

**Mt. San Antonio College
Health and Safety Committee
Group Memory of March 3, 2009**

Committee Members:

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> Jeff Parker | <input checked="" type="checkbox"/> Donna Lee | <input 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 checked="" type="checkbox"/> Jim Hudson (Safety Consultant) |
| <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 checked="" type="checkbox"/> Roger Sneed | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions		None.
2. Agenda Review	The Agenda was reviewed.	Agenda approved as written.
3. Review Group Memory from January 6, 2009	The Group Memory was reviewed.	Memory approved as written. Memory will be posted. Update: PAC agreed with the committee's recommendations for additional members. Karen has extended an invitation to Terri Long for an additional faculty member and will be inviting IT to a future meeting of the Emergency Preparedness Task Force.
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. • Review of injuries for December 2008 and January-February 2009. • None. • Review Hazard Report Log for 2008 and 2009. 	<ul style="list-style-type: none"> • None. • None. • None. • Carry forward Bldg. 66/67 Parking Lot issues to 2009 Log. Report dated 11/20/08 - Jeff Parker's recommendation is to have a blue phone placed on the wall of Gym 3. Jeff will follow up on work order.

		Maintenance still working on issue of smell in Building 7. The problem of the smell cannot be located. Jim Hudson to inspect room.
5. Emergency Preparedness Task Force Committee Update	The first draft of Chapters 1-12 are completed and being reviewed. The committee will finish the draft review at their next meeting on March 13 th . The next task will be completing a continuity plan for each department. Jill Dolan will be meeting with the Committee on mass communication. Karen is currently meeting with vendors on a text message communication system and is hoping to have it operational by June 2009.	None.
6. Compliance Programs Update <ul style="list-style-type: none"> • Bloodborne Pathogens Program (roll out Spring '09) • Alcohol and Other Drug Policy (review and approve) • Illness and Injury Prevention Program (roll out Spring '09) 	<ul style="list-style-type: none"> • The plan is to get the program on-line during the Spring 2009 term, along with the on-line training program. • Sandy Samples distributed the final Policy. The notification to students is met because the policy is in every catalog and class schedule. The notification to employees is a little more difficult. The Summary states that every employee needs to receive a <i>written</i> policy annually. It was recommended that AP3560 should actually be a Board Policy, not Administrative Procedure. • The plan is to get the program on-line during the Spring 2009 term, along with the on-line training program. 	<ul style="list-style-type: none"> • Plan will be posted on the Risk Management website during Spring 2009. • Karen and Sandy to finalize language in the Biennial Review and a recommendation to take the Review forward to Mike Gregoryk. • Plan will be posted on the Risk Management website during Spring 2009.
9. Future Agenda Items <ul style="list-style-type: none"> • Mass Communication • Mercury Spill Procedures (Hudson) 		Add Safety Hoist for Building 2, HVAC Incident, and Slip & Fall Incident to next Agenda.

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

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

April 7, 2009
 May 5, 2009
 June 2, 2009