



SAFETY COMMITTEE MEETING

Agenda (Proposed)

Date: November 28, 2018
Meeting Place: UH-194
Time – 1:30 to 2:30 pm

Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/Bring: Copy of September 19, 2018 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 Ray Murgatroyd	Member – Campus Law Enforcement Representative
Steven Pulley	Alternate
Pedro Rodriguez	Member – ASO Representative
	Alternate – None provided
Joseph Esdin	Member - Academic Senate
TBD by Academic Senate	Alternate
Jared Simmons	Member – Confidential Management
Michael Maher	Alternate
Yvonne Harvey	Member - Classified Union
	Alternate – None Provided
Dr. Louis Lucero	Member – Educational Administrator
	Alternate – None Provided
Michael Hutchison	Member – Faculty Union
Bill Bailey	Alternate

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	September 19, 2018
IV. Old Business	Terry Cleveland Terry Cleveland	<u>Item to Discuss:</u> 1. Status of Tourniquet/glove additions at First Aid boxes. Status Report by Terry Cleveland. 2. Status of provision of 4-hour CPR/AED and First Aid classes on campus. Status report by Terry Cleveland.
V. New Business	Terry Cleveland	<u>Item to Discuss:</u> 1. Reviews of the following by Terry Cleveland: a. Reported work-related accidents since the last Safety Committee Meeting. b. Current year-to-date work-related accident statistics

	Terry Cleveland & R. Murgatroyd	<p>including identification of trends (if any).</p> <p>c. Review of results of scheduled periodic safety inspections.</p> <p>d. Current year-to-date Property & Liability Accident Log used to assist in identification and mitigation of slip, trip and fall hazards regarding 2019 SCG#4.</p> <p>2. Emergency Drill Program for AVC – Status report by T. Cleveland and R. Murgatroyd.</p>
VI. Open Discussion	All	
VII. Next Meeting Date		February 20, 2019
VIII. Check Out		

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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 Ray Murgatroyd	Absent	Member – Campus Law Enforcement Representative
Steven Pulley	Absent	Alternate
Pedro Rodriguez		Member – ASO Representative Alternate – No Alternate at this time
Joseph Esdin		Member - Academic Senate
TBD by Academic Senate		Alternate
Jared Simmons		Member – Confidential Management
Michael Maher	Absent	Alternate
Yvonne Harvey		Member - Classified Union Alternate – None Provided
Dr. Louis Lucero	Absent	Member – Educational Administrator Alternate – None Provided
Michael Hutchison		Member – Faculty Union
Bill Bailey	Absent	Alternate

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	The minutes from September 19, 2018 were approved with a motion by Joseph Esdin with a second from Michael Hutchinson.
IV. Old Business	Terry Cleveland	<p><u>Issues Discussed:</u></p> <ol style="list-style-type: none"> 1. Status of tourniquet/glove additions at the First Aid Boxes was discussed. We have ordered and received 7 additional First Aid Boxes which will be installed along with all the storage boxes that hold tourniquets and gloves, which will be mounted above the First Aid Boxes around the campuses. 2. 4-hour CPR/AED and First Aid Classes will be offered to full time faculty and employees during January 2019. Notice of the classes offered will be given by the Office of Risk Management. The Office of Risk Management will also contact Kristine Oliverira to request that the course offerings be added to the faculty's



		staircase, which may cause an unsafe condition. Jared Simmons indicated that he will check into both of these concerns.
VII. Next Meeting Date		February 20, 2019
VIII. Check Out	All	Motion to adjourn the meeting by Michael Hutchinson, with a 2 nd by Jared Simmons. Meeting was adjourned at 2:47 p.m.

Emergency Drill Program for AVC – Status Report for November 28, 2018 Safety Committee Meeting (to include Drills conducted since September 19, 2018 Safety Committee Meeting)

Palmdale Center (entire Center) 15-minute Lock Down (aka Active Shooter) Drills.

Wednesday, October 24, 2018

Drill start times of 11:15 AM and 7:30 PM

Daytime Drill:

There were 19 anomalies observed by personnel from the Los Angeles County Sheriff's Department AVC Unit, AVC Maintenance & Operations, and Office of Risk Management.

Nighttime Drill:

There were 8 anomalies observed by personnel from the Los Angeles County Sheriff's Department AVC Unit, AVC Maintenance & Operations, and Office of Risk Management.

Main Campus Emergency Evacuation Drills for Drill Zones 1 & 3 (1 = A; SSV; SCT; 3 = BE; L; LC; T100).

Sometime during the week of November 5, 2018 - This is the area selected for this semester to have the semi-surprise drills for which we announce only the week of the drills and not the specific date(s) and times.

