



# SAFETY COMMITTEE MEETING AGENDA

**Date:** April 28, 2021  
**Meeting Place:** Zoom Conference  
**Time – 1:30 to 2:30 pm**

**Type of Meeting:** Regular  
**Note Taker:** Susan Herman  
**Please Review/:** February 24, 2021 Minutes

**Committee Members:**

Terry Cleveland	Member - Director of Risk Management & Environmental Health
Susan Herman	Member & Note Taker – HR– Department of Risk Management
Kim Correa	Alternate
Deputy David Pine	Member – Campus Law Enforcement Representative
Deputy Jorge Zavala	Alternate
Tina Alaberkyan	Member – ASO Representative
	Alternate – None provided
Joseph Esdin	Member - Academic Senate
TBD by Academic Senate	Alternate
Erin Tague	Member – Confidential Management
Michael Maher	Alternate
Yvonne Harvey	Member - Classified Union
	Alternate – None Provided
Dr. Louis Lucero	Member – Educational Administrator
	Alternate – None Provided
Jonet Leighton	Member – Faculty Union
Gabrielle Poorman	Alternate – None Provided

Items	Person	Action
I. Check In	Terry Cleveland	
II. Introduction	Terry Cleveland	Welcome and Introductory Remarks by Director of Risk Management, Terry Cleveland.
III. Approval of Previous Minutes	All	February 24, 2021 Minutes
IV. Old Business	Terry Cleveland	<b><u>Item to Discuss:</u></b> 1. Missed opportunity to provide sufficient advance notice and conduct campus-wide evacuation drill during 2021 Spring semester.
V. New Business	Terry Cleveland	<b><u>Item to Discuss:</u></b> 1. Reviews of the following by Terry Cleveland: a. Reported work-related accidents since the last Safety Committee Meeting on February 24, 2021. b. Current year-to-date work-related accident statistics including identification of trends (if any). c. Review of results of scheduled periodic safety inspections.



	Terry Cleveland	<p>d. Current year-to-date Property &amp; Liability Accident Log used to assist in identification and mitigation of slip, trip and fall hazards regarding 2020/2021 SCG#2.</p> <p>2. Emergency Drill Program for AVC – Status report by T. Cleveland.</p>
VI. Open Discussion	All	
VII. Next Meeting Date		September 15, 2021
VIII. Check Out		



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**Type of Meeting:** Regular  
**Note Taker:** Susan Herman

**Committee Members:**

Terry Cleveland		Member - Director of Risk Management & Environmental Health
Susan Herman		Member & Note Taker – HR– Department of Risk Management
Kim Correa	Absent	Alternate
Deputy David Pine		Member – Campus Law Enforcement Representative
Deputy Jorge Zavala	Absent	Alternate
Tina Alaberkyan	Absent	Member – ASO Representative
		Alternate – None provided
Joseph Esdin		Member - Academic Senate
TBD by Academic Senate		Alternate
Erin Tague		Member – Confidential Management
Michael Maher	Absent	Alternate
Yvonne Harvey	Absent	Member - Classified Union
		Alternate – None Provided
Dr. Louis Lucero	Absent	Member – Educational Administrator
		Alternate – None Provided
Jonet Leighton		Member – Faculty Union
Gabrielle Poorman	Absent	Alternate

Items	Person	Action
I. Check In	Terry Cleveland	Meeting was called to order at 1:36 p.m.
II. Introduction	Terry Cleveland	Welcome and Introductory Remarks by Director of Risk Management, Terry Cleveland. Terry welcomed new committee member, Erin Tague, who will be representing Confidential Management. Terry remarked that we have been busy with various members participating in COVID-19 Hazard Inspections of different areas on campus and could always use more member participation so please stay tuned for those Doodle Polls by Susie asking for your most convenient times to inspect.
III. Approval of Previous Minutes	All	The minutes from February 24, 2021 were approved with a motion from Jonet Leighton with a second by Joseph Esdin.
IV. Old Business	Terry Cleveland	<b><u>Item to Discuss:</u></b> 1. Terry did not receive permission in time to provide sufficient advance notice for a campus-wide evacuation drill during the 2021 Spring Semester so we did not have one.
V. New Business	Terry Cleveland	<b><u>Item to Discuss:</u></b> 1. Reviews of the following by Terry Cleveland: a. Work related accidents reported since the last Safety

	Terry Cleveland	<p>Committee Meeting on February 24, 2021: 2 first aid cases; 0 medical cases; 1 lost time case; Total of 3 cases.</p> <p>b. Year-to-date work-related accident statistics (calendar year 2021): 4 first aid cases; 0 medical cases; 1 lost time case. Total of 5 cases.</p> <p>c. Ed Kennedy of Environmental Assistance Group (EAG) performed an ASHRAE Guidelines Inspection for reopening classrooms after COVID 19 closures. We will receive a full report soon, but Mr. Kennedy did share that they found all units to be clean and serviced. All rooms the units feed were also inspected. Several units need MERV 13 filters and they are on order. Members of the Safety Committee have also been performing Cal-OSHA COVID-19 Hazard Inspections of the following buildings and areas to date: FS/M&amp;O; Agriculture (Horticulture Lab) &amp; Greenhouses; PAT; SSV; UH; AP(Yoshida Hall); Library; T700; BE (Mesquite Hall); T100 (Assessment Office &amp; the OSD Office); Palmdale Center; Sheriff’s Building; Bookstore.</p> <p>d. There have been no new Property and Liability incidents to report since the February 24, 2021 meeting.</p> <p>2. Emergency Drill Program for AVC – Permission was given by President Knudson to carry out the following two activities:</p> <p>a. During Summer Session, conduct a campus wide Evacuation Drill (observing social distancing to, at and from the Evacuation Assembly Areas). We will perform Drills at the Main Campus, Palmdale Center and Fox Field on separate days.</p> <p>b. In lieu of physical participation in an Active Shooter Drill, during Summer Session, we will work with the Executive Director of ITS, Richard Shaw, to present the “Run.Hide.Fight. Surviving an Active Shooter Event” video to all three District locations so each student and Faculty member sees the video at least once. Other staff members will be able to watch the video via a link.</p>
VI. Open Discussion	All	There was no new business to discuss.
VII. Next Meeting Date		September 15, 2021 via Zoom Conference
VIII. Check Out	All	A motion was made to end the meeting by David Pine with a second by Joseph Esdin. The meeting was adjourned.