

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

Committee Members:

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

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions		None needed.
2. Agenda Review		Add 6. Faculty Recommendation for Increase in Membership. Add 7. AED update (Sandy). Add 8. AB1088 update (Sandy).
3. Review Meeting Notes from April 13, 2007 and May 11, 2007	The April 13, 2007 Memory was already reviewed at the May 11, 2007 meeting. May 11, 2007 Memory was reviewed with one correction.	Joe Terreri's name back as an attendee for the May 11, 2007 meeting.
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 from 4-1-07 through 6-30-07. • Reviewed Incident Log. • Reviewed Hazard Report Log. 	<ul style="list-style-type: none"> • None. • Check with Horticulture on where rebar was sticking out of ground on 6/25/07 injury for possible Maintenance Work Order. • Mercury spill guidelines are completed and Jim will send to Karen. • None required.
5. Disaster Preparedness Update	Karen handed out a Building Manager Listing, listing the Building Managers in each building. Karen spoke about the Open Forums and the questions and concerns she received from various staff. Karen would like to utilize the Building Marshal system. Our first drill will be September 12, 2007. Only 4 buildings will be evacuated. Deidre suggest that the notice for the time goes out ASAP to Faculty. Karen	<p>Correction: Gary Kay will be the Building Manager in Building 4. Some Managers never received the list via e-mail. Karen to check the Management List Serve.</p> <p>An Ad Hoc committee was formed for the Disaster Preparedness Program. Karen</p>

	<p>requested that the committee meet more frequently or form an Ad Hoc committee while we are going through the Disaster Preparedness process.</p>	<p>would like to meet the week of July 23rd. Sandy, Don, and Deidre volunteered to be on the Ad Hoc committee. Jim will also sit in on meetings. Karen to notify Ad Hoc committee via e-mail with date and time. Sandy only available Monday or Tuesday of that week.</p>
<p>6. Faculty Recommendation for Increase in Membership</p>	<p>Karen received a request via e-mail to increase Faculty membership on the Health and Safety Committee to 3 members, due to an overwhelming response by Faculty. Currently, the membership is comprised of 10 members.</p> <p>Issues raised by members:</p> <ul style="list-style-type: none"> • The bigger the group, the harder it is to get things done. It slows the process down. • The Faculty and Classified representation should be equitable. • The Emergency Preparedness is a very small part of our Health and Safety Committee Purpose & Function Statement. To add more Faculty members to the Health and Safety Committee doesn't make sense if the interest is only in the Emergency Preparedness issue. • Recommend that more Faculty sit on the Emergency Preparedness Ad Hoc committee. <p>A question was raised: Why does Faculty feel the need to increase membership on this committee? What do they need that they aren't currently getting with the membership they have?</p> <p>Deidre stated that she believe the Virginia Tech tragedy has raised their concerns. Their concern was that if an emergency happens, that Faculty will be impacted most.</p>	<p>Karen to pose questions and concerns of the committee to Mike Gregoryk and Terri Smith-Long.</p>
<p>7. AED Update (Sandy)</p>	<p>5 out of 6 AED's are distributed and training is done. Training for the Wellness Center is scheduled for next week.</p>	<p>None required.</p>

<p>8. AB1088 Update (Sandy)</p>	<p>AB1088 is Sexual Assault Legislation for employees and students. There is a Student Services committee assigned to AB1088. The legislation states that as a Community College, we must include sexual assault prevention and education, post information on the web, and notify employees annually of the sexual assault legislation.</p>	<p>Informational purposes only.</p>
<p>9. Miscellaneous</p>	<p>The Alcohol and Other Drug Policy that was just revised. Sandy would like to tackle the Alcohol and Other Drug Policy in a notebook, with multiple links on the website.</p>	<p>Karen to send AOD policy to Mike to take to President's Cabinet.</p>
<p>6. Future Agenda Items</p> <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 		<p>Remove Block Schedule-2007 from Future Agenda Items</p>

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

- Friday, August 17, 2007
- Friday, September 21, 2007
- Friday, October 19, 2007