DAYTIME DRILL RESULTS - Wednesday (11-07-2018)

It took 11 minutes 51 seconds from the time the alarms were sounded to the time the "All Clear" was given for the semi-announced drill yesterday for which the specific date and time were not pre-announced. For the daytime drill last year (11-14-2017) which was fully announced, it took only 10 minutes 45 seconds from the time the alarms were sounded to the time the "All Clear" was given. The time it took the year before that (11-02-2016) for the semi-announced drill was 13 minutes. The time it took the year before that (11-05-2015) for the fully announced drill was 15 minutes 31 seconds.

NIGHTTIME DRILL RESULTS - Wednesday (11-07-2018)

It took only 8 minutes from the time the alarms were sounded to the time the "All Clear" was given for the semi-announced drill last night for which the specific date and time were not pre-announced. This represents a new record for the Drill Zone 1 & 3 Nighttime Emergency Evacuation Drill! For the nighttime drill last year (11-14-2017) which was fully announced, it took 12 minutes from the time the alarms were sounded to the time the "All Clear" was given. The time it took the year before that (11-02-2016) for the semi-announced drill was 8 minutes 2 seconds. The time it took the year before that (11-05-2015) for the fully announced drill was 9 minutes 6 seconds.

Note: The following buildings were not occupied during last night's nighttime drills or during the previous years' nighttime drills: A, LC, and T100.



Annual Table-Top Exercise for Incident Command Staff

Friday, October 26, 2018 from 8:30 AM to 10:30 AM

Primary Emergency Operations Center – SSV-151

The 2018 Disaster Response/Emergency Preparedness Annual Exercise for the Incident Command Staff was a Table-Top Exercise in which the emergency situation was a Complex Coordinated Terrorist Attack (CCTA) which is defined as follows: Complex Coordinated Terrorist Attacks are acts of terrorism that involve synchronized and independent team(s) at multiple locations, sequentially or in close succession, initiated with little or no warning, and employing one or more weapon systems: Firearms, explosives, fire as a weapon, and other nontraditional attack methodologies that are intended to result in large numbers of casualties.

According to Homeland Security as announced by FEMA on July 25, 2018, the newest emerging trend used by terrorist groups are Complex Coordinated Terrorist Attacks (CCTAs).

This 2018 Table-Top Exercise was synthesized and conducted by AVCCD personnel rather than West Coast Consulting Group, Inc. personnel as was the case in previous years.

Previous years' Disaster Response/Emergency Preparedness Annual Exercises have been as follows:

2017 - Table-Top Exercise - Long-term power outage expected to last months

2016 – Table-Top Exercise – Large-magnitude earthquake affecting Southern California and included the added emergency of a natural gas fire in Uhazy Hall.

2015 – Combination Table-Top/Field Exercise of an aircraft crash on the Main Campus.

	A	B	C	D
1	FIRST AID KIT LOCATIONS			
2				
3	BUILDING	LOCATION	DEAN/DIRECTOR/ MANAGER	CONTACT TO ORDER REFILLS
4	Column1	Column2	Column3	Column4
5	Administration	Staff Lounge - A-138	Terry Cleveland	Susan Herman
6	APL	Room 221 B	Duane Rumsey	Tangie Hunter
7	BE - 2nd Floor	Staff Lounge	Irit Gat	Casey Farris
8	CDC	Front Desk	Katarina Orlic-Babic	Tina Pullum
9	FA3	Room 173	Duane Rumsey	Tangie Hunter
10	FA1	Art Gallery	Duane Rumsey	Tangie Hunter
11	FA2 (pending)		Duane Rumsey	Tangie Hunter
12	Facilities Services	Near FS-121	Jared Simmons	Jared Simmons
13	Library	Circulation Desk	Meeta Goel	Dawn Vargas
14	LS1	Room 121	Riley Dwyer	Samantha Darby
15	Gym 140 (Cynthia Littlefield) - Pending			
16	PAT	Room 119	Michael White	Cliff Leighton - Technical Director
17	SSV - 1st Floor	Room 160 - Staff Lounge	Jill Zimmerman	Kim Fite
18	SSV - 2nd Floor	Room 221 - Staff Lounge	Rashitta Brown-Elize	Linda Rose
19	TE1 - Electronics (pending)			
20	TE2 - Welding (pending)			
21	TE6	Parts Room	Laureano Flores	Jana Crawford
22	TE7	Break Room	Laureano Flores	Jana Crawford
23	TE8 - Auto Body (pending)			
24				
25	Fox Field	Office - Large F/A Kit	Laureano Flores	Jana Crawford
26	Fox Field (pending)	B-11 Hanger	Laureano Flores	Jana Crawford
27	Fox Field (pending)	Main Hanger	Laureano Flores	Jana Crawford
28	Palmdale Center	Staff Lounge	Cathy Hart	Keina Young
29	Palmdale Center - Library - Pending			
30	PRA	Instructor's office	Laureano Flores	Jana Crawford
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40				

