

**Mt. San Antonio College
Health and Safety Committee
Group Memory of February 7, 2017**

Committee Members:			
X Dave Wilson	Melonee Cruse	X Peter Gonzalez	X Steve Shull
Patricia Swint (Keenan)	X Marti Whitford	X Carlos Duarte	Chris Shen
X Donna Lee	Joe Terreri	X Timothy Engle	X Duetta Langevin (Chair)
Manuel Marquez	X Joe Jennum	Ken McAlpin	
X Joanne Franco	X Bill Asher	X Sandi Horn	X Doris Torres (Notes)
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME	
1. Welcome/Introductions	No Changes	None	
2. Agenda Review	No Changes	Agenda Approved and Submitted	
3. Review Group Memory – January 12, 2017	No Changes	Memory Approved and Submitted	
4. Hazardous Log Form	Duetta – email received discussing proper lighting and cardboard box area, custodial department. Not enough lighting to work on this project after dark. Stairwells in building 60-61 very slippery when it rains Email on stairs that are slippery when wet between building 60 and 61	Possible vendor to assist in cardboard recycle project. For now the Manager has indicated no working after dark in that area. Once rain stops Bill will review to apply clear adhesive strips on stairwells to prevent slipping and determine what other stairwells need to be addressed for slip hazards	

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<p>5. Safety Quarterly Inspections Update</p>	<p>Duetta – discussed sample check list Steve has provided has not been completed.</p>	<p>Sample check list was discussed in last subcommittee meeting; committee did not meet in February. Sub Committee meeting will be scheduled for March 2017</p> <p>Keenan wants to look at Mt SAC program before providing the training</p>
<p>6. Emergency Preparedness</p>	<p>Melonee was not present to discuss Emergency Evacuation. Dave did say he heard all went well and very orderly.</p> <p>Duetta commented she did discuss with Melonee, radio training was needed for those employees who are new and do have radio access</p>	<p>Radios need updated battery pack for radio access</p>
<p>7. Rollover Production</p>	<p>Duetta - discussed, Brian from the warehouse department helped with a list of equipment in stock</p>	<p>Yadira will update equipment in stock sheet indicating, which equipment has rollover protection and seat belts</p>
<p>8. Workers Compensation Claims Review</p>	<p>Duetta discussed with committee: W/C injuries in January 2017</p>	
<p>9. Health and Safety Committee representatives</p>	<p>Duetta, and committee discussed what other departments should be involved in Health and Safety meetings.</p>	<p>Committee reviewed the spreadsheet no additional departments to add at this time, except for Sandi from purchasing – Duetta will discuss with Mike on the addition.</p> <p>Steve suggested if problems do occur in a specific department have a representative participate in Health and Safety meeting to resolve issues</p>

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		<p>rather than adding additional committee members – committee members agreed to this process rather than adding additional members.</p>
<p>10. Round the Table</p>	<p>Dave – Parking Lot issues, on emergency situations Duetta – Has implemented one page safety awareness papers for the Custodial department on specific task. Sweeping, moping. Etc. They will be having meetings once a month or weekly, to include a safety topic.</p> <p>ASCIP provides Safety Spotlight Resources for the district. Would this be helpful as a monthly newsletter? Email to share information? RM Connect? Update survey project</p> <p>Carlos asked about mandate, reporting and training – CANRA – further follow up needed with HR. Marti, Tim and Carlos did confirm there are students on campus that are under the age of 18. We need to determine the nature of who needs to be trained and provide some guidelines as a follow up to the training. Marti – also mentioned (FERPA) training.</p> <p>Bill - discussed Lock Project currently installing a button in campus safety with access control for lock down. Also, building 80 long term concerns, unable to leave the room and lock door. Card reader will lock door and button has been installed to lock doors from the inside. However, there was a test run; Bill was not satisfied with button installation. Committee discussed ID and Access Control</p>	<p>Dave will be meeting with the Captain from the Walnut Station on February 13, 2017 to discuss parking lots</p> <p>Duetta will present this safety resource to Mike.</p> <p>Various ideas were suggested from the committee on implementing safety resources. Email, post resources on copy machines, handouts etc. – committee will discuss next meeting on avenues to distribute information.</p> <p>Joe suggests providing a link on safety resources to the committee. Joe will present to instruction the information to the Deans, Division Team Meetings, Classified Staff; they can review topics and give suggestions.</p> <p>Bill will have a button installed with a lid, which would need to be lifted first before pressing the button</p> <p>Group discussion on security-</p>

		<p>identification badges along with card readers allowing access. All future buildings are being considered for this type of security access, the issue is retrofitting older buildings. More discussion to be determined on at least ID badges for all employees on campus. Steve indicated for a number of reasons in a catastrophe they could be used to determine people that are missing, on the back of the badge could discuss disaster service worker instructions, logging in and out of the EEOC. Dave indicated when there is an emergency to be able to identify employees of the campus. Dave indicated we have a master planning meeting on Thursday, both Dave and Duetta will bring this issue forward to be discussed and what is going into the masterplan to secure the campus as a whole.</p> <p>Duetta will discuss with IT to create a link on Risk website</p>
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FUTURE MEETING DATES (9:00 – 10:30 a.m.)

- March 7, 2017
- April 4, 2017
- May 2, 2017
- June 6, 2017
- July 4, 2017