

**El Camino Community College**

**Workplace Health & Safety Committee  
Wednesday, January 23, 2019**

**Present:** Adrian Amjadi, Michael Clifford, Christie Killduff and Valerie Wagner (Recorder).

**Absent:** Robert Brobst, Julienne Gard, Michael Pascual, Ana Tontcheva and Carl Turano.

- A. Call to Order:** Valerie Wagner called the meeting to order at 1:05 p.m.
- 1. Minutes:** The October 24, 2018 Committee Minutes were approved.
  - 2. Workers' Compensation:** Valerie Wagner reported that there were three injuries for the month of December 2018. One of the injuries has resulted in a Night Custodian presently off from work for a total of eighteen days, due to an injury to his Lumbar Spine area.
  - 3. Office of Safety and Health:** Valerie Wagner reported, that the SWACC Property & Liability Inspection will begin on Monday, January 28 and could take about 4 weeks to complete. Iris Penales, the Senior Loss Control Consultant with Keenan & Associates will be conducting the Inspection.

Iris Penales will also be conducting, the Hazardous Materials Inventory, which will start on Tuesday, February 19<sup>th</sup>. This process is very time consuming and may take up to 4 to 6 weeks to weeks to complete.

- 4. Safety-Related Work Order Report:** Michael Clifford reported on the following safety-related work orders: **94304** – Install vent cover in elevator, located in the Communications Building. This work order has been completed. **94824** – The emergency lighting to the Planetarium are not working. This work order has been completed. **94956** – Lighting to the exterior stairway on all floors of the Humanities Building need to be replaced. This work order has been completed. **94343** – Brakes to Facilities Work Cart, # 154 are not working properly. This work order is complete. **95521** – Lighting at the Dumpster Area of the Student Services Building need to be replaced. This work order has been completed.

**5. Old Business:**

**Natural Sciences** – Christie Killduff asked for an update on the installation of the sound barrier equipment for the Autoclave Room. Michael Clifford reported that all the materials have been received and will be scheduling a date and time, for the installation. ***According to Michael Clifford, installation of the sound barrier will not work since the exhaust system covers 3 classrooms and not just 1 classroom.***

**Earth Sciences** – Julienne Gard reported that during the Earthquake Drill, the 2 phones in both Natural Sciences room 218 and 219 did not work. Valerie Wagner recommended that a work order to Information Technology Systems work order needs to be generated to repair both phones. ***The repair of the 2 phones in Rooms 218 and 219 are still pending at this time.***

**Art Department** - Some time ago, the Art Department received new ceramic furnaces, which still have not been installed by the vendor. The furnaces take up a lot of space and are presently being stored on both our loading dock and the foundry. This of course, is a violation of the fire code since we do not have emergency access. The initial agreement with the company, included not only the purchase of the equipment, but also the installation as well. Unfortunately, the buyer at the time, did not include the installation in the final agreement and now the company will not install the furnaces. Valerie Wagner recommended, Dean, Berkeley Price contact Michael Pascual, the Director of Purchasing and address this problem with him in order to have this problem resolved. ***Adrian Amjadi reported that he and his Dean, Berkeley Price met with two separate vendors concerning the installation of the furnaces. One vendor provided us with a quote of \$ 7,000 and the second vendor quoted us for \$ 16,000. The installation of the equipment will take place within the next few months with the company that provided us with the quote of \$ 7,000.***

**Life Sciences/Natural Sciences** - Christie Killduff reported that Amy Grant, Dean of Natural Sciences would like to have a surveillance camera installed in the hallway next to LS-134. Apparently, someone graffiti the wall in this specific hallway. This hallway is problematic and poses both a safety and security concern. Valerie Wagner suggested that Amy Grant, speak to the Vice President of Academic Affairs, Jean Shankweiler due to the cost involved for installing a surveillance camera. Surveillance cameras not only involved campus police, but the ITS department also has to be involved in the installation. ***Valerie Wagner commented that the Division Dean, Amy Grant will need to include this Project on the Department's Program Review Report due to the necessary funding needed for this Project.***

Christie Killduff reported that she completed the Add/Move/Change 519 form, requesting the installation of additional microscope cabinets. The microscopes that the students are now using are very heavy and are stored in cabinets above the counters. Due to safety reasons, we need to have cabinets installed at each of the student's desks in LS-105. According to Amy Grant, the Dean of Natural Sciences, the Division does not have the budget to purchase the cabinets. The purchase of the cabinets for the microscopes was also included in the Program Review Report.

***Valerie Wagner commented that the Division Dean, Amy Grant will need to not only complete an 519 Form, but this Project must also be included on the Program Review Report, due to the necessary funding needed.***

#### **6. Division Reports:**

**Life Sciences/Natural Sciences** – Christie Killduff reported that the lighting to the Cadaver Rooms, LS 130, 132 and 134 are not working and a work order was submitted to Facilities. Michael Clifford commented that he would look for the work order and would make sure this was completed in a timely manner.

**7. Next Meeting:** Wednesday, March 27, 2019 at 1:00 p.m. in the 2<sup>nd</sup> Floor, Bookstore Conference Room, 253.