PROPERTY AND LIABILITY ACCIDENT LOG - 2018

A	B	C	D	E	
1	DATE	LOCATION	DESCRIPTION OF INCIDENT	SOLUTION	CLAIM FILED?
2	March 6, 2018	Walkway between APL and the LS2 Building	Student and her son were walking on the sidewalk toward H.S., when her son stepped on the north side of a metal drain cover that then lifted the south side of the cover causing her to trip and fall. - student denied any medical treatment	Steve Epps was called and the drain cover was repaired.	
5	March 7, 2018	Dirt area near Quad Stage between the SCT and BE buildings.	Student was walking and looking around at activities, not paying attention to where he was walking. He stepped down with his right foot landing between the pavement and dirt causing him to fall.	M&O re-poured the concrete in this area.	
7	April 19, 2018	Sidewalk near the corner of the Learning Center and the BE Building. Crack in the sidewalk which has separated enough to create two elevations.	Adjunct faculty member tripped and fell presumably due to the crack in the sidewalk and the raised elevation.	M&O re-poured the concrete in this area.	
8	June 1, 2018	Walkway to Cafeteria near the S/W door to the cafeteria	Former employee slipped in some water that was on the sidewalk due to nearby planter sprinklers.	Sprinklers were re-adjusted in the surrounding planters.	YES

PROPERTY AND LIABILITY ACCIDENT LOG - 2018

A	B	C	D	E
1	2	3	DATE	LOCATION
3	DATE	LOCATION	DESCRIPTION OF INCIDENT	SOLUTION
9	August 27, 2018	Main Campus - eastside stairwell of BE building	Student lost her balance while walking down the stairs and fell forward. Student stopped her fall by placing both hands in front of her body. Student was in a lot of pain and thought she may have injured her leg. She was transported by ambulance to AVH.	There was no debris on the stairs and the stairs have non slip strips on all steps. We believe this incident occurred because the student lost her balance. No repairs to be made.
10	August 28, 2018	Main Campus - Sidewalk outside of LH - walking toward Cafeteria.	Student fell after tripping on uneven sidewalk outside the LH Building hitting her knees, elbows and hit her head above her left eye.	Area will be inspected by M&O personnel
11	September 1, 2018	Main Campus - Football Stadium	A reporter who was at the stadium to cover a game left the Press Box and was in the stands for some time after the game. The stadium lights were turned out and he fell down the last 2 steps because he couldn't see and misstepped. Chipped his front tooth and had abrasion on his right hand and right knee. Reporter complained of pain in his right wrist and right side of his face.	New signage has been placed in the Press Box indicating that the light can be turned off at any time and that all people in the Press Box must exit through the back of the stadium on a lighted pathway.
12	9/19/2018	Marked area outside the PAT	Student was talking with someone while she was walking in front of the PAT, when she stepped off a short curb and fell. She indicates she injured her ankle. As of 9/26/18 she has not sought medical treatment. A Student Insurance Claim was filed.	No action taken. Curbs are clearly marked cautioning pedestrians in the area.
				Filed Student Insurance Claim on 9/24/18
				Lawsuit filed

PROPERTY AND LIABILITY ACCIDENT LOG - 2018

A	B	C	D	E	
1					
2					
3	DATE	LOCATION	DESCRIPTION OF INCIDENT	SOLUTION	CLAIM FILED?
13	11/26/2018	East Side Stairwell - BE Building	Student was descending the stairs when she lost her footing and tried to correct herself by running down the stairs - she tripped at the bottom causing her to fall forward and hit her head on a glass door. Student indicated she did not trip on anything - she was wearing a new pair of boots for the first time.	No action to be taken.	
14			Student leaned back in a chair. The chair broke and she fell hitting her head on the desk in back of her and hit her shin on her desk.	This is the 6th chair that has broken at the PRA in the same place. We have asked that all 6 chairs be removed from PRA and the chair the student fell from to be marked as such. Student's chair to be stored in the warehouse. As of 11/27/18 - all chairs have been set aside and marked, but they have not been removed from the PRA./sh	Student insurance paperwork was mailed to student on 11/6/18. As of 11/27/18 - no paperwork received.

RE: Inspection Activity

1 message

Patricia Swint <Pswint@keenan.com>
To: Terry Cleveland <tcleveland@avc.edu>

Tue, Nov 27, 2018 at 9:34 PM

Hi Terry,

I am pleased to say I did not observe any new safety concerns. It is nice to walk the sites and recognize corrections to items identified in previous reports. The maintenance staff should be commended for addressing safety concerns with such efficiency. I would also like to take this opportunity to show case two ergonomic successes.

