

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of March 5, 2019**

**Committee Members:**

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| <input type="checkbox"/> Mike Williams           | <input type="checkbox"/> Melonee Cruse             | <input checked="" type="checkbox"/> Peter Gonzales | <input checked="" type="checkbox"/> Ray Monsack             |
| <input type="checkbox"/> Patricia Swint (Keenan) | <input checked="" type="checkbox"/> Marti Whitford | <input type="checkbox"/> Carlos Duarte             | <input type="checkbox"/> Tatianna Alonso/Student Rep        |
| <input checked="" type="checkbox"/> Donna Lee    | <input checked="" type="checkbox"/> Sheila Wright  | <input checked="" type="checkbox"/> Timothy Engle  | <input checked="" type="checkbox"/> Duetta Langevin (Chair) |
| <input type="checkbox"/> Joanne Franco           | <input checked="" type="checkbox"/> Joe Jennum     | <input checked="" type="checkbox"/> Ken McAlpin    | <input checked="" type="checkbox"/> Andie Solorzano (Notes) |
|  | <input type="checkbox"/> Bill Asher                | <input checked="" type="checkbox"/> Sandi Horn     |   |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>		
<b>2. Agenda Review</b>		
<b>3. Review Group Memory from February 5, 2019</b>	Reviewed and Approved	<b>Andie will post on the website</b>
<b>4. WC Claims - February – Andie</b>	The WC claims for February were reviewed with the committee. Risk will be working on future campaigns in regards to safety and worker’s compensation.	
<b>5. Hazard Reports – Needle Boxes in 9E, Bucket Truck, Gas leak in the BTC Kitchen</b>	<p>Last month a several mysterious box of sharps was left in 9E after hours. We are not sure who is leaving them. It has to be someone with a key. Duetta will be sending a memo to a few specific departments. Marti will put up a sign as well.</p> <p>Risk Management received a Hazard Form for the bucket truck that is being used. The concern is that it does not have a door to get in and out of the bucket which makes it difficult to lift all your entire weight to get out of it. Duetta has reached out to Brian in the garage to see what can be</p>	<p><b>Duetta will send out a Memo regarding the sharps.</b></p> <p><b>Duetta will follow up with Brian in the garage about the bucket truck.</b></p>

Health and Safety Committee  
Group Memory

	<p>fixed and or purchased to resolve the issue.</p> <p>Risk Management was informed on March 4<sup>th</sup> that there was a gas leak in the BTC kitchen and a possible fire that broke out. A work order was submitted and states it was completed and resolved. No detailed information was provided. Duetta wants more information provided on the resolution. The whys and will happen again. Could this happen again? More information pending and will follow up.</p>	<p><b>Duetta will follow up with the BTC kitchen gas leak to get more information of what caused it.</b></p> <p><b>IIIB</b></p>
<p><b>6. Emergency Management Updates – Duetta</b></p>	<p>Melonee has been working on the upcoming drill in April. All the building evacuation plans and trainings are should be complete by the end of March.</p> <p>The first of multiple mandatory trainings for the Emergency Operation Plan (EOP) will be taking place on March 15<sup>th</sup> from 1pm-3pm. The training will have about 30-34 people. Duetta will be talking about it and the roles in the monthly manager’s meeting later this week. The critical training will be about 5 hours and the general training will be about 2 hours online.</p> <p>The trainings scheduled that will involve some of the managers on the committee will take place in the POD loft on the following dates as of today.</p> <p>April 10<sup>th</sup> from 1-3:30  May 3<sup>rd</sup> from 1-4  May 31<sup>st</sup> from 1</p>	

<p><b>7. Roundtable</b></p>	<p>The Respiratory Program is being completed. If a respirator is not required it will not be used. Marti informed the committee that health services is not doing the fittings for the N95's for the students. They are only completing the questionnaire. Faculty will do the fittings.</p> <p>Duetta did speak with Mike Gregoryk about the smoking policy and about the concerns with the appeals process. The smoking policy has been reviewed by the President's Cabinet. Duetta reached out to Isaac in Student Life to find out more about the appeals process and has not heard back yet. Duetta is also looking into the skateboarding policy still as well and more information to follow.</p> <p>Marti shared with the committee that she attended a Stop the Bleed training. She wanted to know if we could have the same training on campus. Duetta agreed we could work on having that on campus. Health Services has Stop the Bleed kits. Ray did ask if we had them in each building and if not can we? The committee thought kits would be a good idea and the kits are customizable.</p> <p>CPR training is still available through POD. Ken will provide dates to Duetta to set up a CPR training and Stop the Bleed training for the night custodians on a Friday at 6pm.</p> <p>Working on Active Shooter Training. There will be a meeting next month or end of April.</p>	<p><b>Duetta will follow up with Isaac regarding the appeal process and smoking citations.</b></p> <p><b>Ken will follow up with Duetta on dates for CPR training.</b></p>
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Health and Safety Committee  
Group Memory

	<p>Ken reported back to the committee that all the exterior lighting issues are resolved.</p> <p>The last quarter safety inspection with POMS had to be re-scheduled due to the rain and Duetta will update the group one complete.</p>	<p><b>IIIB</b></p>
<p><b>9. Future Action Items:</b>  <b>Identification Badges-AP7121</b>  <b>TB Exposure Standard</b>  <b>Operating Procedures</b></p>		

**FUTURE MEETING DATES (9:00 – 10:30 a.m.)**

April 2, 2019

May 7, 2019

June 4, 2019