

**West Hills Community College District
Risk Management Committee
Minutes**

March 20, 2015

Teleconference: District Office Conference Room and WHC Lemoore Room 124

Call to Order

The Risk Management Meeting was called to order at 9:35am.

Approval of Minutes

The minutes of the February 20, 2015 meeting were approved on a motion from Mark Gritton and seconded by Shaun Bailey and carried unanimously.

District Accident-Incident Review

The team reviewed five employee reports and three student incident reports.

Clint described the incident with the instructor at Farm. He explained the instructor was not wearing gloves at the time which may have minimized the injury. Discussion was held on the importance of safety equipment.

OLD BUSINESS

ICS Team Radios

Becky updated the committee on her recent conversation with James Preston regarding ICS team radios and the importance of obtaining new ones for safety purposes. Becky stated she will be discussing this request in Executive Cabinet.

NEW BUSINESS

Health Alerts

Bertha Felix-Mata asked for direction on how to handle health advisories received and how to post. Becky recommended she speak to student services on the process used and how long to post.

SWACC-KEENAN ITEMS

Property & Liability –

Pallets of soil fertilizer at WHC Lemoore is all gone.

Kyle reported site inspections will be done after April 14th and the chemical inventory to be done in May. He asked the committee what the group felt were important goals to focus on. The committee discussed reducing injury/cost of worker's compensation and better communication with staff. Clint stated incident training really needs to be with faculty during the professional development duty days. Bertha also recommended a step by step training on incident reporting.

Elva stated WHCL has the same issues. Nobody really knows who the responsible party is in terms of reporting.

SWACC TRAINING OPPORTUNITIE

SafeColleges Training

Outstanding Training: Have until March 31st to complete.

Compliance Update: Erin provided an update on compliance.

COMMUNICATION/ADVISORY/HANDOUTS

Keenan SafeSchools Newsletter

The March 2015 newsletter was distributed.

MEMBER/DEPARTMENT REPORTS

Elva: WHC Lemoore is currently preparing for the NRA event.

Brian: Spoke with John Bernal and did a review of the campus. He reported he found some material at the High School and will be disposed of in May.

Clint: There will be a rodeo this weekend at the Farm of the Future.

Erin: Nothing to report.

Bertha: A few leaks in the building at North District Center. Contractors have been contacted and work has been completed. M&O will check. Would like to have front desk evaluation for ergonomics.

Conne: Nothing to report. Conference this past weekend with over 240 participants – hoping for 310 next year. Interviewing for CDC Site Supervisor. Several leaks but M&O has been addressing.

Grit: Finished all the concrete repairs and upgrades in softball field. Committee discussed when police officer would be on campus.

Shaun: Very busy this week – a few floods, rodeo, bike race, Zumbathan and BBQ event. Staff is preparing for spring break and will be doing some deep cleaning. Tree trimming will also be done.

Next Meeting

The next Risk Management Meeting will be held on April 17, 2015.

10:20am

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