emergency Readiness Plan is in final stages of completion and should be ready for committee review in early 2025.</p> <p>Mike suggested that we plan a “stop the bleed” training in April as part of emergency preparedness month. The committee agreed and suggested we obtain stop the bleed kits that we can use for training then hand out to all the participants of the training to keep in their offices throughout the campus. Mike will coordinate with the EMS department and obtain the needed kits.</p> <p>Patrick reported that the 11/8 fire extinguisher training was a success. Employees from EDCT participated along with a few from CHC. CalFire led the training and participants got hands on training using an extinguisher to put out live fire. Ryan stated that the CHC Fire Academy would be happy to serve as a backup if ever needed.</p> <p>Mike stated that building captain training will be scheduled prior to the next evacuation drill in April 2025.</p>	<p>Mike will coordinate with the EMS department and obtain the needed kits.</p>
<p>Measure CC: Safety and Security Projects (as needed)</p> <ul style="list-style-type: none"> <li>• Crosswalks</li> </ul>	<p>Demian reported there is a scheduled water shutdown that will affect North Complex, CYN, and CNTL with possible others. This will be done with few people on campus and after classes end to minimize impacts. Occupants will be notified.</p>	
<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>Recommendations to management</p>	<p>Demian stated the hole in the asphalt in Campus Drive near the 4 way stop will be repaired before 1/14/25 along with road repairs near the entrance to Lot D.</p> <p>Police reported on the stolen golf cart from SAS and suggested a reminder be issued to lock doors. The police do spot checks but the vandalism at CHC appears to be from crimes of opportunity because of insecure doors.</p> <p>Ryan informed the group that local PD’s are utilizing the Training Center in the near future. Mike will send generic notifications to the campus to inform them to not be alarmed about apparent police activity as it is planned training.</p>	
<p>HR Employee Injury Update</p>	<p>HR, Jackline reported there were 2 injuries reported in November—the student injury in clinic previously mentioned and the shoulder strain to an employee caused by lifting frozen turkeys.</p>	
<p>Adjournment</p>	<p>The next Meeting is scheduled for Feb. 10, 2025, at 1:00 pm; CCR247</p>	

**Mission Statement**

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.

**Vision Statement**

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.

**Institutional Values**

We rely on the following values to support our vision and mission:

*Respect:* To champion active listening and open dialogue within our community.

*Integrity:* To uphold honesty in our interactions and academic pursuits and maintain community collaboration.

*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.