

**Mt. San Antonio College
Health and Safety Committee
Group Memory of January 9, 2018**

Committee Members:

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|---|--|--|---|
| <input checked="" type="checkbox"/> Dave Wilson | <input checked="" type="checkbox"/> Melonee Cruse | <input checked="" type="checkbox"/> Peter Gonzales | <input checked="" type="checkbox"/> Steve Shull |
| <input type="checkbox"/> Patricia Swint (Keenan) | <input checked="" type="checkbox"/> Marti Whitford | <input checked="" type="checkbox"/> Carlos Duarte | <input type="checkbox"/> Nicole Solis/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 checked="" type="checkbox"/> Joanne Franco | <input type="checkbox"/> Joe Jennum | <input checked="" type="checkbox"/> Ken McAlpin | <input type="checkbox"/> Andie Solorzano (Notes) |
| | <input checked="" type="checkbox"/> Bill Asher | <input checked="" type="checkbox"/> Sandi Horn | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	Introductions to Sheila Wright	
2. Agenda Review	Nothing to be added	** Meeting was recorded for Andie in her absence.
3. Review Group Memory – December 5, 2017	One Change to the Memory	Memory Updated and Approved
4. WC Claims for December 2017 – Duetta	2 contagious disease exposure – Students in the Clinical setting 1 Elbow contusion – Grounds – unhitching equipment from Gator. 1 stress claim Just filed from January 2016 in Student Services – don't know all the details as it new but it has to do with the work environment.	

<p>5. Hazards Reports – Duetta</p>	<p>1. Hazard Report - Building 9B – Items were blocking the exit way, it was reported and handled quickly. The items have been removed. There was also cabinet that was mentioned. Bill Asher checked it out and it is with in code. Questioned was asked if we Anchor the cabinets in case of an earthquake and it could block the walk way for someone in a wheel chair if it falls over during an emergency situation. Cabinet is used for storage. Duetta will work with Audrey to see about having moved.</p> <p>Duetta asked about the walkway with storage on the other side of the Access Department. Tim explained that they are moving to electronic files – paper files are being scanned in the process.</p> <p>There may be a new processes needed when requesting chairs to be cleaned and other requests. So items are not being stored in areas that create an issue.</p> <p>Susana Andrade and Kathy Alvarado on the second floor are contacts that we can work with for these requests.</p> <p>FUTURE ITEM – building standard – maybe we can do with these inspection – school dude is not good for a RUSH. Or Call</p> <p>HAZARD #2 - Building 17 – Mice problem. There is not a lot of traffic in that building as people moved to other facilities and offices. It was mentioned that food was left.</p> <p>Peter initially got the call – informed them that he was</p>	
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	<p>not trained to clean that and the person was still persistent. We will use an outside vendor. There was some miscommunication – they wanted the whole office cleaned. Other issues arrived after evaluating it. It typically is someone calls 4850 – that’s facilities it then depends on who takes the call and relays the messages for different situations. Discussed a possible form to obtain certain information who should respond out. Is it a risk? – It was a concern same with the explosion as well. Would a standard form work? Training online might help. Direction from Ken to the custodians is to call your manager if you are concerned about the call. Dispatchers after 4:30pm – custodial gets called for everything – what is protocol for dispatch and custodial? Training may help. Suggested as a good safety topic training in the custodial monthly training with Patricia at Keenan. Get awareness out there.</p>	
<p>6. Emergency Management – Melonee</p>	<p>Melonee passed out a handout on what she shared with cabinet – worked with POD and Lianne on what types of training is needed for all different staff members. Awareness presentation for all staff. For faculty as</p>	

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	<p>well. Melonee will it clean up and bring back to the committee. Brochure will be out for students soon. New requirements in regards to LA CUPA – HAZMAT Training plan has been submitted and waiting to hear back. Hazmat training will happen soon. Duetta mentioned ASCIP and Keenan provide HAZMAT training.</p> <p>Staff will need to be trained to the specific plan submitted. How to read SDS sheets and specific training to area. Can look at what is offered Online. What do I do with a spill?</p> <p>For students it should be included in the curriculum but it is not for all. Important to have on the syllabus. Will talk to Irene about it. – Duetta</p> <p>Handbook needs to be updated on key things- vape pens and other items.</p>	
<p>7. Round Table</p>	<ul style="list-style-type: none"> • Parking Signs are very difficult to see in the rain. They are dark. Grid has not been shared with campus safety yet. Duetta will check on why they didn't do the reflective could not remember why. Dave remembers because of the height. • Purpose and function approved and posted • Follow up on plan for power outage- will put on to paper and bring to the next meeting – Duetta 	

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	<ul style="list-style-type: none">• Emergency phones- who did assessment? Telecom- Project manager and IT- Duetta will follow up with Roger- phones are in lot M• LOT H doesn't have any• Iffiok in IT will know plan ----- how often are they used – more service them ER calls • Active shooter test – box is set up we just have not tested it yet.	
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11. Future Action Items: Identification Badges-AP7121 First Aid Kits TB Exposure Standard Operating Procedures		
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FUTURE MEETING DATES (9:00 – 10:30 a.m.)

February 6, 2018

March 6, 2018

April 3, 2018

May 1, 2018

June 5, 2018