Co-Chairs: Shirley Slaughter & Brenda Johnson

Present: Cynthia Reese, Erin Walker, Windy Franklin, Roger Toliver, Mostafa Ghous, Mohammad Hossain, Maurice Martin

Guests:

Absent: Ralph Smeester, Paula Coil, Vincent Koo, Fatima Shah, Alejandria Tomas, Catalina Herrera, Sylvia Espinosa, Francine Lewis, Jasmine Martinez, Jemala Aytjanova, Masanori Sugiyama, Chris Nguyen, Jiho Park, Gail Pendleton, Marilyn Montague, Loan Nguyen, Donna Dorsey, Dwayne Cain, Ramona Butler, Johnny Dong, John Pang, Javier Lopez

Recorder: Joanna Louie

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions**  **(Shared Agreement/Resolved or Unresolved?)** |
| 1. Call to order | Call to order- 12:22pm  Health & Safety Committee 2014-2015 meeting dates confirmed- please mark your calendars!   * ~~Tuesday,~~ **~~October 28~~**~~, 2014 12:15-1:30pm room 451~~ * ~~Tuesday,~~ **~~November 18~~**~~, 2014 12:15-1:30pm room 451~~ * ~~Tuesday,~~ **~~December 9~~**~~, 2014 12:15-1:30pm room 451~~ * ~~Tuesday,~~ **~~February 24~~**~~, 2015 12:15-1:30pm room 451~~ * Tuesday, **March 24**, 2015 12:15-1:30pm room 451 * Tuesday, **April 28**, 2015 12:15-1:30pm room 451 |  |  |
| 1. Agenda Review | ADD: Update on CPR Training- Mostafa  Agenda: APPROVED |  | Resolved |
| 1. Review and Approval of 12/19/14 Minutes | Brenda makes motion to approve minutes, Erin seconds. |  | Resolved |
| 1. What to do in a Medical Emergency & Incident Reporting- Shirley | *Handout packet distributed- includes PCCD Medical Incident Report, Supervisor’s Report of Employee Injury, Workers’ Compensation Claim Form, Approved Medical Clinics List, and Company Nurse Injury Hotline Info Sheet.*  Shirley wants this committee to review the documents and then it will be posted under the Health & Safety Committee website.  Whenever an employee sustains an injury, they are to contact their supervisor immediately. If the injury does not require medical attention (anyone on our campus can complete the Medical Incident Report), they will complete the injury report form and return it to their supervisor. The supervisor should send a copy to Risk Management. If the employee does require medical attention, they should complete the Workers Comp Claim Form within 48 hours of the injury.  We have approved medical clinics for non-life threatening injuries. If it is a life threatening injury/emergency, they can go to any hospital. Any non-life threatening injuries, they are to call the Company Nurse Injury Hotline.  All supervisors are required to complete the Supervisor Report if an employee reports an injury, follow up with the employee, and send that onto the District Office. It is also the supervisors’ responsibility to make sure the employee receives the Workers’ Comp Form.  Any employee may go to their own physician if they are injured on the job only if they have a preselected physician on file with Risk Management. They call it the Personal Physician Preregistration Form. You can contact Carrie Burdick for this form. | **Action Item:** Shirley will send out this packet via email to BCC-FAS today.  **Action Item**: Joanna will upload these forms to the website. |  |
| 1. Update on Panic Buttons and Radios- Shirley | The District was considering TeeCom. They won the bid. However, they rejected our proposed contract. The next consultant in line for that contract is The Consulting Group (TCG). They have accepted our contract and we are waiting for the contract to be signed off by the Chancellor. The consultant will help survey our building. TCG will do a walk through once they come on board. | **Action Item**: After this meeting, Shirley and Erin will determine where the panic buttons are and will contact Berk Police/Fire Dept. that we will be conducting a test. |  |
| 1. Active Shooter Training- Shirley | Active Shooter Training is scheduled for February 27th.  Brenda mentions that we have former students who send very threatening emails to faculty or others and there is no set way for us to respond to an indirect threat. All the person/s can do is file a police report but do we have any other solutions? | **Action Item**: Shirley will contact Lt. Craft and reschedule the training until after Accreditation in March depending on his availability.  **Action Item**: Brenda will ask VC Mike Orkin to include on District VP/Deans Meeting agenda and ask Indra regarding social media threats. |  |
| 1. Crisis Team Process- Brenda | Brenda has been in contact with Indra Thadani. She wants to be a part of this Crisis Team Committee. She has connections for mental health resources and medical resources. Most crisis teams have a medical representative participating on that committee. Indra has volunteered in helping us develop our process and resources that Peralta may have that we may not be aware of. | **Action Item**: Brenda will be meeting with Indra on Monday, 3/2 to discuss the crisis team process. |  |
| 1. Update on CPR Training- Mostafa | Had about 8 faculty and staff members attend the CPR training.  Update on what our students are doing to help with Mental Health Awareness Week:  They will try to connect students with resources off campus. That will happen in April and in May, we will have a de-stress fair. Working with the health center to coordinate. |  |  |
| 1. Future Agenda Items- Committee | * Students in crisis in the classroom (when students are acting out and they are being sent to the counselors when they are not in their programs)- Student Crisis Protocol * Development of incident reporting protocol * Scheduling another emergency drill in April. | **Action Item:** Marilyn Montague will test phones- call security in classrooms to make sure they are working.  **Action Item**: Shirley will send out an email reminder to faculty that there are telephones in their classrooms and if emergencies come up, they should contact security. Shirley also needs to make sure the phones can dial 911. |  |
| 1. Adjourn | Adjourn- 12:59pm |  |  |