**West Hills Community College District**

**Risk Management Committee**

**Minutes**

July 18, 2014

Teleconference: District Office Conference Room and WHC Lemoore Room 124

**Present:** Brian Abela, Erin Brewer, Becky Cazares, Conne Cleveland, Kyle Coffman, Charles Freeman, Debbie Gore, Marcel Hetu, Elva Torres

**Absent:** Shaun Bailey, Johnathan Bernal, Mark Gritton, Cliff Harris, James Preston, Jeff Wanderer

Call to Order

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

Approval of Minutes

The minutes were tabled due to a lack of quorum.

District Accident-Incident Reports

The committee reviewed 3 employee incidents. No on-campus student incidents were reported.

One of the reports involved a clinical student who was seven months pregnant. Becky asked Charles if the student had reported any issues. Charles explained the student was fine. It was not a hard fall.

In reviewing the reports, one of the incidents involved a golf cart. The committee discussed the need for a refresher course in golf cart safety. Erin explained this is not the first incident involving a golf cart.

Current Business

1. Global Harmonization System (GHS) training:

Training is still in progress. Marcel asked if this was training to be done on an annual basis. Kyle confirmed.

1. WHCCD Emergency Response Plan:

The committee conducted a first reading of the WHCCD Emergency Response Plan. Becky explained some of the team members on the ICS team will need to be replaced due to retirements or lack of interest. She asked for team leads to review the list and find replacements if needed.

1. Eye Wash and Shower Station Testing and Inspection:

Becky asked for an update. Kyle mentioned the last he heard, there had been discussion on setting up a temporary station. Debbie explained she has asked AP for an update and is waiting for a response.

1. Fire Extinguisher Training Sessions:

Arrangements are still in progress. Becky explained she has been unable to arrange due to time constraints.

SWACC-Keenan Items

1. Property & Liability Issues

Marcel updated the committee on the flooding incident at NDC during the July 4th weekend. He explained the front lobby and room 26 were flooded with about 2-3 inches of water. Classes were moved to the back so they were able to continue. Kyle asked Marcel if he had done a recap of the situation. Marcel confirmed. Kyle also recommended a procedure be established just in case it happened again. Marcel stated he would work on it.

Marcel also reported there was an issue with the City. There is a pipe that is leaking and the water is going into NDC.

Safety Training Opportunities

1. Keenan SafeColleges Training assignment update

There is still a lot of outstanding training. Reminders will continue until everyone is complete.

Communication/Advisory Handouts

1. Keenan SafeSchools Newsletter – July 2014:

A copy of the July 2014 newsletter was provided.

Member/Department Updates

Erin Brewer - Currently working on training for all staff members and also enrolling new ICS team members into the designated training plans. She also explained she still needs to assign the best practices training to all risk management committee members.

Becky explained she has received a few calls form employees who have been having technical issues with SafeColleges.

Debbie Gore - Debbie reported she needs to follow-up on the eye wash station at the farm and hope to have an update.

Conne Cleveland - Conne reported the center had received a $54K renovation grant but was then rescinded by the Governor. Kyle asked her to send him an email with the information.

Kyle Coffman - Nothing to report.

Brian Abela - Brian reported he has finished the chemical sweep. Becky reminded him to please make sure the manifest sheets were sent over so the EPA reports could be completed.

Elva Torres - Elva reported she has been working on her routine duties. Kyle asked if there had been any precautions taken after the golf cart w/c incident. Elva explained she did not know but, would follow-up with Johnathan once he returned from vacation. She stated they typically show staff the training/safety video.

Charles Freeman - Nothing to report.

Marcel Hetu - Nothing to report.

Next Meeting

The next meeting is scheduled for August 29, 2014 beginning at 9:30am.

Meeting concluded at 10:05am.

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