

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of December 1, 2009**

**Committee Members:**

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

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>		<b>None.</b>
<b>2. Agenda Review</b>	The Agenda was reviewed.	<b>Agenda approved as written.</b>
<b>3. Review Group Memory from November 3, 2009</b>	The Group Memory was reviewed.	<b>Memory approved as written. Memory will be posted.</b>
<b>4. SB198 Safety Items</b> <ul style="list-style-type: none"> <li>• Safety Communication</li> <li>• Review of Workers' Compensation Injuries</li> <li>• Review of Non-Employee Incident Log</li> <li>• Hazard Report Log</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> <li>• Review of injuries reported November 2009.</li> <li>• None.</li> <li>• Review Hazard Report Log.</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> <li>• None.</li> <li>• None.</li> <li>• Tabled for next meeting.</li> </ul>
<b>5. Shelter-in-Place (Shots Fired on Campus) Implementation</b>	The Committee has previously viewed this video. Jeff Parker offered to allow student representatives to view the video and Gustavo will bring this to the student representative meeting today. Jeff would like to schedule a week during Winter Intersession to show the Shots Fired video in the Recital Hall for both staff and students. This will be done in conjunction with the local Sheriff's Department.	<b>Public Safety will be handing out flyers tomorrow to students notifying them of crimes occurring on campus.</b>
<b>6. 2009-10 Committee Goals</b>	<p>Committee Goals:</p> <p>Goal #1: Form sub-committees to develop actions plans for addressing committee goals.</p> <p><i>Goal #2: Review board policies and administrative procedures that relate to health and safety, prioritize in order of importance, and review language for validity.</i></p> <p><i>Goal #3: Continue to develop, implement, and facilitate health and safety compliance programs to include identification of a tracking and recordkeeping program for health and safety training.</i></p> <p><i>Goal #4: Continue communication with the campus community regarding</i></p>	<b>None.</b>

	<i>health and safety issues, utilizing all new and existing sources of communication.</i>	
<b>7. Emergency Preparedness Task Force Committee Update</b>	<p>The full Task Force has not been meeting. A sub-committee is meeting to discuss pandemic guidelines. Guidelines will be completed soon and will be presented to this committee.</p> <p>The Building Evacuation Plans are online. It has not been announced to the campus because some plans need to be updated.</p>	<b>None.</b>
<b>8. Compliance Programs Update</b>	There was discussion about training requirements and who keeps that information. Currently, there is no one department that keeps all records on employee training.	<b>Terri Hampton and Karen will meet with POD to determine if they can provide a training tracking system.</b>
<b>9. Future Agenda Items</b>		
<ul style="list-style-type: none"> <li>• C-CERT Training</li> <li>• Keenan Safe Colleges Implementation</li> <li>• Inspection Checklists</li> </ul>		
<b>10. Miscellaneous</b>	<p>Jeff Parker would like to look at the field trip and transportation procedures for the College. It was determined that this issue be handled by this committee. It will be listed as a Committee Goal.</p> <p>Associated Students are going to conduct a survey about smoking on campus. It was recommended that the same survey be given to employees. There was discussion on a no smoking policy and how it would impact the campus.</p>	

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

**FUTURE MEETING DATES (9:00 –10:30 a.m.), Conference Room 11A**

- January 5, 2010
- February 2, 2010
- March 2, 2010
- April 6, 2010