Co-Chairs: Shirley Slaughter (absent) & Brenda Johnson

Present: John Pang, Cynthia Reese, Roger Toliver, Johnny Dong, Natalia Fedorova, Vincent Koo, Francine Lewis, Dwayne Cain, Janine Greer, Sylvia Espinosa, Felix Smith, Jasmine Martinez

Guests:

Absent: Ramona Butler, Marilyn Montague, Jenny Gough, Loan Nguyen, Indra Thadani, Gail Pendleton

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- 12:18pm  Health & Safety Committee 2017-2018 meeting dates confirmed- please mark your calendars!   * Tuesday, **September 26**, 2017 12:15-1:30pm room 451 * Tuesday, **October 24**, 2017 12:15-1:30pm room 451 * Tuesday, **November 28**, 2017 12:15-1:30pm room 451 * Tuesday, **December 19**, 2017 12:15-1:30pm room 451 * Tuesday, **February 27**, 2018 12:15-1:30pm room 451 * Tuesday, **March 27**, 2018 12:15-1:30pm room 451 * Tuesday, **April 24**, 2018 12:15-1:30pm room 451 * Tuesday, **May 22**, 2018 12:15-1:30pm room 451 |  |  |
| 1. Agenda Review | Agenda: APPROVED |  | Resolved. |
| 1. Review & Approval of 4/25/17 Minutes | Motion by Dwayne Cain to approve minutes. 2nd by Francine. |  | Resolved. |
| 1. 2017 Annual Security Report (ASR) | The Peralta Community College needs to complete this Annual Security Report every year to be in compliance with Title IX. The ASR provides us with statistics on all crimes occurred at each college. This report has to be published by October 1st of each year and is mandatory that this information is made public. The ASR is posted on our District website. |  |  |
| 1. Emergency Communication Protocols | When an employee sustains an injury, the employee will immediately report to his/her supervisor and to the Risk Management Office.   * If the employee does not require immediate medical attention, the employee must complete the PCCD Medical Incident Report form. * If the employee does require medical attention, the employee must complete the Workers Compensation Claim Form and return this form to the Office of Risk Management within 48 hours from the time of the injury. * Students and non-employees do not fill out the Workers Compensation Claim Form. | **Action Item:** Joanna will find out if student workers can receive workers compensation. | “Any one that receives a paycheck-payroll not vendors from Peralta can apply for Workers Comp.” - Carrie Burdick from the Office of Risk Management.  Note: We do not provide the forms for students. That’s handled through a third party. |
| 1. Health and Safety College-Wide Training | Training scheduled for Tuesday, October 10th from 12:15-2:30pm. Mandatory for committee members and designated floor monitors. RSVP required. Lunch will be served.  Activities include:   * Forms review * Floor monitor review * Medical emergency protocol/communication * Safety drill preparation * Walk-through (points of exit) |  |  |
| 1. Scheduled Evacuation Drills | * Monday, October 16th 11:45am * Friday, October 20th 6:30pm |  |  |
| 1. Health and Safety Concerns/Observations | * Sylvia dealt with a suicidal student. Wondering if the suicide prevention hotline number is listed somewhere. * Cynthia would like serious consideration to provide employees with access keys in case of a lock-down. * The District wants to revisit keyless locks but meeting was cancelled. * Priority use signs are now on restroom stalls. * Some students in the computer lab on the 2nd floor are hearing impaired and there are no flashing lights in there when the last evacuation was happening. * Vincent observed that the elevator phones are either not working or not calling the front desk. He will submit a work order to get the elevator maintenance company to program the elevator phones.   Janine’s Updates:   * Janine found a document on the District’s site “Strategies for Effective Crisis Intervention and Behavioral Support.” It may be useful for the Behavioral Intervention Team (BIT) on our campus. * Things Janine wants to do this semester:  1. Red folder (info inside and outside the folder) 2. Place info card into everyone’s mailbox (phone numbers)   \*\*\*New Nurse: Ms. Breanne Grady will start tomorrow. Her hours will be Monday-Thursday 9am-2pm. |  |  |
| 1. Adjourn | 1:06pm |  |  |