

**Mt. San Antonio College
Health & Safety Committee
Group Memory of May 19, 2009**

Committee Members:

- | | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> Jeff Parker | <input checked="" type="checkbox"/> Karen Saldana (Chair) | <input checked="" type="checkbox"/> Roger Sneed | <input checked="" type="checkbox"/> Student - Vacant |
| <input type="checkbox"/> Trinda Hoxie | <input checked="" type="checkbox"/> Sandy Samples | <input type="checkbox"/> Don Hurdle | <input checked="" type="checkbox"/> Carol Nelson (Notes) |
| <input checked="" type="checkbox"/> Donna Lee | <input checked="" type="checkbox"/> Alina Birca | <input checked="" type="checkbox"/> Odette Richardson | |
| <input checked="" type="checkbox"/> Frank Williams | <input type="checkbox"/> Joe Jennum | <input checked="" type="checkbox"/> Steve Shull | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	A new faculty representative, Steve Shull, was welcomed to the committee. Toni Murless and Marco Guardi from Keenan & Associates were welcomed as presenters.	None.
2. Agenda Review	Most items will be tabled due to the presentations today.	None.
3. Review Group Memory from April 7, 2009		Memory approved as written. Memory will be posted.
4. Keenan Safe Colleges Presentation (T. Murless)	Toni Murless presented the Keenan Safe College's program to the committee. The program is an on-line training program that will track employee's completion of trainings. All of the trainings on the Keenan Safe College's website are college-specific.	The College will have to populate the employee list before Keenan Safe College's can be used. Risk Management will work with Human Resources to access employee data. The goal is to have this training module implemented by Fall '09.
5. Shots Fired on Campus Video (J. Parker)	Jeff Parker presented a DVD that is being distributed by the Chancellor's office. President's Cabinet has already viewed the DVD. After viewing the DVD, the recommendation was made to revise the current Building Evacuation Plans to include information on shelter-in-place. The committee felt that it was important that students, staff, and faculty view the DVD. Discussion among Committee members included having the DVD viewed at student orientations or, as an extra-credit program that can be offered through Health Services.	Karen Saldana to revise "Building Evacuation Plan" to "Building Emergency Plan" and include a section on shelter-in-place.
6. Annual Review of Purpose & Function Statement/Goals	Karen asked that committee members e-mail their comments on goals and accomplishments of the committee to her ASAP.	Committee members to e-mail goals and accomplishments to Karen Saldana.

7. Inspection Checklists (J. Hudson/K. Saldana)		Tabled for next meeting.
8. 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 for next meeting.
9. Emergency Preparedness Task Force Committee Update		Tabled for next meeting.
10. 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 		Tabled for next meeting.
11. Future Agenda Items		

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

June 2, 2009
 July 7, 2009
 August 4, 2009