

**Mt. San Antonio College
Health and Safety Committee
Group Memory of December 2, 2008**

Committee Members:		
<input checked="" type="checkbox"/> Jeff Parker	<input checked="" type="checkbox"/> Donna Lee	<input checked="" type="checkbox"/> Odette Richardson
<input type="checkbox"/> Trinda Hoxie	<input checked="" type="checkbox"/> Karen Saldana (Chair)	<input type="checkbox"/> Frank Williams
<input 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 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.	Remove number 7.
3. Review Group Memory from November 4, 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 November 1-November 30, 2008. Discussion about student intern injuries and why students are not wearing personal protective equipment to prevent exposures. • None. • None. 	<ul style="list-style-type: none"> • None. • Karen to talk with Sarah Daum about the concerns of the committee. • None. • None.
5. Emergency Preparedness Ad Hoc Committee Update	The ad hoc committee will be working on Section 6 at their next meeting and are hoping to have the plan completed by Spring 2009.	None.
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 program is completed and ready for distribution. • Sandy Samples and Jeff Parker met to discuss the Policy. The Board Policy (BP and AP 3550) needs to be changed and a Medical Marijuana section will be inserted. • The program is completed and ready for distribution. Jim Hudson is looking for an on-line training module for the Program. 	<ul style="list-style-type: none"> • On-line training will be done in the Spring. • Sandy Samples to share the changes with Dyrell Foster and H/R before the Policy is finalized and presented to the Committee for recommendation. • Training will be piloted in Natural Sciences in January.

7. Committee to review AED equipment (Samples)	The 7 th AED is in Building 45. The athletic trainer has been trained on its use.	Removed from Agenda.
8. Committee Goals 08-09	PAC has requested that all Committee's submit goals. 1. Develop and/or review of board policies and administrative procedures related to health and safety issues. 2. Develop, implement, and facilitate health and safety compliance programs. 3. Improve communication with the campus community regarding health and safety issues.	Committee goals will be submitted to the President's Office.
9. Future Agenda Items <ul style="list-style-type: none"> • Fire Alarm Activation/Response • 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

- January 6, 2009
- February 3, 2009
- March 3, 2009
- April 7, 2009