**West Hills Community College District**

**Risk Management Committee**

**Minutes**

April 11, 2014

Teleconference: District Office Conference Room and WHC Lemoore Room 124

**Present:** Brian Abela, Shaun Bailey, Erin Brewer, Becky Cazares, Conne Cleveland, Kyle Coffman, Charles Freeman, Debbie Gore, Cliff Harris, Marcel Hetu, John Ieronimo, James Preston, Elva Torres

**Absent:** Johnathan Bernal, David Castillo, Mark Gritton, Anne Jorgens, Jeff Wanderer

Call to Order

The Risk Management Committee was called to order at 9:35am.

Approval of Minutes

The minutes were approved on a motion from James Preston, seconded by Erin Brewer.

District Accident-Incident Reports

The committee reviewed 1 employee incident and 2 on-campus student incidents.

Kyle asked the District to provide additional details regarding the injuries instead of MISC. Erin explained it’s difficult to code some of the injuries as the codes on the list do not apply to the type of injury. Kyle asked that he be contacted to assist in the coding or create new codes if necessary.

Current Business

1. **Emergency Response Drill Exercise: Plan Review & Staff training update:**

Debbie reported the consultant is still due the 10% retention as we are still waiting for the written report. Anne emailed the consultant on March 19, 2014 and is waiting for a response.

1. **Global Harmonization System (GHS) update:**

The completion of the GHS training has improved. Emails are now being sent weekly instead of monthly. Overall, there are 800 sessions still outstanding.

Marcel informed the committee he knew he had some outstanding training and would be completing it soon.

Becky also reminded everyone the emails generate directly from SafeColleges and not HR staff.

1. **WHCCD Emergency Response Plan update:**

Debbie reported Anne is still working on the plan and hopes to have it ready for the next meeting.

1. **Eye Wash and Shower Station Testing & Inspection update:**

Waiting on proposal on cost to have an eye wash and shower station at the Farm of the Future.

1. **Fire Extinguisher Training:**

This training is still in progress.

SWACC-Keenan Items

1. **Property & Liability Issues –**

Kyle reported he would like to do some observations at the child development centers (CDC). This would give him the opportunity to see the employees while they are at work and he may be able to provide some insight on why there seems to be so many injuries at the CDC.

District seems to have a lot of trips and falls. Kyle would like to conduct an ergonomic study the first week of May if at all possible.

Safety Training Opportunities

1. **Keenan SafeColleges Training assignment update:**

All new employees are assigned the NIMS 100 course, new ICS team members are assigned NIMS 200, 700 and 800. The GHS and SDS training will continue until all is complete.

Marcel asked if the training list will show what training session is missing. Becky confirmed it would show on the individuals training log.

Shaun asked if Keenan conducted scissor-lift training. He has a new employee that needs to go through the training. Kyle explained he would have to get clearance. It may be a possibility to make arrangements for late June.

Communication/Advisory Handouts

1. Keenan SafeSchools Newsletter – April 2014
2. Keenan Loss Control Bulletins & Briefings – None

Member/Department Updates

Brian Abela: No comments.

Shaun Bailey: Everything is good.

John Bernal: Not present.

Erin Brewer: Nothing further to report.

David Castillo: Not present.

Conne Cleveland: The Day of the Young Child went very well. Huron and Avenal activities are coming up.

Kyle Coffman: No comments.

Debbie Gore: Everything is going good.

Mark Gritton: Not present.

Cliff Harris: Nothing to report.

Marcel Hetu: He is still waiting for the security guard to start. He also reported Shaun is sending Jesse to NDC to assist in cleaning up some of the safety issues. Some of the locks from the water valves have been stolen. NDC will be going to an evening schedule (7pm-10pm classes) and coverage will need to be addressed.

Anne Jorgens: Not present.

James Preston: There are currently a lot of events in the arena and activities on campus. Reg365 is on its way. Honor an Educator will be holding a pancake breakfast on May 3, 2014 from 9am to 11am. The cost is $20.00 and supports the teacher program.

Elva Torres: Nothing further to report.

Becky mentioned she would be working on a new schedule for 2014-15.

The meeting concluded at 10:10am.

Next Meeting

The next meeting of the Risk Management Committee is June 20, 2014.

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