

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of September 6, 2016**

<b>Committee Members:</b>			
X Dave Wilson	X Melonee Cruse	Peter Gonzalez	X Steve Shull
X Patricia Swint (Keenan)	X Marti Whitford	X Carlos Duarte	Chris Shen
X Donna Lee	X Joe Terreri	X Timothy Engle	X Duetta Langevin
Manuel Marquez	Joe Jennum	Ken McAlpin	
X Joanne Franco	X Bill Asher	X Sandi Horn	X Doris Torres (Notes)
<b>ITEM</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTION/OUTCOME</b>	
<b>1. Welcome/Introductions</b>	No Changes		
<b>2. Agenda Review</b>	Review August 2 <sup>nd</sup> Agenda, No Changes		
<b>3. Review Group Memory – August 2, 2016</b>	No Changes		
<b>4. Hazardous Log Form</b>	Passed the form around to review discussed and indicated that the form was fillable online and can be emailed		

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<p><b>5. Quarterly Inspections – Accreditation Requirement</b></p>	<p>Committee discussed Safety committee inspection, and where to change our location, walk through, inspect certain areas, and hold certain departments accountable to do more monthly inspections quarterly. OSHA forms,</p>	<p>Keenan will provide self-inspection form that they use when a RASP contract is in place for other clients to provide quarterly inspection services Discussion on a sub-committee for this process and what that might look like - Steve, Melonee, Sandi, Carlos, Bill Joanne, and Donna volunteered for the sub-committee to develop the inspection process Initial committee date Sept 22<sup>nd</sup>, 2016 – Duetta will steer the committee and send a meeting planner.</p>
<p><b>6. Risk Management Forms</b></p>	<p>Committee discussed Risk Management Forms, Instructions, employee instruction with worker’s comp with a supervisor instruction. Different Accident report, offsite on site injury report, Duetta indicated majority of the forms are going to be fillable on line forms that can be emailed. Marti brought up the need to have a form distinctive for third party injuries versus students.</p>	<p>Duetta will provide and implement instructions for a 3<sup>rd</sup> party Accident report vs student form, bulk email with instructions will be sent out to all staff once the forms have been reviewed by the committee and are posted to the RM website. Duetta will send an email to all committee members to review the forms before posting to the website</p>

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<p><b>8. Ergonomics Account</b></p>	<p>Committee discussed Ergonomics</p>	<p>Duetta - Mike and Rosa will be setting up Ergonomics fund for employee ergonomics. Will be able to have stock at hand Patricia (Keenan)- indicated there is a Ergonomics app web link is Office Ergonomics Images</p>
<p><b>9. Review of Training Information Provided to the committee</b></p>	<p>Committee discussed Training information</p>	<p>Duetta would like to see each department on training for new hires and annual trainings. Assign training by each department. Implement emails. Keenan has training for employees If employees have a listing of training they can register through POD and POD will direct to the link for training on employees record of training. Risk Management will coordinate with departments on mandatory training matrix that need assistance to implement facility mandatory trainings</p>
<p><b>10. Round the Table</b></p>	<p>Marti – Discussed Sexual Assault/Child Abuse for students and staff Patricia – Forklift Training and dates Melonee – New Hire Orientation she would like to see ER Response/Actions – Steve-does ASCIP have a disaster service worker training in place –Duetta will follow up. Marti – commented 7 - 911 calls in 3 hours when Public Safety should be called first. How can we</p>	

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	<p>eliminate dialing 911, contact Public safety instead of 911 – further discussion for the next meeting. How can we get the information out to the students in regards to the information? Maybe on message boards etc. Steve discussed about the paragraph that he has on his syllabus for his fire technology class. He will bring that paragraph next meeting to discuss having faculty add it to their syllabus for the students to serve as a reminder.</p>	

<http://inside.mtsac.edu/organization/committees/safety/>

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

**October 4, 2016**

**November 8, 2016**

**December 6, 2016**