

**Mt. San Antonio College
Health and Safety Committee
Group Memory of February 9, 2007**

Committee Members:

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|--|---|---|---|
| <input type="checkbox"/> Doug Evans | <input type="checkbox"/> Donna Lee | <input type="checkbox"/> Joe Terreri | <input checked="" type="checkbox"/> Jim Hudson (Guest-Keenan) |
| <input checked="" type="checkbox"/> Trinda Hoxie | <input checked="" type="checkbox"/> Karen Saldana (Chair) | <input type="checkbox"/> Sky Wang | |
| <input checked="" type="checkbox"/> Don Hurdle | <input checked="" type="checkbox"/> Sandy Samples | <input checked="" type="checkbox"/> Deidre Vail (Alternate) | |
| <input checked="" 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		None needed.
2. Agenda Review		Add 7. Snow Creek Spill. Add 8. Alcohol and Other Drug Policy (AOD)
3. Review Meeting Notes from November 17, 2006	<p>Meeting Notes were reviewed.</p> <p>Update 7. Future Meeting Dates. Karen asked the group to reconsider scheduling a couple meetings--April 20th meeting move to April 13th, May 18th meeting move to May 11th.</p> <p>Update 8. First Aid Kits. Karen talked with Carol Baker about first aid kits in the vans. The vans and cars do not have first aid kits in them currently. It was requested that the instructor or division office that is checking the van out provide the first aid kit. Physical Education already has a program where first aid kits are checked-out on all off-campus trips. It was recommended that first aid kits be available at division offices for instructors who want to check-out kits for their field trips.</p> <p>Update 10. Gas Issue Bldg 60. Gary and Larry have met to discuss changes to the building. <i>Typo smell.</i></p> <p>Update 11. AED Replacement. Karen received a grant for the replacements of AED's. Replacements are on order and should be in soon.</p>	<p>Update 7. Re-scheduling of April and May meetings were agreed to.</p> <p>Update 8. The committee recommends that first aid kits be available at all division offices for instructor check-out for field trips. Language will be included on the field trip forms.</p> <p>Update 10. All facilities issues need to be reported to the Facilities Dept. ASAP.</p> <p>Update 11. Sandy will be contacting the respective departments to schedule new training.</p>

	Update 12. Bee Problem. Due to the cost, Carol Baker recommended that we purchase 10 lids to move to various locations.	Update 12. It was agreed by the committee to purchase the 10 lids.
4. SB198 Safety Items <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"> • None. • Reviewed injuries November 1, 2006-January 31, 2007 • Reviewed incident log. Goggles are only required in certain labs. Karen to refer to MSDS regarding PPE for students. <i>Typo methylene.</i> • Reviewed log. 	<ul style="list-style-type: none"> • None needed. • None needed. • Kent reported that Gym 3 sidewalk has been ground down. • Log will be posted online. It was noted that the 10/27/06 issue has not been resolved--there was no funding for repairs.
5. Disaster Preparedness Update/Planning	<p>Our consultant has reviewed the Disaster Plan and Karen is going over the final draft. In the past, the Safety Committee made a recommendation to the V.P. to approve the Disaster Plan. The Plan is considerably larger than the last one, since it contains SEMS/ICS/NIMS requirements.</p> <p>Karen distributed a draft copy of Emergency Procedures for Faculty & Staff.</p>	<p>Our consultant is going to put together an abbreviated SEMS/ICS training session to present to this committee.</p> <p>Karen would like all committee members to review and comment on the program.</p>
6. 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 		<p>Add Discussion on Student Travel Agreement form.</p> <p>Add Alcohol and Other Drug Program (AOD).</p> <p>Gary Nellesen to give a construction update on March 16th.</p>
7. Snow Creek Spill	<p>Kent reported that in Parking Lot H, there was a white glue run-off into the storm sewer system, which leads to Snow Creek. The product is rated as environmentally safe. The product is being contained. The County Haz Mat team was</p>	<p>None needed.</p>

	sent out and suggested that we isolate it to our area, pump out the residual that was remaining in our pipes and flush the water down.	
<p>8. Alcohol and Other Drug Program (AOD)</p>	<p>Sandy reported on the Alcohol and Drug Program, which is required since the College receives Federal funds. The Health and Safety Committee reviewed this policy in 2002. The College is required to review the program and policy every other year on even years, due most recently in December, 2006. Sandy has been doing some preliminary work on the program. Sandy is going to meet with H/R, Public Safety, Student Life, Student Representation, Health Services, and Risk Management.</p>	<p>Sandy to get some reading material out to all committee members so that we can put something together quickly and get it approved.</p> <p>Sandy needs statistics on employee related drug and alcohol offenses or violations, and what sanctions were applied, from 2002-2006. From Student Life, Sandy needs the same information for students.</p>

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

- Friday, March 16, 2007
- Friday, April 20, 2007 (changed to April 13, 2007)
- Friday, May 18, 2007 (changed to May 11, 2007)
- Friday, July 20, 2007
- Friday, August 17, 2007
- Friday, September 21, 2007
- Friday, October 19, 2007