

**Mt. San Antonio College
Health and Safety Committee
Group Memory of July 7, 2009**

Committee Members:

- | | | | |
|---|---|---|---|
| <input checked="" type="checkbox"/> Jeff Parker | <input checked="" type="checkbox"/> Donna Lee | <input type="checkbox"/> Odette Richardson | <input type="checkbox"/> Steve Shull |
| <input type="checkbox"/> Trinda Hoxie | <input checked="" type="checkbox"/> Karen Saldana (Chair) | <input type="checkbox"/> Frank Williams | <input checked="" type="checkbox"/> Jill Miller (Notes) |
| <input type="checkbox"/> Don Hurdle | <input checked="" type="checkbox"/> Sandy Samples | <input type="checkbox"/> Gary Nellesen | <input type="checkbox"/> Dante Jackson (Safety Consultant) |
| <input checked="" type="checkbox"/> Joe Jennum | <input checked="" type="checkbox"/> Alina Birca | <input checked="" type="checkbox"/> Roger Sneed | <input checked="" type="checkbox"/> Hernando Del Aguila (Student) |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions		None.
2. Agenda Review	The Agenda was reviewed and approved as submitted.	None.
3. Review Group Memory from May 19, 2009	The Group Memory was reviewed and approved as submitted.	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. • Committee reviewed injuries reported in June 2009. • None. • None. 	<ul style="list-style-type: none"> • None. • None. • None. • None.
5. Emergency Preparedness Task Force Committee Update		To be discussed at a meeting in Fall.
6. Compliance Programs Update <ul style="list-style-type: none"> • Bloodborne Pathogens Program • Alcohol and Other Drug Policy • Illness and Injury Prevention Program 	<ul style="list-style-type: none"> • None. • None. • Karen Saldana and Jack Miyamoto met with the Instruction Team on the need to distribute the IIPP to all new employees. Risk Management will be forwarding the IIPP to all employees in the Fall. There was discussion on the need to have guidelines/checklist for all information to be given to new employees. The need to have a Human Resources member on the Committee was also discussed. 	<ul style="list-style-type: none"> • None. • None. • The watermark on the front cover was replaced by the logo. The IIPP will be reviewed annually. The extra "the" on the back cover will be deleted.
7. Annual Review of Purpose & Function Statement/Goals	Karen Saldana noted the following changes: <ul style="list-style-type: none"> • Human Resources Designee • The Physical Education Designee's term will be ongoing 	These recommendations have been made to the Vice President, Administrative Services.
8. Future Agenda Items <ul style="list-style-type: none"> • C-CERT Training Implementation • Keenan Safe Colleges 	<ul style="list-style-type: none"> • Steve Shull to do an update at a future meeting. • Risk Management is working with Human Resources to populate the 	

<ul style="list-style-type: none"> • Implementation • Shelter-in-Place (Shots Fired on Campus) Implementation • Inspection Checklists 	<p>database.</p> <ul style="list-style-type: none"> • Work with Jeff Parker to implement program. 	
<p>9. Next Meeting</p>		<p>Karen Saldana will notify members if the August 4th meeting needs to be postponed.</p>

<http://inside.mtsac.edu/organization/committees/safety/>
FUTURE MEETING DATES (9:00 –10:30 a.m.), Conference Room 4-101
 August 4, 2009
 September 1, 2009
 October 6, 2009
 November 3, 2009
 December 1, 2009