

**Mt. San Antonio College
Health and Safety Committee
Group Memory of October 27, 2006**

Committee Members:

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|--|---|---|---|
| <input type="checkbox"/> Doug Evans | <input checked="" type="checkbox"/> Donna Lee | <input checked="" type="checkbox"/> Joe Terreri | <input checked="" type="checkbox"/> Jim Hudson (Guest-Keenan) |
| <input type="checkbox"/> Trinda Hoxie | <input checked="" type="checkbox"/> Karen Saldana (Chair) | <input checked="" type="checkbox"/> Sky Wang | |
| <input checked="" type="checkbox"/> Don Hurdle | <input checked="" type="checkbox"/> Sandy Samples | <input checked="" type="checkbox"/> Deidre Vail (Alternate) | |
| <input type="checkbox"/> Joe Jennum | <input checked="" type="checkbox"/> Kent Smith | <input checked="" type="checkbox"/> Carol Nelson (Notes) | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	The new student representative, Sky Wang, was welcomed as a new member.	None needed.
2. Agenda Review	Member Joe Terreri requested that we discuss the bee problem on campus.	Added to the agenda as number 9.
3. Review Meeting Notes from September 15, 2006	<p>Meeting notes reviewed and approved as written.</p> <p>Update: There have been no more gas issues in Building 60. Recently, the smoke alarm was tripped when someone lit a Bunsen burner. Don noted that someone lit the Bunsen burner with a match and not a striking instrument. Kent said they are in the process of working out sensitivity issues on the smoke alarms.</p> <p>Update: Kent is waiting for a reply from the DSA Inspector regarding the re-opening of a door for the LAC to provide for an additional exit.</p> <p>Update: The committee agenda and memory is now posted on the website at inside.mtsac.edu/organization/committees. Therefore, we will not be sending copies of the meeting notes to the Association-presidents. If needed, they can access it online or receive notes from their representatives on this committee.</p> <p>Update: There is still an issue of injury and possible injury with the trash carts. It was noted that a request has been made for budget for replacement of the two carts and Don</p>	None needed.

	<p>has asked the Budget Committee to move it up in prioritization.</p> <p>Deidre would like to know if the asphalt by Building 15 could be fixed, as it makes it difficult for teachers to pull carts up the hill. Also the ramp by the Child Development Center seems to have a piece of concrete missing. Karen recommended that Deidre fill out a Hazard Report Form. Kent noted that the concrete ramp by the Child Development Center is in the system and will be fixed.</p>	
4. Workers Compensation Loss Report (Jim Hudson)	<p>Jim distributed Mt. SAC's Loss Reports and explained Mt. SAC's workers compensation frequency and severity rates.</p>	<p>Some Committee members would like total incurred costs for specific departments. Jim to check on same-size campus frequency and severity rates to see where how Mt. SAC compares rates.</p>
<p>5. SB198 Safety Items</p> <ul style="list-style-type: none"> • Safety Communication • Review of Workers' Compensation Injuries • Review of Non-Employee Incident Log • Hazard Report Log 	<ul style="list-style-type: none"> • No Safety Communication • Reviewed log • Reviewed log • No Hazard Report Log 	<ul style="list-style-type: none"> • None needed. • Carol to follow up on Auxiliary Services injury--checking to see if there is a problem with the floor mat. • None needed. • None needed.
6. Illness and Injury Prevention Program	<p>A copy of the memo to Mike Gregoryk was distributed. Karen is waiting on copies of the plan and Mike will present the Program to President's Cabinet. It is anticipated that H/R will distribute the booklet to all new employees. All current employees will receive the Program and have to return a signed acknowledgement.</p>	<p>Karen to send memo and IIPP to Mike Gregoryk.</p>
7. Evacuation Maps	<p>Karen working with John Beckton and Gary Nellesen on Evacuation Maps. In the future, Evacuation Maps will be specified in the architect's plans for all new buildings. According to the Health and Safety Code, emergency evacuation information is only required in multi-level office buildings, but it is recommended that the Campus follow the same regulations for all Buildings.</p>	<p>None needed.</p>

	Deidre wants to know if the Campus has an evacuation alarm for buildings. Kent and Don spoke with an engineer and the fire alarm system can accommodate a loud-speaker. It was recommended that the fire alarm be pulled if a building needed to be evacuated.	
8. AED Replacement	A memo from Sandy Samples was handed out to all employees. There are 6 units that need to be replaced due to a CPR guideline change. Our current AED's cannot be reprogrammed and must be replaced. Since no department "owns" these units, it is recommended that the Health and Safety Committee submit a New Resources Allocation Request with a recommendation to replace all 6 units now.	A consensus was made that the Health and Safety Committee submit the New Resources Allocation Request for the replacement of all 6 units.
9. Bee Problem	Karen asked Joe to complete a Hazard Report and turn it in to Risk Management.	None needed.
10. Miscellaneous	Karen recommended that the Health and Safety Committee meeting be increased to 2 hours. Joe recommended that the Safety Committee use a Listserve.	The Committee will meet from 9:00 to 11:00 a.m. the third Friday of the month. Karen to talk with IT about a Listserve.
11. Future Agenda Item		
<ul style="list-style-type: none"> • Return-to-Work Program • BBP Plan up-to-date with online training (Sandy Samples) • Medical Provider Network • Assumption of Risk – P.E. Students (awaiting legal opinion) • Walking students on Grand/Temple • Smoking Survey 		

FUTURE MEETING DATES (9:00 – 11:00 a.m.), Conference Room 4-101

Friday, November 17, 2006

Friday, December 15, 2006 (Final Exams)