

**Mt. San Antonio College
Health and Safety Committee
Group Memory of June 5, 2018**

Committee Members:

- | | | | |
|--------------------------------------------------|----------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Mike Williams | <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 type="checkbox"/> Timothy Engle | <input checked="" type="checkbox"/> Duetta Langevin (Chair) |
| <input type="checkbox"/> Joanne Franco | <input type="checkbox"/> Joe Jennum | <input checked="" type="checkbox"/> Ken McAlpin | |
| | <input type="checkbox"/> Bill Asher | <input type="checkbox"/> Sandi Horn | <input checked="" type="checkbox"/> Andie Solorzano (Notes) |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions		
2. Agenda Review	Reviewed	
3. Review Group Memory – May 1, 2018	Reviewed and Approved	Approved
4. Update Purpose and Function/ Goals for the Committee	<p>The committee reviewed the purpose and function that was submitted and approved by PAC in October 2017.</p> <p>We discussed the goals of the committee. Safety Inspections have been started and we are working with POMS to have these done on a quarterly bases. A Safety newsletter was another one of the goals for this year and the committee has agreed to utilize the newsroom on the Mt. SAC website to get information and training out pertaining to safety and emergency topics. Duetta will be submitting our progress to the president.</p> <p>In October we will review the purpose and function along with creating new goals and submit them to PAC. For the 18-19 year.</p>	<p>After reviewing the purpose and function the committee agreed to add “emergency preparedness and training”</p> <p>Campus accidents reports and safety reports, recommendations as needed.</p> <p>We will also have a button on the Risk Management website specific for safety news.</p>

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<p>5. WC Claims for May 2018 – Andie</p>	<p>Discussed WC claims from May with the committee.</p>	<p>Duetta plans on reaching out to the programs that have clinical students to discuss proper procedures when out at our partnered facilities to make sure that we are trying to limit the injuries and exposure as much as possible. Also she will work on being part of the student worker orientations as well to provide injury information.</p>
<p>6. WC Trends/ Risk Improvement Action Plan</p>	<p>Duetta presented to the group a presentation provided by our worker’s compensation insurance carrier showing our trends in losses and action plan for risk management. The committee was able to how many claims we have had and the cost of these claims with in the last 5 years. It provided a look at the frequency and severity of the injuries as well as which departments most of the injuries are coming out of.</p> <p>The action plan will be to continue having monthly safety trainings in those high frequency departments with our Keenan representative Patricia. Patricia will be reviewing the OSI training videos to help with our training with in the custodial group. This is the program that the custodians use.</p> <p>Duetta mentioned to the group that we will be starting a program called company nurse for any injured worker. It is a toll free line that allows you to speak to a nurse to triage the situation before going straight to the clinic. This should be rolled out by August 1, 2018.</p>	

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<p>7. RFP Update</p>	<p>The district did a request for proposal for our worker’s compensation and general liability coverage. It has been decided that we are staying as is with Keenan & Associates for Worker’s compensation and ASCIP for the General Liability coverage. This allows us to have more access to different resources having two different carriers.</p>	
<p>8. Hazard Report – staircase in building 4</p>	<p>Risk received a hazard report regarding the stairs in building 4. A person fell off the landing at the bottom of the stairs and it was submitted to our office as possible hazard. There are already markings on the flooring. A suggestion after discussion was possibly changing the floor texture and or color for a visual change to help warn that there is a step. Also possibly extending the railing out.</p>	<p>Duetta will take a look at the area and report back to see what is possible.</p> <p>There is a stripe of yellow tape on the step to differentiate elevation also striping on the stair case the rail does extend out to the end of the stairs</p> <p>IIIB</p>
<p>9. Emergency Management updates</p>	<p>An email will be going out this week about the upcoming evacuation drill on October 11, 2018. Melonee handed out a map to show what areas would be involved in the evacuation. For the disaster preparedness week we will be focusing on trainings. Help maybe needed with contacting previous vendors and seeking out possible new vendors. Maps and directions for parking will need to be provided to those participating. The event area will need to be requested through 25 live. Help will also be needed with getting welcome packages together. Melonee will be the main contact and responsible for contacting the vendors. The Risk office can help with maps and parking passes. The active shooter will continue to be rolled out.</p>	<p>IIIB</p>

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	<p>LA County Fire/ CUPA came out and inspected are underground storage tanks and they found a couple clerical errors. We also have above storage tanks with 17, 000 gallons of material. These are at the farm, air crafts maintenance and transportation garage. A plan was created and up and running. It was submitted to CUPA.</p>	
<p>10. POMS – Safety Inspection Update</p>	<p>The inspections were discussed in the Memory review at the beginning of the meeting. The next safety inspection will be on 6/19/18.</p>	<p>IIIB</p>
<p>11. Carlos list – Questions regarding evacuation procedure/ protocols.</p>	<p>Carlos and Melonee were contact a manager in building 6 regarding the evacuation they most recently had. The manager brought up a couple concerns and Carlos wanted to get some clarification and discuss with the committee.</p> <p>There was discussion regarding floor captains and building managers and what is there role with checking rooms and getting people out. Some doors are locked and they cannot get in to check. During this evacuation in building 6 floors were swept and doors where knocked on to make all aware of the evacuation but in fact a staff member had headphones on and didn't know the evacuation was taking place.</p> <p>Suggestions from the committee were that when behind locked doors at least one headphone off and that you are still able to hear if someone is knocking or there is an alarm that goes off for an evacuation. Floor captains and building marshals are comfortable in their</p>	<p>IIIB</p> <p>There were no comments or concerns about the building evacuation</p> <p>Recommended to discuss this in the training that is providing during the building evacuation training</p> <p>Duetta will add a section to the building plans called standard operating procedures making this one of them to</p>

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	<p>rolls and provide more training for them. It was suggested to have trainings for each building with all roles present to make sure everyone is on the same page. Also to have the manager present as well. Melonee will work on these trainings.</p> <p>It came up that not all building managers have a master key which is something that they should have.</p> <p>It was asked if the strobes could be used in these type of situations and after discussion it is something that would have to be looked into and probably would want to be something that we got in the habit of doing</p>	<p>serve as a reminder.</p> <p>Duetta will work with Melonee on development of guidelines for the Building managers, floor captains etc.</p>
<p>12. Future Action Items: Identification Badges-AP7121 First Aid Kits TB Exposure Standard Operating Procedures</p>		<p>Duetta will put the power outage standards on the website. Duetta will meet with Marketing about the Newsroom. Suggestion was to have “lessons learned” posted too. Based on situations that occur and what the outcome was.</p> <p>Suggestion: AED placement on the maps. Jeffery George in IT would be the contact for this. He can be emailed.</p>

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

July – No meeting
August 7, 2018 – meeting cancelled
September 4, 2018

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October 2, 2018
November 6, 2018
December 4, 2018