**West Hills Community College District**

**Risk Management Committee**

**Minutes**

March 21, 2014

Teleconference: District Office Conference Room and WHC Lemoore Room 124

**Present:** Brian Abela, Johnathan Bernal, Erin Brewer, David Castillo, Becky Cazares, Conne Cleveland, Kyle Coffman, Mark Gritton, Marcel Hetu, Anne Jorgens, James Preston, Elva Torres

**Absent:** Shaun Bailey, Charles Freeman, Cliff Harris, Jeff Wanderer

Call to Order

The Risk Management Committee was called to order at 9:36am.

Approval of Minutes

The minutes were approved on a motion from David Castillo, seconded by Erin Brewer, Marcel Hetu abstained.

District Accident-Incident Reports

The committee reviewed 5 employee incidents and 3 on-campus student incidents. Becky mentioned that 2 of the employee claims were late reports. She has already sent a reminder to all staff regarding the importance of timely reports.

Marcel stated it may be a good idea to list the full name of any witnesses instead of just the first name.

Current Business

1. **Emergency Response Drill Exercise: Plan Review & Staff training update:**

Anne reported the written report on the emergency response drill was still in progress. She is currently holding the 10% retainer until she receives the report. Anne explained she was able to speak to Bruce Anderson, consultant, regarding this issue and he was going to follow-up.

1. **Global Harmonization System (GHS) update:**

Becky reported there are still many incomplete. A list will be sent to each supervisor with those who have yet to complete the training.

1. **IIPP (Illness & Injury Prevention Plan) update:**

The plan has been revised and/or updated. Anne explained Deputy Chancellor Stoppenbrink would still like her replacement to sit on the committee as they will be involved with liability insurance, facilities, student insurance, etc.

Kyle asked if the section on inspections had changed. Anne explained the Farm of the Future was added.

* *This item was approved to move forward to Executive Cabinet on a motion from Mark Gritton, seconded by David Castillo.*
1. **WHCCD Emergency Response Plan update:**

Anne reported she is still working on the plan and hopes to have it ready for the next meeting.

1. **Eye Wash and Shower Station Testing & Inspection update:**

Anne reported Brian Abela, Shaun Bailey and Johnathan Bernal reported all stations. Johnathan also confirmed he had eye wash tags.

Anne mentioned she was still waiting to hear from Celina Garcia, AP Architects, regarding the eye wash stations at the Farm of the Future. Kyle explained he has spoken to her and discussed the welding area. Anne will follow-up with her.

1. **Fire Extinguisher Training:**

Johnathan reported WHC Lemoore uses Robert with Simplex-Grinnell and will forward Becky and Anne the information.

Anne stated she would work on the flyer and assist in setting up the training.

SWACC-Keenan Items

1. **Property & Liability Issues – Bi-annual Safety Inspection update:**

Kyle Coffman reviewed the property and liability report. He reported all programs are in place but, there are still issues with signing off on the fire extinguisher tags and questions on the eye wash stations (farm).

The following recommendations were discussed:

* IT cables are everywhere and are a trip hazard.
* Grinders safety (includes bench grinders).
* Switch gears in Coalinga – rusty cabinets.
* Light bulb protection.
* Storage stacked too high in Coalinga child development center – fire hazard.
* Multiple surge bars – exceeding limit.
* Ceiling tiles discplaced – fire hazard.
* Unlabeled chemicals.
* Hay storage.
	+ David mentioned this would be taken care of soon.
* Room 841 has an electrical outlet by the sink.
* Electrical issues at Lemoore and in Everett Hall.
* Chemicals stored by food in the San Joaquin child development center.
* Electrical vault in play yard in the San Joaquin child development center.
* Broken part on playground structure at the NDC child development center.
* Ramp wrapped with towels and tape at the NDC child development center.
* Broken toilet at the NDC child development center.

Becky explained she would share the report as soon as it was accessible.

1. **Hazardous Materials Business Plan (HMBP) submittal to Fresno and Kings Counties update:**

Anne reported Mike completed the chemical inventory and the map location. The maps were sent to AP and data has been uploaded to the State of California site.

Safety Training Opportunities

1. **Keenan SafeColleges Training assignment update:**

Becky asked James Preston if he had any new members for the ICS team. James responded he did not at this time.

All new staff is required to complete the NIMS-IS100 class. All new ICS team members will also need to complete NIMS 200, 700 and 800.

There are still outstanding assignments for the GHS and SDS online training sessions. Those still pending will need to be completed soon.

Communication/Advisory Handouts

1. Keenan SafeSchools Newsletter – March 2014
2. Keenan Loss Control Bulletins & Briefings – None

Member/Department Updates

Brian Abela: GHS posters have been distributed.

John Bernal: NRA event is coming up.

Erin Brewer: Nothing further to report.

David Castillo: Rodeo this weekend.

Conne Cleveland: Everything is going well. The Week of the Young Child will be held in Coalinga on April 5, 2014.

Kyle Coffman: Nothing further to report.

Mark Gritton: Rodeo this weekend. Anne explained there a lot of requirements for insurance for this event.

Marcel Hetu: Interviewed for a security guard for NDC. Will begin once cleared by HR. The students would like to set-up volleyball net and he will speak to Grit about this.

Anne Jorgens: Anne reported she may not be present during the June meeting; however, her replacement may be in attendance.

James Preston: Nothing further to report.

Elva Torres: Nothing further to report.

The meeting concluded at 10:30am.

Next Meeting

The next meeting of the Risk Management Committee will be held on June 20, 2014.

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