

**Safety Committee**  
Wednesday, October 9, 2019  
Time: 9:00-11:00 A.M.  
Location: CSS 217

**Minutes**

1. Welcome and Call to Order @ 9:06 AM
2. Welcome to new members
3. Approval of Minutes from 09-11-2019 – Approved
4. Discussion of Norco College Institutional Self-Evaluation Report (ISER) Draft – Update – reported the location of the Hazard Reporting Form and talked showed how you can remain anonymous or not.  
<https://www.norcocollege.edu/sep/pages/hazard.aspx>
5. Discussion about Sharps containers in the bathrooms – continued conversation
  - Cost of the Sharps Container \$10-\$120 each, what is the ongoing costs to dispose of them?
  - What would the sign say exactly?
  - How many signs would have to be made and at what costs, do they need to be in braille, what locations do we put them, and who will pay for them?
  - Is this even needed or a nice to have on the campus?
  - Requested to get some final costs and bring it back to the next meeting.
6. Informational Items
  - A. Earthquake Preparedness – (Topic of the month) A conversation about personal preparedness and knowing how much food water and other types of items you should have. Justin is available to answer questions and or give some training of your area, building or department wants to hold one.
  - B. The Great Shake Out, RAVE and Social Media  
ShakeOut is on 10-17 @ 10:17 AM  
Everyone is encouraged to participate in the world’s largest earthquake drill.  
A RAVE notification will be sent through text message and twitter.  
When you receive the message, please DROP, COVER AND HOLD ON for one minute.  
  
FYI – John F. Kennedy Middle College High School will be performing a full evacuation drill with simulated casualties at 11:00 AM. Please do not be alarmed.

- C. Tree Trimming – Facilities department reported that Norco College is getting have over 100 Palm trees across the campus trimmed, PO is in progress.
  - D. Safety Inspections Update – Report out on safety inspections preformed in 2018-19. With so many moves and changes across the Campus, many of the items called out are no longer valid; many of the work orders have been completed.
  - E. Elevators Update - Facilities department reported that the elevator at SSV has been serviced many times as reports have problems have come in. The last visit solving the issue as we have stopped having calls in the last week, the elevator company has spent \$20,000-\$25,000 in parts to make sure the elevator is working consistently. Three of the elevators across campus are 20+ years old and are in the process getting quotes to refurbish/upgraded them.
7. Action Items - None
  8. Standing reporting items
    - Building and Floor Captains
      - Need individuals for day time as we are missing a few key locations. Additionally, we have almost no one after 5pm we have students in classes until 10 PM. The conversation was to reach out to adjuncts and other faculty as well as Custodial staff that are typically here at night.
    - Safety training - Monthly safety training is offered to day and night shift we have been working with facilities but if anyone wants to Justin hold a training at any time please reach out.
    - Other committee report backs
      - Report of rowdy students in the upper lounge, a few had to be told to please only have one person in a chair.
  9. Good of the order:
    - Parking Lot A to be resurfaced and restriped perhaps in December or January.
  10. Next meeting November 13<sup>th</sup> from 9:00-11:00 A.M in CSS 217. Justin will not be here we will need another to run the meeting - Side topic Mental Health Awareness
  11. Adjournment 10:05 AM