

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of August 17, 2007**



**Committee Members:**

- |   |   |  |  |
|---|---|--|--|
| <input checked="" type="checkbox"/> Jeff Parker | <input type="checkbox"/> Donna Lee                        | <input type="checkbox"/> Deidre Vail                     | <input type="checkbox"/> Jim Hudson (Guest-Keenan) |
| <input 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 type="checkbox"/> Sandy Samples                    | <input type="checkbox"/> Student - Vacant                |  |
| <input checked="" type="checkbox"/> Joe Jennum  | <input checked="" type="checkbox"/> Kent Smith            |  |  |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	Doug Evans is on an extended vacation and will be retiring.	<b>Jeff Parker will be replacing Doug Evans on this committee.</b>
<b>2. Agenda Review</b>	Since there is not a faculty representative present, table number 5 for another meeting.	<b>Number 5 tabled for next meeting.</b>
<b>3. Review Meeting Notes from July 13, 2007</b>	<p><u><b>Updates</b></u></p> <p>Number 4. The rebar on the employee injury of 6/25/07 was removed already. Jim is not available today and is working on the Mercury spill guidelines.</p> <p>Number 5. A new Building Manager Assignment list was handed out to all members.</p> <p>Number 6. A letter Karen sent to Mike Gregoryk regarding increasing the faculty representation on this committee was handed out to all members. Mike agreed that the membership on the committee will remain the same and two additional faculty members will be appointed to the Emergency Preparedness Ad Hoc Committee that was formed at the last meeting.</p>	<b>Group Memory approved as written and will be posted.</b>
<b>4. SB198 Safety Items</b>	<ul style="list-style-type: none"> <li>• Safety Communication</li> <li>• Review of Workers' Compensation Injuries</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> <li>• Reviewed Employee Injuries. A question was raised as to whether or not we can install back-up sounds on campus vehicles so that people will hear</li> </ul>
		<ul style="list-style-type: none"> <li>• None required.</li> <li>• None required. Karen to check with Brian in the garage to see if we are disconnecting back-up</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Review of Non-Employee Incident Log</b></li> <li>• <b>Hazard Report Log</b></li> </ul>	<p>when a vehicle is backing-up.</p> <ul style="list-style-type: none"> <li>• None.</li> <li>• None.</li> </ul>	<p><b>sounds.</b></p> <ul style="list-style-type: none"> <li>• <b>None required.</b></li> <li>• <b>None required.</b></li> </ul>
<p><b>5. Day/Time Change for future meetings</b></p>		<p><b>Tabled for next meeting.</b></p>
<p><b>6. Emergency Preparedness Ad-Hoc Committee update</b></p>	<p>A revised Building Evacuation Plan was handed out to all members. The drill on September 12<sup>th</sup> will take place at 1:30. The four buildings that will be evacuated are 4, 9C, 60, and 66. Kent expressed his concern with requiring Building Managers to possibly shut down utilities at Buildings (Page 12, under NOTE).</p> <p>The first work study session with Building Managers was held with managers earlier this week. Good feedback was received from all. At this session, the Managers asked for a one-page bulleted general evacuation procedures to post in offices and classrooms. A copy of this posting was handed out to all members.</p>	<p><b>Karen will rewrite the section to have Building Managers know where the utilities are, but not to shut them down.</b></p>
<p><b>7. Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>• <b>Proximity of ashcan to trashcan</b></li> <li>• <b>Return-to-Work Program</b></li> <li>• <b>BBP Plan up-to-date with online training (Sandy Samples)</b></li> <li>• <b>Medical Provider Network</b></li> <li>• <b>Assumption of Risk – P.E. Students (awaiting legal opinion)</b></li> <li>• <b>Walking students on Grand/Temple</b></li> <li>• <b>Smoking Survey</b></li> </ul>		

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