

**Mt. San Antonio College
Health and Safety Committee
Group Memory of January 6, 2009**

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 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 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.	Due to the presentation by Jim Hudson Agenda items 4, 5, and 8 will be tabled until next month.
3. Review Group Memory from December 2, 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 		Tabled.
5. Emergency Preparedness Ad Hoc Committee Update		Tabled.
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) 		Tabled.
7. Risk Improvement Action Plan (J. Hudson)	Jim Hudson presented the Risk Improvement Action Plan for the College's workers compensation program. The handouts distributed represent the College's frequency and severity by classification and department. Odette	None.

	Richardson requested that the claims of first-year employees be broken down by managers, faculty, and classified.	
8. Keenan Safe Colleges (J. Hudson)	Jim Hudson presented Keenan Safe Colleges, which is an on-line training module that will provide College employees with a training portal as well as track the trainings completed by employees. A list of available trainings was handed out. This program is not yet up and running.	None.
9. Future Agenda Items <ul style="list-style-type: none"> • Mass Communication • Mercury Spill Procedures (Hudson) 		
10. Miscellaneous	Karen Saldana shared comments from PAC's review of the Health & Safety Committee Purpose and Function Statement. PAC member Terri Long questioned why there was only one faculty member on the committee while there were two classified representatives. Committee members agreed that an additional faculty member would be appropriate. PAC member Dale Vickers also questioned why there was no IT member on the committee. Committee consensus was that this committee deals more with physical health and safety of the campus rather than IT security and that there would be no specific need for an IT representative on this committee.	Karen will invite Dale Vickers or Jeff Holden from IT to the Emergency Preparedness ad hoc committee to address any issues, e.g., mass notification system.

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

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

February 10, 2009
 March 3, 2009
 April 7, 2009