

**Mt. San Antonio College
Health and Safety Committee
Group Memory of April 13, 2007**

Committee Members:

- | | | | |
|---------------------------------------|---|---|---|
| <input type="checkbox"/> Doug Evans | <input checked="" type="checkbox"/> Donna Lee | <input checked="" type="checkbox"/> Joe Terreri | <input checked="" type="checkbox"/> Brian Wong (Guest-Keenan) |
| <input type="checkbox"/> Trinda Hoxie | <input checked="" type="checkbox"/> Karen Saldana (Chair) | <input checked="" type="checkbox"/> Sky Wang | |
| <input 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"/> Jill Miller (Notes) | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions		None needed.
2. Agenda Review		
3. Review Meeting Notes from March 16, 2006	<p>Meeting notes were reviewed.</p> <p>Update on ramp outside Building 4 – Diedre Vail reported that the ramp has been completed.</p> <p>Update First Aid Kits – Sandy Samples and Karen Saldana have not had an opportunity to meet.</p> <p>Update AED - Sandy has started the training. New units will not be issued until training has been completed.</p> <p>Update Student Travel forms – outstanding item. Deidre Vail recommended a campus-wide email reminder be sent out to the effect that these forms are required.</p> <p>Update – Bees - Karen Saldana reported trash can lids have been ordered using safety credits. If bees are sighted on campus, Kent Smith requested that an EIWOS form be submitted.</p> <p>Joe Terreri asked that IT place the Safety Suggestion Hazard Report on the internet in word format.</p>	The following change was made to the Memory of March 16, 2007 – The fence on the median strip near Building 66 is on the <u>East</u> side of the Building not West side.
4. Alcohol & Drug Policy	Sandy Samples distributed copies of the Drug Free Environment and Drug Prevention Program Biennial Review for recommendations. The Committee reviewed and	

	<p>approved the draft with the following changes: Under 7 – add: “ f. Distribute as part of Health and Safety Memory. Under Recommendations – “4. Should read: <u>Continue</u> the practice. “</p> <p>Trinda Hoxie will be doing the section on the process for employees to receive the required information on an annual basis.</p> <p>After the document is finalized, Karen Saldana will submit it to Mike Gregoryk for his approval, then it will go to President’s Cabinet. It will also be put on the PAC agenda for their awareness.</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 	<p>The Committee questioned the item regarding employee stepping on tree pod. Karen Saldana explained this incident did not happen on Mt. SAC campus. It was at Long Beach City College.</p> <p>The Committee questioned the item of an employee falling off the stage during a rehearsal for Puttin on the Hits. Bill Eastham has had a reflective line installed to indicate the end of the stage.</p> <p>Brian Wong and Jim Hudson will work on guidelines for mercury spills.</p> <p>Need for formaldehyde training was discussed.</p>	<p>Drug and Alcohol Policy will be attached to the email of the Memory.</p>
<p>6. Disaster Preparedness Update/Planning – Evacuation Procedures</p>	<p>Karen Saldana reported the Plan is complete. After evaluation by the Committee, the next step is to train the essential personnel. A one-page evacuation plan needs to be developed and drills scheduled.</p>	
<p>7. Safety Credit Request – Air Conditioning, Water and Welding Technology Department</p>	<p>Karen Saldana reported that this request did not get to the Safety Committee before the deadline, but all purchases have been approved by Mike Gregoryk using safety credits.</p>	

8. Future Agenda Items <ul style="list-style-type: none"> • Block Schedule – 2007 • Proximity of ashcan to trashcan • 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, May 18, 2007 (changed to May 11, 2007)
- Friday, July 20, 2007
- Friday, August 17, 2007
- Friday, September 21, 2007
- Friday, October 19, 2007

Mt. San Antonio College
Drug Free Environment and Drug Prevention Program
Biennial Review
April 2007

An ad hoc committee of the Health and Safety Committee comprised of representatives from Risk Management, Human Resources, Student Life and Student Health Services conducted a review of the Alcohol and Other Drug Prevention Program.

Program Requirements:

1. All employees and students shall receive annual notification of standards of conduct, a description of sanctions for violating federal, state, and local law and campus policy, a description of health risks associated with alcohol and drug use, and a description of treatment options.
2. Biennial review of the effectiveness of the drug prevention program, consistent enforcement and application of sanctions, and to implement necessary changes.

Findings:

1. All of the required information is found in the following publications:
 - a. The schedule of classes, which must be accessed to register;
 - b. The college web page, which is the primary vehicle by which students enroll;
 - c. The Student Handbook, which is provided to every first time student as part of mandatory orientation;
 - d. In the College catalogue;
 - e. On all student and employee parking permits.
2. Recommendations made from the prior biennial review were not implemented and will be included as on-going recommendations.
3. Board Policy 3550, Drug Free Environment and Drug Prevention Program, was reviewed. No changes were recommended.
4. Administrative Procedure 3550, Drug Free Environment and Drug Prevention Program, was reviewed. Minor changes were made and will be submitted for approval.
5. A review of employee drug and alcohol-related incidents reveals no reports in the past 4 years.
6. A review of student drug and alcohol-related incidents reveals 18 reports. Early cases indicated inconsistencies in the application of sanctions. With the addition of a Dean position, sanctions have been applied in a consistent manner.
7. Alcohol and other drug educational activities included:
 - a. A Drug and Alcohol Awareness day was sponsored by the Associated Students on April 10, 2003. The purpose was to educate students about the dangers of excessive drug and alcohol use. The CHP and other related organizations were on campus to provide demonstrations

and literature was distributed about the consequences of drug and alcohol abuse.

- b. The College was the host site for a one day "TIPS" training program. This program was attended by other college administrators from the region. This program resulted in the certification of attendees to train students in the TIPS concepts and strategies which provide students with methods to create safe, responsible and socially enjoyable environments.
- c. On October 25, 2005 and April 12, 2006 representatives from the National Council on Alcoholism and Drug Dependence (NCADD), participated in an event for the campus community. This event focused on providing information on drug and alcohol dependence, resources for treatment, and other social support programs.
- d. A Health Fair has been held annually. Representation from the Social Model Recovery Systems, which is a community service program that offer recovery services and substance abuse treatment programs, as well as multiple other community agencies that address alcohol and drug issues.
- e. Up to 80 classroom visits per academic term have been presented by a Student Health Services health promotion specialist. Part of the presentation includes medical, counseling and referral services offered for drug and alcohol-related needs.

Recommendations:

1. There is no process to assure that employees receive the required information on an annual basis.
Action: The Director of Human Resources will develop a process to assure annual notification of employees.
2. The policy notification for new employees is outdated.
Action: The Director of Human Resources will update the information to reflect current policy and resource information.
3. There is a need to distribute the plan to key offices and departments including the offices of athletic trainers, counselors, Public Safety, the President, and the library.
Action: The Director of Student Health Services will develop a draft to be approved by the Ad Hoc Committee prior to distribution.
4. An annual alcohol and drug educational event will continue to be coordinated by Student Health Services.

Approved by: Health & Safety Committee
2007

Karen Saldana, Chairperson

Date: April 13,