



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Meeting Agenda

DISTRICT SAFETY COMMITTEE

Date:	Start:	End:	Next Meeting	Next Time	Location:
November 29, 2012	10:00AM	11:00 AM	TBD	10:00am	CSM B10-401 City View2

Purpose:	General Notes:
District Safety Committee Meeting Agenda #24	

Attendees:	
Bartels, Sharon – SMCCCD (CSM) Blake, Joi – SMCCCD (SKY) Briones, Eloisa – SMCCCD (SKY) Celeste, Mike – SMCCCD (Dist) Dean, Rob – SMCCCD (SKY) Domenici, Bob - SMCCCD (Dist) Glass, Danny - SMCCCD (CAÑ) Harrison, Sue – SMCCCD (Dist) Hoss, Gary – SMCCCD (Dist) Hughes, Jennifer – SMCCCD (CSM) James, Jennifer – SMCCCD (Dist) Joel, Harry - SMCCCD (Dist) Joy, Debbie – SMCCCD (CAÑ) Lee, Darrell – SMCCCD (Dist) Leyva, Stan – SMCCCD (Dist)	Melgoza, Ingrid – SMCCCD (Dist) Nunes, Vicki – SMCCCD (CAÑ) Nuñez, José - SMCCCD (Dist) Powell, Karen – SMCCCD (Dist) Raznick, Erik – SMCCCD (Dist) Richards, Robin – SMCCCD (CAÑ) Roecks, Jan – SMCCCD (CAÑ) Tupper, Brian – SMCCCD (CSM) Warne, Carina – SMCCCD (Dist) Wolf, Andreas – SMCCCD (CSM) Wong, Jane – SMCCCD (CSM)

Item	Description	Action by	First Noted	OPN/CLO
NEW BUSINESS				
24.0	Hazardous Materials Training	KDP	11/29/12	OPN
24.1	Duress Buttons	JN/MC	11/29/12	OPN
24.2				
OLD BUSINESS				
23.0	DW vehicle operations guidelines & Safety/Maintenance <ul style="list-style-type: none"> ○ <u>Safety Checks before Use</u> CAN met on this subject recently and decided that the vehicle pre-check will be done by the driver and CAN FPO will do annual and bi-annual service to vehicles. Suggestion made to put a simple checklist in each 		8/30/12	OPN

	<p>vehicle for drivers to fill out before and after use. After use issues/problems will be given to Facilities to correct. Facilities requested at least 5 days to inspect and fix vehicles once problems are found.</p> <ul style="list-style-type: none"> ○ <u>Valid Driver's License</u> Do employees need to be checked annually for valid DL? Which employees? CSM PE has records of DMV pull notices for Coaches and Assistant Coaches. This is done every year by HR. DPS does own DL check. HR will do individually if you request. Ingrid will follow up w. HJ to confirm. ○ A sub-committee was formed (RI, AW, KP & SH) to update the vehicle policy and create checklist for drivers. ○ Also, some discussion about Defensive Driving DVD (2005?). AW will send a copy to CW who will then post on Downloads. Will also create a link on the DPS website. MC mentioned that the Sheriff's office has a 1-2 day training for Defensive Driving that we might possibly be able to host here. MC will look into it. ○ Fleet Replacement Might need fleet replacement plan soon for PE vans. They are reaching 50-60K miles and some reaching end of warranty. AW will send vehicle list with mileage to SH & JN. 			
23.1	<p>Evacuation Signage (Issue at CAN & CSM) Signs required by Fire Marshall for new buildings. What about older buildings? Decided to use Shannon Leigh since she is already doing signage for outside CSM.</p>	KP	8/30/12	OPN
23.4	<p>UHF Radios</p> <ol style="list-style-type: none"> 1. Monthly Checks - Done DW by CW. Campus checks are more challenging. 2. Radios & Nursing – Reports of nurses not answering calls for emergencies on the UHF. There is too much chatter on the radio for nurses to have them on all the time. Suggested that maybe nursing has their own channel. MC will look into this. 	JN/MC	8/30/12	OPN
21.2	<p>Cañada Lighting: Parking Lots & Buildings 5/3/12: Lights along fire road are being replaced. Gravel Area in Lot 10 needs a railing. 8/30/12: Lot 10 needs a barricade so no one goes down the hill. New gravel in Lot 10, but some discussion about paving. Very expensive to pave, but DG will get a quote from Bothman for railing & paving.</p>	DG	9/15/11	OPN
21.5	<p>911 Zone</p> <ul style="list-style-type: none"> - CSM implemented 911 Zone from CAN. What about SKY? <p>5/3/12: SB will add to next SKY Safety Meeting Agenda. 8/30/12: SKY is waiting for AEDs to be installed first.</p>	SB	9/15/11	OPN
19.0	<p>Purchasing AEDs for SKY & CSM 9/15/11:</p> <ul style="list-style-type: none"> - AEDs are all purchased and locations have been decided upon. 	JJ	2/3/11	OPN

	<ul style="list-style-type: none"> - Will need ongoing maintenance & 30 day checks - 3/1/12: AED Policy update (Health Services, SB) <p>5/3/12:</p> <ul style="list-style-type: none"> - JJ has report on all locations at CSM. SKY locations are being checked by KS. - SKY needs training before AEDs can be installed. SB doing training at SKY and meeting with consultants about policies and procedures - Public Safety Officers are CSM and SKY will be in charge of monthly checks for AEDs and CW will be the centralized record keeper. <p>8/30/12:</p> <ul style="list-style-type: none"> - All original locations at SKY are installed. SKY Bldg. 4 & 7 cabinets are armed with local alarm. All keyed exactly the same. FPO, DPS & Health Center have keys. Question about whether Building Monitors should get keys too? - BT discussed "Detex" wand used by Patrol Guards to check AEDs. BT will look into this further. - The AED project is essentially completed. New AED locations going forward will be funded by each campus. New requests will go to Sharon Bartels. JJ still available to assist with logistics if need be. 			
	<p>Roundtable</p> <ul style="list-style-type: none"> - SB concerned about Nurse safety at SKY & CAN. Requesting panic buttons installed in Health Centers. Darrell Lee can assist with this. There are "distress buttons" installed at Cashiering – this should be similar. 		8/30/12	OPN