

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of May 6, 2008**

**Committee Members:**

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|---|---|--|--|
| <input checked="" type="checkbox"/> Jeff Parker | <input checked="" type="checkbox"/> Donna Lee             | <input checked="" type="checkbox"/> Odette Richardson    | <input checked="" type="checkbox"/> Roger Sneed    |
| <input type="checkbox"/> Trinda Hoxie           | <input checked="" type="checkbox"/> Karen Saldana (Chair) | <input type="checkbox"/> Frank Williams                  | <input type="checkbox"/> Jim Hudson (Guest-Keenan) |
| <input checked="" type="checkbox"/> Don Hurdle  | <input type="checkbox"/> Sandy Samples                    | <input checked="" type="checkbox"/> Carol Nelson (Notes) | <input type="checkbox"/> Student – Vacant          |
| <input type="checkbox"/> Joe Jennum             | <input checked="" type="checkbox"/> Alina Birca           | <input checked="" type="checkbox"/> Gary Nellesen        |  |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>		<b>None.</b>
<b>2. Agenda Review</b>	The Agenda was reviewed.	<b>Add new number 9. Campus Site Inspection</b>
<b>3. Review Group Memory from April 15, 2008</b>	The Group Memory was reviewed.	<b>Memory approved as written. Memory will be posted.</b>
<b>4. SB198 Safety Items</b> <ul style="list-style-type: none"> <li>• <b>Safety Communication</b></li> <li>• <b>Review of Workers' Compensation Injuries</b></li>   <li>• <b>Review of Non-Employee Incident Log</b></li> <li>• <b>Hazard Report Log</b></li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> <li>• Reviewed Injuries for the period April 1 through April 30, 2008. Questions were made about the nursing students and what kind of PPE is required at the contracted hospitals.</li>   <li>• None.</li> <li>• Revised log was reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>None.</b></li> <li>• <b>Karen to work with Sarah Daum on reducing the frequency of student injuries.</b></li> <li>• <b>None.</b></li>   <li>• <b>Item 1 is repaired and will be completely repaved once the contractors leave the area. Item 2 has been partially resolved, 2 speed humps are being installed, but a lighting study has not yet been conducted. Item 3 is going out to bid for exterior improvements.</b></li> </ul>
<b>5. Emergency Preparedness Task Force Update</b>	The Task Force has reviewed Chapter 6. They are on track to complete the Emergency Operations Plan (EOP) by the end of the fiscal year.	<b>None.</b>

<p><b>6. Compliance Programs Update</b></p> <ul style="list-style-type: none"> <li>• <b>Bloodborne Pathogens Program (status)</b></li>   <li>• <b>Alcohol and Other Drug Policy (status)</b></li>   <li>• <b>Illness and Injury Prevention Program (status)</b></li> </ul>	<ul style="list-style-type: none"> <li>• The Program is almost complete. A few clarifications were made regarding covered classifications. Sharps containers are located in Bldg. 60-2<sup>nd</sup> floor (multiple), Bldg. 12-storage closet, Bldg. 7-1<sup>st</sup> Floor labs (multiple), Bldg. 67 A &amp; B (multiple), Farm-each unit.</li>   <li>• An updated Alcohol and Other Drug Policy and Acknowledgement were distributed to all Committee members. Sandy noted that some minor additions need to be made.</li>   <li>• The IIPP has not been implemented or distributed to employees.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Changes were made. Karen to e-mail final document to Committee members. Program will be recommended for approval at the June meeting.</b></li> <li>• <b>The Committee approved the modifications to the existing program. Sandy Samples to get final copy of the Program to Karen who will present the modified program to Mike Gregoryk.</b></li> <li>• <b>Make notation on cover page approved “May 2008” and it was recommended by the Committee to distribute the program to all employees by (tentatively) June 30<sup>th</sup>.</b></li> </ul>
<p><b>7. AP3503 Emergency Procedures (Update)</b></p>	<p>Jeff Parker handed out the current AP, the recommended, modified AP, and a classroom/office posting. Changes to second paragraph of the recommended language should read, “Incidents <b>shall</b> be reported...” The posting will be posted in every room on campus. These postings will be temporary until permanent signage can be purchased.</p>	<p><b>The temporary postings are ready to be posted.</b></p>
<p><b>8. Committee Goals</b></p>		<p><b>Tabled for next meeting.</b></p>
<p><b>9. Campus Site Inspection</b></p>	<p>Karen would like the Health and Safety Committee to complete a site inspection at our next meeting on June 3<sup>rd</sup>. Karen requested that someone volunteer their location to be inspected. It was recommended to inspect Building 69.</p>	<p><b>Karen to call the Dean of the Welding Department to notify them of the inspection.</b></p>
<p><b>10. Miscellaneous</b></p>	<p>A rapid-response training exercise with the Sheriff’s Department will occur on Sunday, June 8<sup>th</sup> on campus. Buildings 66 and 67A will be isolated and used during the drill.</p>	<p><b>All campus will be notified of the drill.</b></p>

<b>11. Future Agenda Items</b> <ul style="list-style-type: none"><li>• <b>Retention of Medical Release Records</b></li><li>• <b>Return-to-Work Program</b></li><li>• <b>Medical Provider Network</b></li><li>• <b>Mercury Spill Procedures (Hudson)</b></li><li>• <b>Biennial Review of the Alcohol and Other Drug Program (December 2008)</b></li></ul>		
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**FUTURE MEETING DATES (9:00 –10:30 a.m.), Conference Room 4-101**

June 3, 2008