



Safety Committee Minutes

Call to Order (May 5, 2023)

Present: Janel Skreen, Jason Arrowsmith, Nolan Wheeler, Armando Herbelin, Sydney Benson, Merry Bond, Shane Rivera, Rheba Rukkila, Richard Hamilton, Ryleigh Leatherwood

Absent: Jim Dillinger, Tracy Stanley, Kali Brandt, Connie Ramos,, Rheba Rukkila, Dave Gomez,, Jennifer Houge,

Reading and Approval of Minutes from Previous Meeting.

Minutes Accepted: Yes

Moved: Nolan Wheeler

Seconded: Merry Bond

Agenda Accepted: Yes

Accident Reports

Date of incident: 3-9

Description of Incident: College owned van made contact with bollards at Safeway gas station

Notes: Driver inattention

- Checklist to be placed in vehicles detailing what to do if there is an accident (Hamilton to follow-up)
- New committee created to address specific details that would trigger the driver of a vehicle involved in a collision to be drug/alcohol tested. (member of new committee: [Janel Skreen](#), Richard Hamilton, Shane Rivera, Ryleigh Leatherwood, Jason Arrowsmith)

Date of incident: 4-18

Description of incident: Electric cart made contact with bollard entering the backyard of CMS

Discussion: Is there driver training? Hamilton stated there is both Canvas and practical training provided to those operating electric carts on campus.

Date of incident: 4-25

Description of incident: Shelf used to store microwave oven failed causing the oven to fall onto the hand of employee with injury to hand.

- Microwave no longer stored on shelf
- Shelves to be repaired

Date of incident: 4-14

Description of incident: Trip and fall over gym mat while walking backwards. Employee struck head on ground after fall. Diagnosed with concussion.

- Discussion: How was employee transported to ER? (By supervisor)
- Standing policy to not have supervisor's transport employees. If employee elects to have a family member transport them we will let them. Otherwise, transport by ambulance only.
- A reminder will be sent out to staff detailing the transport of people injured at work.

New Business

- More AEDs are now available on campus (1 in athletics bus, 1 with athletic trainer, 1 in press box at baseball field, 2 with student housing)
- Additional AEDs are now available in headstart buildings.
- Safety work orders tabled until June.
- New meeting time for remainder of school year. Meetings moved to first Thursday of the month at 1pm. This will be re-visited in September. Nolan moved, Armando 2nd. Motion carried.
- Kali Brandt will reach out to Tracy Stanley to try to find a new classified representative for the Safety committee.
- Meetings will continue on Zoom for time being.

1402 Meeting continued for 10 additional minutes.

Old Business

- Chemical Hygiene Plan is being updated.
- Accident prevention plan tabled until June.

Meeting Adjourned at 1407 Nolan moved, Janel 2nd.

Next Meeting

Thursday, Jun 1, 2023