

NORCO COLLEGE SAFETY COMMITTEE

MEETING MINUTES Monday September 11, 2017

In attendance: Justin Czerniak (Co-chair), Andy Aldasoro, Kasey Boyer, Chris Castillo, Monica Esqueda, Daren Koch, Daniel Lambros, Chris Poole, James Reese, Maureen Sinclair, Stan Tyler, Monique Rodriguez (Recorder)

**Topic 1: Call to Order/Welcome** – Main Speakers: Justin Czerniak

Contributing Speakers: N/A

Call to order at 9:37 am. Welcome.

**Topic 2: Introductions** – Main Speakers: Justin Czerniak

Contributing Speakers: All

All members introduced themselves by name, title and department.

**Topic 3: New Co-Chair** – Main Speakers: Justin Czerniak

Contributing Speakers: N/A

Justin Czerniak is the new Co-Chair of the Safety Committee replacing Sgt. Henry.

**Topic 4: Changing Safety Committee Name** – Main Speakers: Justin Czerniak

Contributing Speakers: Maureen Sinclair, Chris Poole

Due to compliance issues we need to rename & rebrand the Safety Committee. New name suggested by Maureen Sinclair: Norco Safety Collaboration

Motion to approve the name change:

First: Chris Poole

Second: Justin Czerniak

Approved with all I's

**Topic 5: IIPP and other compliance programs** – Main Speakers: Justin Czerniak

Contributing Speakers: Maureen Sinclair, Monique Rodriguez, Monica Esqueda

IIPP stands for Injury & Illness Prevention Program. A folder containing all the information on the IIPP, including directions and forms needed to report and/or document injuries/illnesses, will be given to all supervisors and their admins to ensure every employee knows what to do in the event of an injury or illness on campus. All documents will eventually be posted online for easy access.

Make sure Diana Meza is forwarded all the information that will be disseminated to the college. All documents that are disseminated by the college must be run through media to add disclaimers if needed.

This is state mandated paperwork/program and Justin will speak with Patrick Pyle and Mike in Risk Management if needed to clarify disclaimers.

There have been 3 injuries on campus since the start of fall semester. These things will be talked about in our meetings and discuss possible solutions for prevention of these injuries in the future.

**Topic 6: Building Captain Program & Communications Plan** – Main Speakers: Justin Czerniak  
Contributing Speakers: Andy Aldasoro, Monica Esqueda, Maureen Sinclair

Our Building Captain Program needs revamping. We need to rebuild and rebrand it to be a Norco specific program. More training on evacuations, radio communications and area responsibilities will be given to make people comfortable being captains. People want to know exactly what and who they are responsible for. Classified staff does not want the responsibility of taking care of entire buildings or departments. They feel that is the managers' duty. Unfortunately Managers are not always on site but normally classified staff is so they are the better option in terms of availability.

Trainings will be held on campus and online. Training in the future hopefully will include - What to do if someone doesn't want to evacuate.; Do I have legal or financial responsibility?; What is the documentation process?; How do I know where to go?; and C.E.R.T. Trainings. Justin Czerniak is a CERT certified trainer and will be able to hold training sessions. Some safety classes and trainings are now mandatory for new hires to the district so all new hires know their role as an emergency service worker within the district.

**Topic 7: Safety Boards** – Main Speakers: Justin Czerniak  
Contributing Speakers: N/A

In the Operations Center Break Room there is a Safety Bulletin Board that is updated routinely. We need these safety boards in key locations where staff, faculty and/or student workers congregate. They should be easy to access common areas, for example break rooms. Ideally we need 1-2 boards per building. Please submit location ideas to Justin Czerniak.

**Topic 8: First-Aid Kits** – Main Speakers: Justin Czerniak  
Contributing Speakers: N/A

OSHA requires us to have First-Aid kits and Justin Czerniak is working to get us in compliance. Justin is working on trying to purchase 70 cabinets to house the First-Aid kits as well as all the IIPP paperwork to keep all safety and injury related items together. Ideal places would be breakrooms, shops, labs, etc. Please submit location ideas to Justin Czerniak.

