

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

Committee Members:		
<input type="checkbox"/> Jeff Parker	<input checked="" type="checkbox"/> Donna Lee	<input type="checkbox"/> Odette Richardson
<input type="checkbox"/> Trinda Hoxie	<input checked="" type="checkbox"/> Karen Saldana (Chair)	<input type="checkbox"/> Frank Williams
<input checked="" type="checkbox"/> Don Hurdle	<input checked="" type="checkbox"/> Sandy Samples	<input type="checkbox"/> Gary Nellesen
<input type="checkbox"/> Joe Jennum	<input checked="" type="checkbox"/> Alina Birca	<input checked="" type="checkbox"/> Roger Sneed
		<input checked="" type="checkbox"/> Carol Nelson (Notes)
		<input checked="" 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.	Approved as written.
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 	<ul style="list-style-type: none"> • None. • Reviewed Injuries for the period October 1-October 31, 2008. Jim will be doing BBP training for the custodians on November 7, 2008. 	<ul style="list-style-type: none"> • None. • None.
<ul style="list-style-type: none"> • Review of Non-Employee Incident Log • Hazard Report Log 	<ul style="list-style-type: none"> • None. • Revised log was reviewed. 	<ul style="list-style-type: none"> • None. • None.
5. Emergency Preparedness Ad Hoc Committee Update	Except for Section 6, all other sections have been completed. The final plan will come to the committee for recommendation.	The plan should be ready for the campus in Spring 2009.
6. Compliance Programs Update		
<ul style="list-style-type: none"> • Bloodborne Pathogens Program (status) • Alcohol and Other Drug Policy (status) • Illness and Injury Prevention Program (status) 	<ul style="list-style-type: none"> • The plan is complete and USHW is reviewing. When the plan is finalized, it will be placed on the website and Jack Miyamoto will send training information to affected employees. • The ad hoc group was not able to meet yet. The group will be reviewing the current language and make appropriate changes. • The Program is ready and the first training is going to be done in the Natural Sciences Division in January. Karen is looking for a good teaching video program to present. 	<ul style="list-style-type: none"> • None. • The group is meeting November 21, 2008 to finalize the document. • Karen to put the program on the website and H/R to send copies to all employees. Jim Hudson to look into a teaching video program.

7. Early Defibrillation Program (Samples)	The annual defibrillation program was reviewed by Sandy Samples and Dr. Peek and revised. There is a new defibrillator in Building 45, which brings the total count to 7.	Sandy to update the Program to include the location of the new defibrillator and send via e-mail to all Committee Members. The Program was approved with changes and Karen Saldana to sign on behalf of the Health & Safety Committee.
8. Miscellaneous	A revised Building Evacuation Plan was sent to Risk Management for Building 67B. Sandy Samples is concerned with the EAA. Discussion about fields being closed for spraying.	Send copy of new Building Evacuation Plan of 67B to Sandy Samples. Karen to talk with Carol Baker about the communication to departments when fields may be closed.
9. 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) 		Add Mass Notification System for next month.

<http://inside.mtsac.edu/organization/committees/safety/>

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

- December 2, 2008
- January 6, 2009
- February 3, 2009
- March 3, 2009
- April 7, 2009