

VENTURA COLLEGE

DRAFT -Health and Safety Committee - Minutes

Campus Center Conference Room

January 21, 2014

Present: Terry Cobos, Eileen Crump, Richard Forde, Greg Gillespie, Tyler Hickok, Mary Jones, Dave Keebler, Martin Navarro, Kelly Neel, Ann Nelson, Mike Pallotto, Celine Park, Angeles Rodriguez, Jenchi Wu, David Young
 Guests: Susan Langston, ARM-P, Sr. Account Mngr and Lisa Overholt, Claims Analyst Keenan & Associates (Workers' Comp Risk Mgmt. Svc. Plan)

Recorder: Maureen Jacobs

Handout: Keenan's Workers' Compensation Analysis FY10-13

Minutes:

Agenda Item	Summary of Discussion	Action if Required	Completion Time	Assigned to:
<i>OLD BUSINESS</i>				
Smoking Area, North Campus	Although there have been many requests to remove this "illegal" smoking area, it is finally being removed. Martin has placed signage directing smokers to the appropriate North parking lot.	Remove wall	01/31/14	Martin Navarro
Flu Vaccine	Mary reported that Student Health has a supply of flu vaccine. The flu is supposed to peak in February. If you haven't had your shot, have it soon.	Portal Announcement	01/23/14	Maureen Jacobs
Emergency Pamphlet	The pamphlet is printed and being put in classes and offices.	Post pamphlet	02/15/14	Mary Jones
Hand Sanitizers	Mary has received the supplies and dispensers for the hand sanitizers. Martin Navarro will organize M & O's installation at building entrances and computer labs.	Install hand sanitizer dispensers	02/01/14	Martin Navarro
Workers Comp Update	<ul style="list-style-type: none"> • Keenan presenters Susan Langston and Lisa Overholt reviewed Ventura College workers' compensation claims and costs FY10-13. • The handout will be posted on the Health & Safety website. • Top claimants are clerical staff, custodians and instructors. • We have 6 repeaters that represent 60% of the claims. • "Returns to work successes" works by modifying duties and keeping 			

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	costs down. <ul style="list-style-type: none"> Keenan will be offering online instruction in safety and ergonomics. 			
BICT Update	The Board approved the Maxient software purchase. This software will allow BICT teams to share information about difficult students who are attending more than one campus.			
Evacuation Chairs	M & O has installed the new evacuation chairs.			
NEWS: Shelter and Place Drill	We cannot do a lock down with adults and do not have set evacuation areas but we need to organize an annual "shelter in place" drill. Between now and the March meeting, think about a date/time/procedure to have this drill.	Suggest a shelter in place drill	03/1/14	Committee

NEW BUSINESS

Kognito	Kognito training is available on the Portal- Under Employee Information there is a section at the very bottom-labeled Safety: the training is " At Risk Students How You can Help".			
New Media Gallery Ramp	Jenchi Wu reported that the ramp is very dark. There is a light but it is not on.	Fix light	01/31/14	Martin Navarro
Future Meetings Dates	03/18, 04/15			

