

West Hills Community College District – Risk Management Committee

Minutes August 26, 2016

Teleconferenced between DO Conference Rm., Lemoore Admin Building Rm.124

Call to Order

Meeting was called to order at: 9:33am

Becky introduced Rebecca Peterson and Ralph Meza with Visalia Unified School District. They would be observing the risk management meeting.

Approval of Minutes

Approval of the June 17, 2016 minutes were approved on a motion from Conne Cleveland and seconded by Clint Cowden.

District Accident-Incidents Review:

The team reviewed seven incident reports and ten employee incident reports.

Kyle expressed concern regarding the wasp sting incident. The employee was stung on the neck which could cause medical issues. He was concerned it took the employee a couple of hours to report. Becky explained the employee in question is typically in the office very early in the morning and it's possible nobody else is around and he didn't think to report it. She further explained what probably happened is he mentioned it to a co-worker and he was then probably alerted to report it.

Discussion was held regarding the wooden easel falling on an employee from inside the cabinet. Kyle asked if this was before or after the cabinet was fixed. Conne clarified it was before.

In regards to the incident with the cart, Becky explained it was not a golf cart but a rolling cart used to carry dishes. The cart was rolled over and employees foot.

Incident at the Farm of the Future. Employee strained abdomen area and may now require surgery.

One of the issues in the Child Development Center involves an employee tripping over a child. Conne explained the employee was trying not to hurt the child and fell. Employee may also need surgery.

Incident in the library discussed. Several students have had their foot swiped by the door as they are walking into the library at WHC Lemoore. Patrick explained he was not sure anything could be done to the door. Shaun Bailey and Dr. Harris mentioned it may be a good idea to tell students to not wear open-toed shoes.

The team also discussed the incident in the cafeteria at WHC Coalinga. A student was adjusting her chair in the dining hall and was pinched. Shaun stated the chairs are old and need to be replaced.

Team discussed a 5150 situation with a student. Student was taken to the hospital.

Team also discussed student slipping on grass. Becky asked if the grass was wet. Patrick explained it was not but it's sloped and student fell. There are sidewalks but the student did not use them.

Old Business:

- Emergency Response Drill Update: Becky reported the Board approved the vendor for the Emergency Response Drill. Concern about timelines with accreditation and whether it would allow for proper training for the drill were discussed. James asked if it would be possible to consider the Great Shakeout (Oct 2016) instead and do a full drill in Spring. WHC Lemoore is in discussion with Lemoore Police Department regarding active shooter training. Gritton thought this might be a good idea for Coalinga as well. Becky mentioned she was concerned about the bid and whether or not it would still be valid in the Spring if the timelines were changed.

New Business:

- Emergency Response Plan Annual Review: Distributed for review. Review of the plan is also a part of the bid for the Emergency Response Drill.
- Injury and Illness Prevention Plan Annual Review: Distributed for review.

SWACC-Keenan Items:

- SWACC Property & Liability Update: Kyle reported he needs a little more time but he will review the w/c data with the group. In reviewing the data, claims dipped in 2014. Currently, there are 21 claims for the year. WHC Lemoore has a high number of claims and may be attributed to nursing clinical students. Kathy Defede asked if her area could be carved out for BRN accreditation. Kyle confirmed.

The child development centers are broken up by site and can't combine. The report is also broken down by classification and injury type.

There are also a lot of miscellaneous claims. Becky asked Kyle if he could provide a list of those classified under this category in order to determine if the classification is wrong or if a new classification is needed for reporting purposes.

Lower back injuries are the biggest issue.

Gritton explained he wants to start a consent campaign and reviewed SafeColleges Title IX training. The training seems to be geared towards K-12. Kyle will review with others and see if there is anything available.

Safety Training Opportunities:

- *Keenan SafeColleges Training assignments:* Compliance still at 67%.

Communication/Advisory/Handout:

- PARMA 2017: Becky distributed the handout for the PARMA 2017 conference.

Member/Department Updates:

Bertha Felix-Mata: Bertha was had a question regarding the ICS team. She was concerned some people may not be comfortable with serving on team. Gritton stated she should make changes if needed. Bertha also asked how the evacuation center work at WHCC. Gritton mentioned Red Cross came but it was only used by one family.

Pat Sweeney: Nothing to report at this time. Cleaning some stuff in-house in regards to safety. Looking for training documentation.

Kathy Defede: Noting to report.

Brian Abela: Hazardous Waste picked up over the summer.

Cliff Harris: Recommended discussion of dress code policy or recommendation to recommend closed toe shoes to minimize incidents (library).

Officer McPherson: A few incidents but nothing crucial.

Clint Cowden: Coalinga High School offering dual credit classes at the Farm of the Future. People are parking in the instructional area. Kyle recommended a sign or a gate.

Shaun Bailey: Hectic first couple of days of school.

Conne Cleveland: Nothing to report. Sixteen resignations over the summer.

Mark Gritton: Requested crime stats for Clery report.

Meeting adjourned: 10:35am

//bc