



SAFETY COMMITTEE MEETING

Agenda

Date: November 15, 2017
Meeting Place: HS-194
Time – 1:00 to 2:30 pm

Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/Bring: Copy of 10/4/17 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
Melanie Gonzalez	Member – ASO Representative
Mariah Washington	Alternate
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		
II. Introduction	<i>Terry Cleveland</i>	Welcome – Introductory Remarks by Director of Risk Management, Terry Cleveland
III. Approval of Previous Minutes	<i>All</i>	October 4, 2017
IV. Old Business		<p><u>Item to Discuss:</u></p> <ol style="list-style-type: none"> 1. Determine placement of additional AED Units for comprehensive coverage of District Facilities. 2. Review the distribution campus-wide of our emergency medical trauma equipment and supplies.
V. New Business	Terry Cleveland	<p><u>Item to Discuss:</u></p> <ol style="list-style-type: none"> 1. Reviews of the following by Terry Cleveland: <ol style="list-style-type: none"> a. Reported work-related accidents since the last Safety Committee Meeting. b. Current year–to-date work-related accident statistics including identification of trends (if any). c. Results of scheduled periodic safety inspection.

	<p>T.Cleveland & R. Murgatroyd</p> <p>All</p> <p>All</p>	<p>d. Current year-to-date Property & Liability Accident Log used to assist in identification and mitigation of trip and fall hazards regarding 2017 SCG #1.</p> <p>2. Emergency Drill Program for AVC – Status report by T. Cleveland and R. Murgatroyd.</p> <p>3. Acceptance of 2017/2018 Safety Committee Goals as drafted after input during last meeting.</p> <p>4. Discussion as to implementation of the new 2017/2018 Safety Committee Goals.</p>
VI. Open Discussion		
VII. Next Meeting Date		February 21, 2018
VIII. Check Out		



SAFETY COMMITTEE MEETING

Minutes

Date: November 15, 2017
Meeting Place: HS 194
Time – 1:30 to 2:30 pm

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 Ray Murgatroyd	Absent	Member – Campus Law Enforcement Representative
Steven Pulley	Absent	Alternate
Mariah Washington	Absent	Member – ASO Representative Alternate – No Alternate at this time
Joseph Esdin		Member - Academic Senate
TBD by Academic Senate		Alternate
Jared Simmons	Absent	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	<i>Terry Cleveland</i>	<i>Meeting was called to order at 1:40 p.m. by Terry Cleveland, Director of Risk Management & Environmental Health.</i>
II. Introduction	<i>Terry Cleveland</i>	<i>Introductory remarks by Director of Risk Management, Terry Cleveland.</i>
III. Approval of Previous Minutes of October 4, 2017 meeting.	<i>All</i>	<i>Motion to approve prior minutes by Joseph Esdin with a 2nd by Yvonne Harvey.</i>
IV. Old Business	<i>Terry Cleveland</i> <i>Terry Cleveland</i>	<p><u>Issues Discussed:</u></p> <p><i>1. There was open discussion about the placement of 13 new AED units that will be purchased. It was agreed that we would ask for further input via email from other Safety Committee Members that were not in attendance at this meeting.</i></p> <p><i>2. Terry discussed the current placement of emergency medical supplies on campus. He will re-send an email to Incident Command Staff Medical Component personnel, Michael Hutchison, Wendy Hardy and Dr. Jill Zimmerman which describes how to gain access to the areas where a portion of the supplies are located now and where an identical portion of supplies will be</i></p>