Pam Ford's desk arrangement was subpar with several ergonomic concerns. The original desk was too small to accommodate her telephone, dual monitors and basic office supplies. She was using a file drawer to extend the length of her desk and her broken tray did not adjust or provide proper wrist support. The loose cords hanging in from her desk posed a trip hazard to anyone who approached her desk.

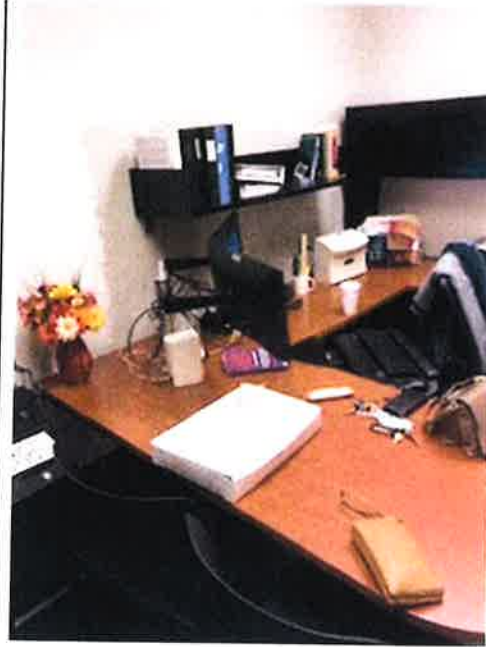
Ms. Ford's after pictures show her new desk and dual monitor stand. Her monitors are even and properly aligned with her keyboard and mouse. Her telephone is on the same surface and most important it is now within reach.

Ms. Thatch's after pictures show her new sit to stand desk top. The employee has back pain and finds relief when she alternates between sitting and standing. Prior to the new desk top the employee was using a media cart to elevate her keyboard as she turned her head to view the computer monitor which was still on the desk. Her original desk chair was not suitable for desk work, as it was not adjustable and did not provide proper back support. The oversized conference chair and media cart consumed a lot of space in the small office which also created a safety concern in regards to her safe egress in case of an emergency.

These are two examples of how ergonomic comfort effects the employee. When a department proactively addresses the ergonomic needs of an employee it reduces the potential for that employee to file an office related injury claim. Each department should encourage ergonomic best practices and consider providing appropriate office supplies as needed before the request is escalated into a costly workers compensation claim.

An item such as a footrest may cost the department less than \$50 and improve the posture of an employee with lower back pain thus avoiding a costly claim. The cost of replacing broken keyboard trays is cheaper than an employee who develops wrists pain.

Pam Ford Before	Pam Ford After



Shirlene Thatch **Before**

After

Media cart

Sit to stand desk



Best regards,

Patricia Swint

Senior Loss Control Consultant

EMERGENCY RESPONSE: What to do When

Knowing the appropriate response to an emergency situation could save your life!

Elevated Awareness

Situations when there is NO IMMEDIATE threat to your location, such as:

- Dangerous incident in the surrounding neighborhood with high potential to become a danger on campus
- Downgrade from a Lock Down order or Evacuation order, but high potential for danger to affect campus still exists
- Any situation where remaining inside is the safest alternative

Monitor notification systems:

- Rave MOBILE SAFETY cell phone text alerts
- Alertus on campus computer monitors

Be prepared to Evacuate or Lock Down at a moment's notice.

Evacuate

Situations when there is threat to your building, such as:

- Fire or after an earthquake
- Any situation where moving outside is the safest alternative

Evacuation considerations:

- When the building alarm sounds, or you are asked to evacuate by emergency personnel, walk quickly and calmly to the nearest exit.
- When possible, evacuate via the shortest, safest route to your building's evacuation assembly area noted on the Area Evacuation Map. Emergency personnel may direct you to an alternate area.
- Use stairs, not elevators.
- Ask persons who may be disabled if they require assistance. Provide reasonable aid. Station disabled persons in the stairway landing, if unable to safely evacuate, and immediately notify emergency personnel of their location.

Lock Down

Situations when there is IMMEDIATE threat to your location, such as:

- Dangerous incident on campus, such as an active shooter, or a situation projected to present an imminent threat on campus
- Any situation where lock, barricade, and hide is the safest alternative

Lock Down: Prepare to RUN, HIDE, FIGHT

- **RUN:** If outside a room or building and you hear gunfire, move away.
- **HIDE:** Lock the door from the inside (if possible), turn off all light sources and quickly cover the windows. If locking is not an option, create a stronghold. Conceal yourself behind large items. Silence your cell phone and remain quiet. Move away from doors and windows.
- **FIGHT:** Arm yourself with available items and mentally prepare yourself, as a last alternative if confronted.

Register for approved Antelope Valley College emergency communications and other important information via text message (Rave MOBILE SAFETY) with **Campus Alerts** in **myAVC**.