

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of February 4, 2020**

**Committee Members:**

- |  |  |   |   |
|--|--|---|---|
| <input checked="" type="checkbox"/> Mike Williams  | <input type="checkbox"/> Emergency Mgr             | <input type="checkbox"/> Peter Gonzales           | <input checked="" type="checkbox"/> Ray Monsack             |
| <input type="checkbox"/> Patricia Swint (Keenan)   | <input checked="" type="checkbox"/> Marti Whitford | <input checked="" type="checkbox"/> Carlos Duarte | <input type="checkbox"/> Vacant/Student Rep                 |
| <input checked="" type="checkbox"/> Donna Lee      | <input type="checkbox"/> Sheila Wright             | <input checked="" type="checkbox"/> Timothy Engle | <input checked="" type="checkbox"/> Chuck Clemente (ASCIP)  |
| <input checked="" type="checkbox"/> Joanne Franco  | <input checked="" type="checkbox"/> Joe Jennum     | <input checked="" type="checkbox"/> Ken McAlpin   | <input checked="" type="checkbox"/> Duetta Langevin (Chair) |
| <input checked="" type="checkbox"/> Gabriel Aragon | <input type="checkbox"/> Bill Asher                | <input checked="" type="checkbox"/> Sandi Horn    | <input checked="" type="checkbox"/> Andie Solorzano (Notes) |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>		
<b>2. Agenda Review</b>	Reviewed	
<b>3. Review Group Memory – January 7, 2020</b>	Reviewed and Approved	<b>Andie will post to the website.</b>
<b>4. WC Claims – January – Andie</b>	Andie reviewed the Worker’s Compensation Claims with the committee for January.	
<b>5. Hazard Reports – Duetta</b>	<p>Duetta informed the group that in January mercury was found in a classroom from a broken thermometer. A vendor did come out to clean the area and the employee that found it was evaluated for the exposure and released.</p> <p>A hazard report was turned in yesterday regarding the missing light pole near building 80 and parking lot F. In looking at the pictures provided other lights near that area.</p>	<p><b>IIIB</b></p> <p><b>Duetta will go look at the area at night and assess whether or not more light is needed.</b></p>

Health and Safety Committee  
Group Memory

<p><b>6. Emergency Management Updates – Duetta</b></p>	<p>The emergency manager position has closed and Duetta is looking to hire by March or April.</p>	
<p><b>7. Campus Camera Updates</b></p>	<p>Blue Phone Meeting is taking place later on today.</p>	<p><b>IIIB</b></p>
<p><b>8. Roundtable – Duetta</b></p>	<p>AED Guidelines &amp; State ED Code – The AED guidelines have changed in the last 2 years. All medical has been taken out of it and CPR has been taken away. It is available on the Risk website. Do we need more AED’s on campus and where? Andie will pull an expense run over the last 3 years.</p> <p>Sharps Containers on Campus – It was discussed with the group on whether we need public sharps containers available on campus. There are containers in Health Services and Student Services. Pharmacies do have boxes for sharps that you can turn back into them when full. So we may not need to add any if the current situation is working with no issues. The custodians will every so often come across sharps in the trash bins.</p> <p>Duetta pulled up AP 6530 College Vehicles/ Transportation and reviewed it with the group on areas that she wants to update along with AP 4350 Student Travels. Suggested Updates:</p>	<p><b>Andie will pull the numbers and cost for last 3 years for Duetta to review on AED’s. Schedule a meeting with Marti, Joe Jennum, Campus Safety and Duetta.</b></p> <p><b>Ken will keep track on how often the custodians are coming across these sharps and report back.</b></p> <p><b>IIIB</b></p>

Health and Safety Committee  
Group Memory

	<ul style="list-style-type: none"> <li>• Mandatory Van safety and distracted driver training valid for 2 years.</li> <li>• A valid driver’s license for at least a year.</li> </ul> <p>Duetta is looking into custodial, maintenance regarding driving training as a requirement. Once updates are made Duetta will send the updated version to the committee to review before submission.</p> <p>BP 6750 Traffic and Parking Regulations – Duetta pulled up the BP to review with the committee. Campus Hours need to be added into this BP. Many questions came up on specifics of the updates so it was suggested that Duetta and Mike Williams have a separate meeting on the updates and will update the committee after.</p> <p>Radios for the custodian group - Duetta is meeting with Mike Nichols and will set a meeting with Ken and Mike to discuss. The goal would be to have them out before the next spring drill.</p> <p>First Aid Kits for the custodian were brought up. This will be further discussed with Duetta and Ken on updated kits.</p>	<p><b>Mike and Duetta to meet about BP 6750 –Traffic and parking Regulations.</b></p> <p><b>Emergency Radio Meeting with Mike Nichols and Ken.</b></p> <p><b>Set a meeting for updating first aid kits for the custodian group.</b></p>
<p><b>9. Future Action Items: Identification Badges-AP7121 TB Exposure Standard Operating Procedures</b></p>		

Health and Safety Committee  
Group Memory

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

March 3, 2020

April 7, 2020

May 5, 2020

June 2, 2020

No July Meeting