		re-located. They will need to request an "X" key and have their prox cards updated for access.
V. New Business	<p>Terry Cleveland</p> <p>Terry Cleveland All</p> <p>All</p>	<p>Issues Discussed:</p> <ol style="list-style-type: none"> 1. Review of the following by Terry Cleveland: <ol style="list-style-type: none"> a. Work related accidents reported since the last Safety Committee Meeting on October 4, 2017: 0 first aid cases; 1 medical case; 0 lost time cases; Total of 1 case. Terry Cleveland reported on the 1 medical case in detail at the meeting. b. Year-to-date work-related accident statistics (calendar year 2017): 3 first aid cases; 8 medical cases; 5 lost time cases. Total of 16 cases. c. Terry discussed the findings of the latest Keenan & Associates Quarterly Safety Inspection, which was conducted on November 8, 2017. Terry has forwarded these findings to the appropriate people to make the necessary corrections and Jared has placed respective items into the Archibus Request System or has notified the correlating entities to help address. d. Terry reviewed the year-to-date Property and Liability Accident Log. There have been no new incidents to report. 2. Terry gave a status report on the Emergency Drill Program for AVC. Report is attached hereto. 3. The Committee voted to adopt the "proposed" Safety Committee Goals for 2017/2018. The Safety Committee Goals for 2017/2018 are attached. 4. There was discussion by all as to implementation of the new 2017/2018 Safety Committee Goals.
VI. Open Discussion	<p>Michael Hutchison</p> <p>Terry Cleveland</p>	<p>Item Discussed:</p> <ol style="list-style-type: none"> 1. Discussion was held by all when Michael Hutchison brought up a question as to the chain of command for the Incident Command Staff. 2. Terry shared with the committee that he was contacted by Lance Hodge, a Health and Safety Sciences faculty member, about the possibility of adding tourniquets and extra gloves to the AED boxes. Mr. Hodge also spoke to Terry about the possibility of facilitating a mass CPR training known as "Sidewalk CPR" which would offer a 5 minute video and 5 minutes of instruction to a large number of people. There was discussion about these matters by the Safety Committee Members who were present, but the conclusion was reached to discuss both of these matters further when the Committee has more members present. This topic will be tabled until the next meeting on February 21, 2018.



	<i>Joseph Esdin</i>	<i>3. Joseph Esdin inquired as to whether we should show the locations of all AED units on a map. Michael Hutchison suggested possibly adding the locations of the AED units to the Evacuation Maps.</i>
VII. Next Meeting Date		<i>February 21, 2018</i>
VIII. Check Out	<i>All</i>	<i>Motion to adjourn the meeting by Michael Hutchison, with a 2nd by Yvonne Harvey. Meeting was adjourned at 3:00 p.m.</i>

Emergency Drill Program for AVC

Emergency Drills since last Safety Committee Meeting on October 4, 2017:

Lock Down Drills (AKA Active Shooter Drills)

Palmdale Center (entire Center)
10:30 AM and 7:30 PM on Tuesday, October 17, 2017

Daytime Drill:

There were six anomalies observed by personnel from the Los Angeles County Sheriff's Department AVC Unit and AVC Maintenance & Operations.

Nighttime Drill:

There were seven anomalies observed by personnel from the Los Angeles County Sheriff's Department AVC Unit and AVC Maintenance & Operations.

Evacuation Drills

Drill Zones 1 & 3 (DZ 1 = A; SSV; SCT; DZ 3 = BE; L; LC; T100)
9:45 AM and 7:30 PM on Tuesday, November 14, 2017

DAYTIME DRILL RESULTS - Monday (11-14-2017) - It took only 10 minutes 45 seconds from the time the alarms were sounded to the time the "All Clear" was given which represents a new record for the Drill Zone 1 & 3 Daytime Emergency Evacuation Drill!

For the semi-announced daytime drill last year (November 2, 2016) for which only the week of the drill was pre-announced, it took only 13 minutes from the time the alarms were sounded to the time the "All Clear" was given. The time it took the year before that (11-05-2015) was 15 minutes 31 seconds and that drill date and time were completely pre-announced.

NIGHTTIME DRILL RESULTS - Tuesday (11-14-2017) - It took 12 minutes from the time the alarms were sounded to the time the "All Clear" was given.

For the semi-announced nighttime drill last year (November 2, 2016), it took only 8 minutes 2 seconds from the time the alarms were sounded to the time the "All Clear" was given. The time it took the year before that (11-05-2015) was 9 minutes 6 seconds and that drill date and time were completely pre-announced.



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

Annual Table-Top Exercise for Incident Command Staff

Friday, October 27, 2017 from 8:30 AM to 11:30 AM
Primary Emergency Operations Center - SSV-151

The 2017 disaster response/emergency preparedness annual exercise for the Incident Command Staff was a Table-Top Exercise in which the emergency situation was a long-term power outage expected to last months. The Table-Top Exercise was conducted by West Coast Consulting Group, Inc. (WCCG) and simulated a realistic emergency affecting the campus and the Incident Command System team personnel were tasked with working through the simulation with WCCG Consultants providing instruction and guidance along the way. The Exercise began at 8:30 AM and the Debrief ended at 11:30 AM.

The 2016 disaster response/emergency preparedness annual exercise was a Table-Top Exercise and the disaster scenario was a large-magnitude earthquake affecting Southern California and included the added emergency of a natural gas fire in the Health Sciences Building. The 2015 drill consisted of a combination Table-Top/Field Exercise for which the emergency situation was an aircraft crash on the Main Campus.

