

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of October 7, 2008**

**Committee Members:**

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| <input type="checkbox"/> Jeff Parker           | <input checked="" type="checkbox"/> Donna Lee             | <input checked="" type="checkbox"/> Odette Richardson | <input checked="" type="checkbox"/> Carol Nelson (Notes) |
| <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 checked="" type="checkbox"/> Sandy Samples         | <input type="checkbox"/> Gary Nellesen                | <input type="checkbox"/> Student – Vacant                |
| <input checked="" type="checkbox"/> Joe Jennum | <input checked="" type="checkbox"/> Alina Birca           | <input type="checkbox"/> Roger Sneed                  |  |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>		<b>None.</b>
<b>2. Agenda Review</b>	The Agenda was reviewed.	<b>Add Electrical Safety Demonstration as number 9.</b>
<b>3. Review Group Memory from May 6, 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>• An employee injury prompted a need for a Safety Bulletin on Electrical Safety.</li>   <li>• Reviewed Injuries for the period August 1-September 30, 2008.</li>   <li>• None.</li>   <li>• Revised log was reviewed. Sandy Samples noted that cars drive very fast through the access road behind 67B, posing a hazard to pedestrians.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Don Hurdle and Karen will be putting together a Safety Bulletin on Electrical Safety.</b></li> <li>• <b>None.</b></li>   <li>• <b>None.</b></li>   <li>• <b>The Hazard Report form was sent to Gary Nellesen for response.</b></li> </ul>
<b>5. Emergency Preparedness Ad Hoc Committee Update</b>	The Committee still has 3-4 chapters to review. The Committee will meet more frequently to get through the chapters. The Committee is hoping to have the written plan completed by March 2009.	<b>The ad hoc committee will present the final plan to the Health and Safety Committee.</b>
<b>6. Compliance Programs Update</b> <ul style="list-style-type: none"> <li>• <b>Bloodborne Pathogens Program (status)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Karen is waiting for USHW to review the last section. Employees will get a copy of the plan at time of training--which will be on-line. Annual</li> </ul>	<ul style="list-style-type: none"> <li>• <b>When the plan is rolled out it will be placed on the</b></li> </ul>

<ul style="list-style-type: none"> <li>• <b>Alcohol and Other Drug Policy (status)</b></li> <li>• <b>Illness and Injury Prevention Program (status)</b></li> </ul>	<p>training will be conducted in the Fall.</p> <ul style="list-style-type: none"> <li>• The ad hoc committee has not yet met. Sandy will try and coordinate a meeting with all members. Sandy has put together a draft of all documents required.</li> <li>• The program is ready to go and all new hires will receive a copy through H/R and an announcement with a link to all current employees.</li> </ul>	<p><b>Risk Management website.</b></p> <ul style="list-style-type: none"> <li>• <b>None.</b></li> <li>• <b>None.</b></li> </ul>
<p><b>7. Electrical Safety Demonstration (Hurdle)</b></p>	<p>An employee was shocked plugging in a mercury vapor lamp that was dropped. Don Hurdle demonstrated how the shock occurred. A Safety Bulletin will be sent to the entire campus on the dangers of electrical appliances.</p>	<p><b>A general Safety Bulletin on the importance of being safe around electrical appliances.</b></p>
<p><b>8. Committee Goals</b></p>	<p>Goals:</p> <ol style="list-style-type: none"> <li>1. Meet monthly to discuss SB198 Safety Items</li> <li>2. Annual review of compliance programs</li> <li>3. Karen to inquire about student representation on committee with Associated Students</li> <li>4. Members to attend training sessions of compliance programs</li> <li>5. Fire extinguisher training</li> <li>6. Lockout/tagout program</li> <li>7. Chemical hygiene program</li> <li>8. Hazard communication program</li> </ol>	<p><b>None.</b></p>
<p><b>9. Medical Marijuana (Samples)</b></p>	<p>Two students came into the Health Center on the same day with medical marijuana issues. Both students had prescriptions. One student wanted to smoke it on campus between classes. Health and Safety Code states you cannot use marijuana within 1000 feet of a school. Sandy would like to incorporate the issue of medical marijuana into the Board Policy on Drug Free Environment and Drug Prevention Program.</p>	<p><b>The medical marijuana issue will be incorporated in the Drug Free Environment and Drug Prevention Program Board Policy.</b></p>
<p><b>10. Miscellaneous</b></p>	<p>The Risk Management website will be updated and have much more information about drills that have been conducted, evacuation plans, debriefs, tips on how to prepare yourself at home, etc.</p> <p>The area around some fire ant hills were located was closed off and sprayed. Joe Jennum recommended that all divisions/departments that regularly use a specific area know when that area is closed off.</p>	<p><b>The Risk Management website will be updated soon!</b></p> <p><b>Karen Saldana will notify Facilities of the recommendation.</b></p>
<p><b>11. Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>• <b>Retention of Medical Release Records</b></li> <li>• <b>Return-to-Work Program</b></li> </ul>		

<ul style="list-style-type: none"><li>• <b>Medical Provider Network</b></li><li>• <b>Mercury Spill Procedures (Hudson)</b></li></ul>		
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**FUTURE MEETING DATES (9:00 –10:30 a.m.), Conference Room 4-101**  
November 4, 2008  
December 2, 2008