

Cuyamaca College Administrative Services

Safety Committee

Follow-up Notes

Wednesday, July 07

2:00 PM

PCR

Old Business

- Hazardous material pick up and disposal draft – Ron Knight
 - Ron passed out draft of Hazmat procedures
 - If changes are necessary, please e-mail Ron with changes
 - In order to keep better track of the Hazmat drums, Ron is going to design and distribute envelopes to be placed on drums with update information regarding disposal of drum material.
- Repetitive motion exercises – Ron Knight
 - Ron Knight will continue to search for an online software exercise program

New Business

- Rattle Snake Signs – Ron Knight
 - Ron will purchase 10 12" x 14" signs
 - Maintenance will mount on blue coffee can stands
 - Grounds will keep an extra eye open for snakes
 - Maintenance will make sure all drain openings have covers

Round Table

- We will invite Greg Gomez for Sharon Barrett

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Follow-Ups

Wednesday, August 11

2:00 PM

F106

Old Business

- Tailgate Safety Discussion on Repetitive Motion – Ron Knight
 - Ron gave a PowerPoint demonstration on repetitive motion
 - Ron will continue to discuss and demonstrate safety concerns at our meetings.

New Business

- Construction Projects Update
 - For all those who could not attend meeting, I will put a copy of this report in your mailbox
- Police Report
 - For all those who could not attend meeting, I will put a copy of this report in your mailbox

Round Table

Cuyamaca College Administrative Services

Safety Committee

Follow-ups

Wednesday, December 8

2:00 PM

F106

Present: Arleen Satele, Joel Javines, Sandy Phoenix, Ron Knight, Patty Stephenson

New Business

- Lights Out Around Campus
 - Public Safety will check the areas around campus that may not have adequate lighting or lighting that is not working properly, then report to Facility Department.
 - Operations will check the emergency lighting once a month in the LRC.
 - Operations will check the lights in the 'F' building hallway.
- Safety During Holiday Break
 - Admin Services will send out an all-site email regarding what to do if staff needs to be on campus during holiday break.
- Tailgate Safety Discussion - Ron Knight
 - Postponed until next meeting.

Old Business

- Construction Projects Update
 - Three new buildings to begin construction over the next several months.
- Police Reports

Round Table

- SWACC inspection on December 14. Ron Knight and Sal Espiritu will accompany the inspector.
- Safety meeting day and time changed to first Friday of month at 11am.
- Public Safety to provide a copy of emergency phones located in parking lots.