

**Mt. San Antonio College
Health and Safety Committee
Group Memory of August 19, 2008**

Committee Members:		
<input checked="" type="checkbox"/> Jeff Parker	<input checked="" type="checkbox"/> Donna Lee	<input checked="" type="checkbox"/> Odette Richardson
<input checked="" type="checkbox"/> Trinda Hoxie	<input checked="" type="checkbox"/> Karen Saldana (Chair)	<input checked="" type="checkbox"/> Frank Williams
<input checked="" type="checkbox"/> Don Hurdle	<input checked="" type="checkbox"/> Sandy Samples	<input type="checkbox"/> Gary Nellesen
<input checked="" type="checkbox"/> Joe Jennum	<input checked="" type="checkbox"/> Alina Birca	<input checked="" type="checkbox"/> Roger Sneed
		<input checked="" type="checkbox"/> Carol Nelson (Notes)
		<input type="checkbox"/> Jim Hudson (Guest-Keenan)
		<input type="checkbox"/> Student – Vacant
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions		None.
2. Agenda Review	The Agenda was reviewed. Committee Members requested two items be added to the Agenda.	Earthquake Evacuations and What Will You Do? Guide will be added to number 5.
3. Review Group Memory from May 6, 2008	The Group Memory was reviewed.	Memory approved as written. Memory will be posted.
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 May-July 2008. • None. • Revised log was reviewed. 	<ul style="list-style-type: none"> • None. • None. • None. • Updates: #2 – Light survey was done. Report is not yet completed. #4 – Light is being kept on at all times. #5 – Handrails have been installed. #7 – The clarifier was capped and it was removed. W/O closed. #8 – Pending.
5. Emergency Preparedness Ad Hoc Committee Update <ul style="list-style-type: none"> • Mobile Command Post 	The Ad-HOC committee met in July and will meet in September to finish the Emergency Operations Plan. <ul style="list-style-type: none"> • Public Safety has a Mobile Command Post that is now operational. 	None. <ul style="list-style-type: none"> • None

<ul style="list-style-type: none"> • Earthquake Evacuations • What Will You Do? Guide 	<ul style="list-style-type: none"> • Building 7 has not yet participated in an evacuation drill so there was much confusion after the earthquake. Communication was an issue to the entire campus. • Jeff Parker is setting up teams to be in each quadrant during evacuations. 	<ul style="list-style-type: none"> • Building 7 will be participating in an evacuation drill in the next few months. Karen to distribute a report to entire campus of comments received after the evacuations. Two-way radios will be distributed to all buildings which have participated in an evacuation drill. • Jeff Parker to set up Public Safety teams to be stationed in each quadrant during a major campus evacuation.
<p>6. Compliance Programs Update</p> <ul style="list-style-type: none"> • Bloodborne Pathogens Program (status) • Alcohol and Other Drug Policy (status) 	<ul style="list-style-type: none"> • The BBP only needs to be given to employees who have been identified as high-risk. • A draft of the plan was distributed. Sandy also distributed a copy of the Executive Summary, which gives program requirements and a checklist. The Administrative Procedure had not yet been implemented. An Ad hoc committee needs to be formed. 	<ul style="list-style-type: none"> • The plan will be distributed with an acknowledgement form to specified employees. ASCIP on-line training must also be completed. • Sandy to check on the status of the Administrative Procedure. The Ad hoc committee members are Sandy Samples, Jeff Parker, Trinda Hoxie, and Dyrell Foster with an update to the Health & Safety Committee at our next meeting. The Ad hoc committee will meet 1 hour before our next meeting.

<ul style="list-style-type: none"> • Illness and Injury Prevention Program (status) 	<ul style="list-style-type: none"> • The IIPP still needs to be distributed to employees. 	<ul style="list-style-type: none"> • The plan will be placed on inside.mtsac.edu and a hard copy be given to all new employees with an acknowledgement form.
<p>7. Committee Goals</p>		<p>Tabled for next meeting.</p>
<p>8. Use of Force Policy</p>	<p>Ginny Burley asked that the Health & Safety Committee review the Policy for discussion. There currently is no policy on use of force for Public Safety Officers and, currently, many officers carry different items. Jeff Parker drafted and distributed a copy of the Use of Force Policy to the committee members. The Use of Force Policy is going to Board in September. Officers will be issued pepper spray (Public Safety and Parking) and a telescoping baton (Public Safety) and will be trained on the use of both items on a continual basis.</p> <p>Some questions that were raised by Committee Members: What is the liability for the College or Public Safety employees? This Policy would help protect any employee who would be sued for using force, which is why the College should have a Use of Force Policy and receive training. If an employee violates the Policy, that employee would be disciplined accordingly.</p> <p>Are calls that Officers are being sent on getting worse? In general, society seems to be getting worse and Public Safety Officers are responding to an increasing number of radio calls for high-risk situations.</p> <p>Is this going to be enough? Yes, for now. Many community colleges are going to sworn departments. Currently, the culture here is that the Public Safety Department can protect the needs of our District. This is pro-active position to take that will protect the officers and the students.</p> <p>Officers take an extremely pro-active role during serious situations on campus. All Public Safety Officers are instructed to call the Sheriff's Department before responding to any fights.</p>	<p>None.</p>

9. Miscellaneous	The September 2 nd meeting needs to be rescheduled to September 23 rd .	An e-mail will be sent to all members reminding them of the change in meeting date.
11. Future Agenda Items <ul style="list-style-type: none">• Retention of Medical Release Records• Return-to-Work Program• Medical Provider Network• Mercury Spill Procedures (Hudson)		

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

September 2, 2008 (Rescheduled to September 23, 2008) Canceled
October 7, 2008
November 4, 2008
December 2, 2008