Safety Committee Goals

2017/2018

1. Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations and reduce the accident incident rate of reportable injuries for slips, trips and falls.
2. Continue implementation of AED placements and ongoing review of their locations and effectiveness.
3. Contract with a properly certified vendor to prepare an Asbestos Operations & Maintenance Plan for the District.
4. Review the distribution campus-wide of emergency medical trauma equipment and supplies and determine if we need to purchase additional emergency products or locate additional caches and prepare notification list for distribution to Incident Command Staff.

Current locations of AED units at Main Campus, new Palmdale Center*, and Fox Field Site:

MAIN CAMPUS

- HS** 1st Floor – Near Subway (across the hall from the ATM machine that has a camera) on the east-facing wall between the open lounge area and the Instructor’s office.
- TE-7** On wall across the hallway from Leyla & Joseph who are in Office TE-135 and Office TE-136.
- Gym** Inside northwest corner of Gym on north side of back-board control box and at a lower level.
- **T-800** On Radio Table – Keep in a shock-proof portable carrying case rather than inside an alarmed cabinet.
- Library** Near Circulation Desk on south wall outside Circulation Desk & door to Staff offices.
- IMC** Near fire extinguisher in “waiting area” on west side of copy machine. (Copy machine must first be moved back to its original position which was approximately 3 feet to the east of its current position as of May 2, 2017.) This location is equidistant between the Learning Center and the ground floor of the BE Building.
- SSV** Outside SSV-117 on south side of door to SSV-117 which is near main open area of ground floor.
- PAT** Beside fire extinguisher on north side of front (east) main entrance/exit doors.
- ADM** Near fire extinguisher outside east wall of Break Room A-138.
- APL** Ground floor beside main lobby elevator (on south side of elevator recess).
- CDC** At the start of the entrance hallway in eye-view of the receptionist on the north side of the northeast corner of Room 102 (in the space where the pay telephone used to be located).

New PALMDALE CENTER

*•**New Palmdale Center** Note: This unit will be placed in a “Shok Box” rugged carrying case and placed in the Los Angeles County Sheriff’s Office at the new Palmdale Center and deployed from there by Sheriff’s personnel.

FOX FIELD SITE

- Fox Field 1st unit** – In the classroom on the east wall beside the Instructor’s desk.
- Fox Field 2nd unit** - In the B-11 hangar on the outside of the west wall of the restroom beside the Instructor’s desk.

List of locations previously identified by the Safety Committee and AED consultants to mount AED units if the Safety Committee determines that the current AED Program is viable and should be expanded with the placement of additional units:

MAIN CAMPUS

- FS** - Above fire extinguisher, south of cubicles.
 - TE 6 Auto Shop** - By TE-162
 - SCT** - Outside kitchen between serving area & staff lounge.
 - FA Quad** - Location to be determined.
 - Athletic Field** - Location to be determined.
- Upper floors of the following buildings:
- 2nd Floor of SSV** – Location to be determined.
 - 2nd Floor of BE** – Location to be determined.

Main Campus (continued)

- 3rd Floor of BE – Location to be determined.
- 2nd Floor of Library – Location to be determined.
- 2nd Floor of APL – Location to be determined.
- 2nd Floor of HS – Location to be determined.

One possible additional unit in vicinity of ME, TE1, LS1, LS2, & OF3

PALMDALE REGIONAL AIRPORT TRAINING FACILITY

- Terminal Building – Inside previously mounted City of Palmdale AED alarmed cabinet on West-facing wall.



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November 13, 2017

Mr. Terry Cleveland
Director, Risk Management & Environmental Health
ANTELOPE VALLEY COMMUNITY COLLEGE
3041 West Avenue K
Lancaster, CA 93536

RE: QUARTERLY SITE INSPECTIONS

Dear Mr. Cleveland:

On November 8, 2017, I conducted the third Quarterly Inspection. The purpose of the visit was to conduct site safety inspections at all four campuses and identify potential workers' compensation hazards and/or property and liability hazards. The areas visited during this quarterly inspection are listed below:

LANCASTER MAIN CAMPUS

3041 West Avenue K
Lancaster, CA 93536

FOX FIELD

4555 W. Avenue G
Lancaster, CA 93536

- Airframe and Power Plant classroom and shop
- Exterior of building and common walkways
- B11 Hanger was not available for this inspection.

PALMDALE CENTER

2301 E. Palmdale Blvd.
Palmdale, CA 93550

PALMDALE REGINAL AIRPORT

41000 20th East
Lancaster, CA 93550

- No access. The site was not available for this inspection.