**Topic 9: AEDs** – Main Speakers: Justin Czerniak  
Contributing Speakers: Monique Rodriguez

For AEDs there is a 3 minute rule. In the event of an emergency you must be able to access retrieve and return to the site of the emergency with the AED in hand within 3 minutes. That means the location must be within 1 ½ minutes from anywhere on campus. There has been a lot of debate as to whether to

house the AED's on the outside of building in the past. It may be time to discuss again giving the 3 minute rule application. We need to order signage for the AEDs and locations need to be posted online. They are required to be services monthly which Justin Czerniak will be working on getting started.

**Topic 10: Red Cross** – Main Speakers: Justin Czerniak

Contributing Speakers: N/A

Red Cross Disaster Preparedness Academy is this month! Try to make it out of your department budget allows.

**Topic 11: Training – Software / In Person** – Main Speakers: Justin Czerniak

Contributing Speakers: Monica Esqueda

Target Solutions is a web based online training site utilized by RCCD. OSHA mandated trainings are available on this site but if you see other training you would like to take and get certification for let Justin Czerniak or Monica Esqueda know and they will get you signed up. The site is free to use and holds your history of completed trainings and certificates. If there is any training you don't see available online via Target Solutions that you would like to take let Justin Czerniak know and he will look into bringing them on campus.

**Topic 12: The Great Shakeout** – Main Speakers: Justin Czerniak

Contributing Speakers: Dan Lambros

The Great Shakeout is scheduled for 10/19/17 at 10:19 am. Last year we combined the fire drill with the Great Shake Out but not enough time to notify faculty this time around. County fire wants certain drills performed 2 times annually. Justin Czerniak has a meeting scheduled later this month with county fire and will make sure to get all the up-to-date regulations for drills to keep us in compliance. We recently learned all of our fire alarms are tied together so building cannot be evacuated individually at this time. If the alarm sounds in one building it sounds in all buildings. Justin Czerniak will be looking into this further and working with facilities to fix this issue. We would like to begin working on putting out an annual calendar with drills so faculty may prepare for any disruptions far in advanced. We also need to make a communication plan for the campus, the Navy, neighborhood in the area leading up to any drills, usage of our RAVE speaker system, etc. We can pre-record custom messages on the RAVE system but there is a cost, Dan Lambros will look into if needed. One work around is being able to talk into the PA system directly for now.

**Topic 13: Disaster Preparedness Fair** – Main Speakers: Justin Czerniak

Contributing Speakers: N/A

Justin Czerniak is planning on doing an annual Disaster Preparedness Fair beginning in 2018. We can tie it to the Great Shake Out and bring on campus vendors with products, demonstrations, etc. This will help to remind our campus and community the importance of being prepared in the event of an emergency.

**Topic 5: New Business / Other Items** –

Stan Tyler – Need a better plan for chemical waste from chem labs. There is no place good place so far for storage; currently being stored in HUM-204. Need to address this in program review. Justin Czerniak will reach out to discuss this issue further shortly as it aligns with things he wants to accomplish in the next 30 days.

Monica Esqueda – We are still looking for Safety & Emergency Preparedness Coordinators for RCC and Moreno Valley. Moreno Valley is currently in interviews and will hopefully find a candidate that fits the needs of the college.

Maureen Sinclair – Incident occurred with no manager around at the time and the classified staff did not know what to do. Maybe print outs can be made and given out to staff with some basic info. The dissemination of the IIPP paperwork will help this issue as well in the future. Also look into rooftop numbers in the event of an emergency to identify buildings

Daniel Lambros – NOC needs training in sirens

Andy Aldasoro – Send out communication to re-educate staff regarding the difference between dialing 911 on their cell phone and their desk phone. Desk phone goes to our campus dispatch while our cell phones can go to either the county sheriff or highway patrol

Justin Czerniak – Look into individual address for each building. We need better signage and wayfinding.

**Meeting Concluded**