

**Mt. San Antonio College
Health and Safety Committee
Group Memory of March 4, 2008**

Committee Members:

- | | | | |
|--|---|--|---|
| <input checked="" type="checkbox"/> Jeff Parker | <input checked="" type="checkbox"/> Donna Lee | <input checked="" type="checkbox"/> Alina Birca | <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"/> Odette Richardson | <input type="checkbox"/> Student - Vacant |
| <input checked="" type="checkbox"/> Don Hurdle | <input checked="" type="checkbox"/> Sandy Samples | <input type="checkbox"/> Frank Williams | |
| <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	Introductions were made. Kent Smith is leaving the College and, therefore, he was presented with a Certificate of Appreciation for his years of service on the Health and Safety Committee.	None.
2. Agenda Review	Agenda was reviewed. Jeff Parker and Sandy Samples would like to add Temporary Medical Parking Stalls to the agenda.	Add Medical Parking Stalls as number 8.
3. Review Group Memory from December 4, 2007	<p>The Group Memory was reviewed. Updates:</p> <p>Karen Saldana will request that the Mercury Spill procedures be included in the Chemical Hygiene Plan which will be presented to the committee for approval at a future meeting.</p> <p>The College has an ASCIP approved Assumption of Risk form that can be used by the Physical Education department for students that engage in high risk activities. It was recommended that the District seek a legal opinion on the retention of student medical release information.</p> <p>A couple months ago there was a safety issue regarding the mantle in Founders Hall. Some employees have hit their head on the mantel. Kent stated the mantel is cut into the marble and cannot be moved or replaced. It was recommended that something be placed on top of the mantel to bring attention to it and having Event Services not place the podium so close to the mantelpiece.</p> <p><i>5. Update of Facilities Issues – G. Nellesen.</i> Gary Nellesen to return to a future meeting to discuss Facilities issues. Parking and students crossing</p>	<p>Karen to get legal clarification regarding faculty accepting medical releases from students. Sandy Samples to send Karen some specific questions/concerns to submit to the attorney.</p> <p>Karen to talk with Founders Hall about the placement of items on the mantelpiece and Event Services about the set-up of the podium.</p>

	roads were discussed. There was discussion about the Sheriff's Department involvement with traffic issues.	
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 for the period December 1 – February 29, 2008. • None. • None. 	<ul style="list-style-type: none"> • None. • None. • None. • None.
5. Emergency Preparedness Ad-HOC Committee Update	<p>The Task Force has been meeting monthly. Their goal is to have the Emergency Operations Plan completed and reviewed by the State by the end of the fiscal year. Jeff Parker announced that the College is going to have a joint exercise (active shooter) in June with all local agencies. Karen noted that the February evacuation drill went well. She predicts that all buildings will have been through a drill by December 2008.</p>	<p>None.</p>
6. Compliance Programs Update <ul style="list-style-type: none"> • Bloodborne Pathogens Program (first review) • Alcohol and Other Drug Policy (status) • Illness and Injury Prevention Program (status) 	<p>Karen Saldana and Robin Flint are putting together a proposal for Cabinet of a training model for all classifications of employees. She would also like to post all compliance programs on the College's website.</p> <ul style="list-style-type: none"> • The Bloodborne Pathogens Program needs to be distributed to all employees. • The Alcohol and Other Drug Policy is a policy mandated by the State. Both students and employees must receive yearly notification. When the plan was reviewed in April 2007, there were 4 recommendations made for follow up. Sandy recommends a Task Force be established, consisting of Dyrell Foster, Trinda Hoxie, Jeff Parker, and Sandy Samples. • Karen Saldana recommends that she give an overview of the IIPP during new hire orientation (which is going to be reinstated). There are also video training sessions through ASCIP that are available to us. The IIPP is up for review. Karen has reviewed it and there are no recommendations for changes. It was recommended that POD help with scheduling training of existing employees. Keenan provides IIPP training through the PIPS program. 	<p>Karen Saldana to send committee members the login information for the ASCIP training website for review and the IIPP.</p> <ul style="list-style-type: none"> • Odette and Trinda to review the Bloodborne Pathogen Program. Karen to send via e-mail to both. • Sandy to send the AOD policy to task force members via e-mail and return to the next meeting with an update. • Odette to review IIPP and send comments to Karen. It was recommended that the IIPP be recommended for approval and distribution at the next meeting.

<p>7. AP3503 (Samples)</p>	<p>Sandy Samples brought the AP3503 – Emergency Procedures for review. There are some inconsistencies in the AP with what the College is actually doing. The AP needs to be revised to be consistent. All faculty needs to be notified of the College's emergency procedures.</p> <p>Jeff Parker has been asked to produce a sign large enough to be seen across a classroom of the emergency telephone numbers and locations of the blue emergency phones.</p>	<p>Jeff Parker notified the committee of a campus e-mail that is going to be sent out regarding Emergency Procedures and Public Safety's responsibilities.</p> <p>Jeff Parker to review AP3503 for consistency.</p>
<p>8. Medical Parking Stalls (Parker and Samples)</p>	<p>Many years ago there was a program where students could go to Student Health Services and get a temporary disability permit. The Sheriff's Office did not agree with the College distributing those. The College then designated parking stalls around the campus for parking with a special medical parking permit from Student Health Services. Many of these stalls are left unused. Staff that park in Lot A-1 have complained about 2 stalls in their lot. Jeff Parker and Sandy Samples would like the committee to look at those stalls and determine whether or not to continue to provide these stalls or possibly find an alternate program. Sandy Samples and Jeff Parker to bring options back to the committee.</p>	<p>Place on the Agenda for the next meeting.</p>
<p>9. Future Agenda Items</p> <ul style="list-style-type: none"> • Assumption of Risk – P.E. Students • Return-to-Work Program • Medical Provider Network 	<p>None.</p>	<p>None.</p>

FUTURE MEETING DATES (9:00 –10:30 a.m.), Conference Room 4-101

April 1, 2008 (Reschedule to April 15, 2008)
 March 4, 2008
 May 6, 2008
 June 3, 2008