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The goal of Keenan's loss control services is to (i) promote safety awareness, (ii) assist in the identification of conditions which may pose a risk of injury and/or property damage, and (iii) provide recommendations and/or suggestions to help mitigate the risks identified. While we are confident that the conclusions and suggestions contained in this report will help you to create a safer environment, we do not suggest that following our recommendations will eliminate all risk of injury or will result in improved loss experience.

SITE – LANCASTER MAIN CAMPUS

Location: SSV173, SSV172, SSV236 Hallway

The exterior door was held open (Photos 1 - 3). Security doors such as this one are self-closing and should not be propped open, and the exit should not be obstructed. Emergency exits must have a clear unobstructed route of egress. The practice of using rocks and other objects to prop open office doors should be re-evaluated for safety and security reasons.



Photo 1 – SSV172



Photo 2 – SSV173



Photo 3 – Door Near 236 Hallway

Location: SSV Stairs

A trip hazard is located at the edge of the second landing (Photos 4 and 5). Trip hazards near steps, doorways or areas with heavy pedestrian activity increases the risk for trip and fall. The trip hazard on the second landing should be repaired.

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Photo 4 – SSV Exterior Stairs



Photo 5 – SSV Exterior Stairs

Location: FA Exhibit Area

Connecting extension cords and/or multi-outlet power strips end to end presents an elevated risk of fire or circuit overload. Extension cords on the floor create a trip hazard in this area (Photo 6).



Photo 6

Location: Cafeteria Near Back Door

Compressed gas cylinders (Photo 7) should always be secured in the upright position with a strong securing device such as a chain. The chain should not be secured at the neck of the cylinder.



Photo 7

Location: Student Bookstore Back Entrance

Raised carpet in this area creates a trip hazard (Photo 8). The site should consider removing the extra mat.



Photo 8

Location: Student Bookstore Back Storage Area

Unsecured bookcases and storage cabinets present an elevated risk of struck by injuries (Photos 9 and 10). They can also block emergency egress if they tip over. Bookcases and storage cabinets should be secured in a manner that prevents them from tipping over to reduce this hazard.



Photo 9 – Book Store



Photo 10 – Book Store

SITE – FOX FIELD

Location: Tool Room/Classroom

The conditions in the tool room have improved since the 2016 and 2017 inspections. The ceiling tiles were replaced since the last inspection. No new hazards were identified in the classroom or tool room for this inspection. Hanger B11 was not accessible for this inspection.

SITE – PALMDALE CENTER

Location: Hall Near Room 162/163

The exterior door was held open. Security doors such as this one are self-closing and should not be propped open and the exit should not be obstructed. Emergency exits must have a clear unobstructed route of egress. The self-closing door should be closed and locked from the outside. Access should be restricted to the main entrance. Open or unlocked exterior doors create vulnerable access points (Photos 11 and 12).



Photo 11 – Hall Near 162/163



Photo 12 – Outside View Open Exit Door

Location: ITS Office and Storage

Compressed gas cylinders should always be secured in the upright position with a strong securing device such as a chain (Photo 13).

The outside area is not complete. Finishing should include outside lighting (Photo 14).



Photo 13 – ITS Office



Photo 14 – Missing Light Fixtures West Side

Mr. Terry Cleveland
November 13, 2017
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CLOSING

Keenan's inspection services are intended to help clients identify and mitigate hazards and potential liability exposures. While we are confident that our services will help our clients create a safer environment, we do not represent or guarantee that we were able to identify all potential hazards, or offer a fail-safe mechanism for dealing with them. Consequently, we make no promise or representation that clients will recognize improved loss experience or premium savings as a result of these services.

It is always a pleasure to be of service to the College in the area of Loss Control/Risk Management and to assist you with providing a safe environment for faculty, staff, students, and campus visitors. If you have any questions regarding the enclosed, please do not hesitate to contact me at (310) 212-0363, extension 2641.

Sincerely,

Patricia Swint

Patricia Swint, CPSI
Senior Loss Control Consultant
Loss Control/Risk Management

PS/cb

cc: Susan Herman, Antelope Valley CCD
Susan Langston, Keenan & Associates, Torrance
Suzanne Trowbridge, Keenan & Associates, Riverside

	A	B	C	D	E
1	PROPERTY AND LIABILITY ACCIDENT LOG - 2017				
2					
3					
	DATE	LOCATION	DESCRIPTION OF INCIDENT	SOLUTION	CLAIM FILED?
4	5/2/2017	Woman's locker room in the Bym	After a swim class, student slipped and fell on the wet floor of the locker room, fracturing her leg.	Non slip strips are to be installed on the floor of the Woman's locker room.	Claim filed against AVCCD 6/20/17