West Hills Community College District

RISK MANAGEMENT COMMITTEE
Minutes

January 16, 2009 - 9:00 a.m.  Teleconferenced District Board Room/Lemoore Room 124

PRESENT:  Anne Jorgens, Kathy Watts, Allen Moore, Nancy Clover for Jana Cox, Shaun Bailey, Charles Freeman.

ABSENT:  Carlos Diniz, Clifton Harris, Verna Hernandez, Marcel Hetu, Richard Larson, Stephanie Atkinson.

CALL TO ORDER:  Anne Jorgens called meeting to order 9:10 a.m.

Approval of Minutes:  Tabled until next meeting.

DISTRICT ACCIDENT-INCIDENT REPORT REVIEW:  Staff reviewed 2 reports. Anne asked Charles Freeman to provide an update on Exposure incident. Charles reported this was a clinical class hour’s incident, student potentially exposed via cough to a patient being tested for TB and report was made as required. They have since learned patient was not positive for TB.

CURRENT BUSINESS:

1. VIP-JPA Bi-Annual Assessment:
   Inspection report was attached to Agenda. Staff discussed reviewed Pages 1 thru 10. Anne reported it is not known how the West Hills has done compared to the other member districts, she understands that a 4 member district comparison is being prepared and will be submitted to the VIP Executive Board for their review. She felt our inspection report is a fair depiction of where the district is at currently and said she liked the new process. One item is deficient throughout the report and pretty much for all of the items inspected and that is the lack of Inspection Forms verifying safety inspections are done, recorded, filed and are available for review. These forms exist and should be reviewed and modified to meet our requirements. Staff recommended the forms be reviewed, modified as needed and should then be attached to the districts IIPP. Anne will bring them back for committee review. Anne asked staff what they would like to do with Inspection Report. Staff recommended Pages 1 through 10 should go to the Executive Committee for review and submittal to the Board of Trustees.

2. Fall Protection Program:
   Due to lack of quorum, 2nd reading of program document tabled for next meeting. Anne asked Shaun to see if he can find the training DVD or CD for the scissor lifts in Coalinga.

3. Hearing Conservation Program:
   Tabled to next meeting, plan not completed.

4. WHCCD Motor Vehicle Policy & Procedures:
   Tabled to next meeting, plan not completed.

NEW BUSINESS:

1. VIP-JPA Safety & Loss Control:
   Web Based Learning Management System update:  Currently; the IIPP, Chemical Hygiene and Hazard Communication training programs have been substantially completed. The plan is to provide the IIPP training for staff on the Classified Staff Duty Day scheduled for February 13th, 2009

2. Golf & Utility Cart Training update:  The initial training sessions have been completed and DVD’s, training manual and quiz information has been sent to the Coalinga, Lemoore and Farm department directors to implement the training for remaining and any new staff needing the training. Anne reminded staff the District position is no training - no cart and there are no exceptions.
STAFF REPORTS:

Update on Staff Training:

a) Faculty Flex-Duty Day – January 8th, 2009 - Anne reported and thanked Brian Abela for Chemical Safety In a Lab Environment training and Allen Moore who provided General Safety and Emergency training Break-out sessions at Lemoore Colleges Duty Day. It is not known if Coalinga College provided any safety

b) Classified Duty Day – February 13th, 2009 – Nancy updated staff on proposed training day. Due to construction on the Coalinga College and the lack of an area large enough to accommodate the Classified Staff, Dr. Lewallen requested it be held at the Lemoore College this year. They will have a full day of break-out sessions, but have reduced the number of break-out sessions that staff have to choose from.

c) Forklift Train-the-Trainer, February 24th, 2009 – Dave Beal, Bickmore Risk Services will provide the training it is scheduled for 9 a.m. to 4 p.m. at the Coalinga College Library Rm 6. The Class is for a maximum of 6 students and Anne asked Allen, Shaun and Richard to give her the name of who will be attending the class. Once trained these staff members will be able to provide forklift training and certification for district staff as needed every 3 years.

Department/Member Updates: Tabled for next meeting, ran out of time.

VIP/JPA ITEMS:
- VIP-JPA Safety & Loss Control Committee meeting minutes: October 8th, 2008 and November 12th, 2008
- VIP-JPA Safety Management Advisory Handouts:
  - Are Your Rooftops Winter Ready?
  - Good Samaritanism Died In A Car Crash. Anne asked staff to read this item as it is a disturbing court decision and one that “may” affect College staff. We will have to wait for another court case and decision to define the Good Samaritan rules for us again. In the meantime we all need to be careful.
  - Risk & Exposure Comparison. This was a handout and presentation at the last VIP-JPA Safety and Loss Control committee meeting, presentation was made to show how community colleges have the same risk exposures as the UC, CSU systems and in fact have more in some areas.

OTHER ITEMS: None

NEXT MEETING: February 20th, 2009 at 9 a.m.

Future meeting dates: March 27th, 2009 at 9 a.m.
April 24th, 2009 at 9 a.m.
May 8th, 2009 at 9 a.m.
June 12th, 2009 9 a.m.