

**Mt. San Antonio College
Health and Safety Committee
Group Memory of February 2, 2010**

Committee Members:		
<input checked="" type="checkbox"/> Jeff Parker	<input checked="" type="checkbox"/> Donna Lee	<input checked="" type="checkbox"/> Odette Richardson
<input type="checkbox"/> Terri Hampton	<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"/> Roger Sneed
<input checked="" type="checkbox"/> Joe Jennum	<input checked="" type="checkbox"/> Alina Birca	<input type="checkbox"/> Steve Shull
<input checked="" type="checkbox"/> Gustavo Sanchez (Student)	<input checked="" type="checkbox"/> Carol Nelson (Notes)	
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions		None.
2. Agenda Review		Table number 4, Campus Safety Audit. Add under 7. Compliance Programs, "Pandemic Guidelines."
3. Review Group Memory from January 5, 2010	<p>Odette requested to be added to Task Force #1.</p> <p>Jeff Parker has retrieved his "Shots Fired" DVD from the Sheriff's Department, which he intends to show to students during Spring.</p>	<p>Karen to request an update from Gary Nellesen on the traffic flow issue in 67B parking lot and the reinstallation of the median fence along Bonita.</p> <p>Odette to be added as a member of Task Force #1.</p>
4. Campus Safety Audit – D. Jackson		Tabled for next month.
5. 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 reported January 2010. • None. • Review Hazard Report Log. Item #3 is almost completed. The wiring is in place and the phone should be installed soon. Item #4-The only vendor to inspect the lift in the Clarke Theatre is Gala Lifts out of Canada. They are currently waiting for a target date from the vendor to be in California for the inspection. The Committee expressed their concern about continuing to operate the lift. The Committee recommends that the lift company provide a firm date for repair or the lift be shut down. If the lift company provides a date far in the future, the Committee recommends that the Theatre provide a written safety plan on how employees are to operate the lift while the safety device 	<ul style="list-style-type: none"> • None. • None. • None. • Karen to discuss item #1 with Gary Nellesen. Karen to discuss item #3 with Dale Vickers. Karen to request an update from Roger Sneed on when the lift is scheduled to be fixed. Karen to draft a memo to Mike Gregoryk regarding

	is inoperable.	the concerns of the Committee.
6. Task Force Updates <ul style="list-style-type: none"> • Policies & Procedures • Compliance Training & Recordkeeping • Emergency Preparedness 	<ul style="list-style-type: none"> • This Committee has met twice and they have established their goals. They have prioritized and are currently working on three AP/BP's. There was some discussion on the process for updating the Board policies and procedures. • In Terri's absence Karen provided an update. This Committee has not yet met, but Terri Hampton has met with Daniel Morales to discuss the capabilities of POD. • This Committee will meet February 26th and will work on and finalize the emergency plan. Sandy Samples requested an update on the mass communication program. Risk Management staff has completed their review of the proposals from vendors and is recommending to Mike Gregoryk that IT coordinate and implement the Mass Communication program. 	<ul style="list-style-type: none"> • Joe Jennum to send drafts of the updated policies to the Committee members. • None. • The next SEMS/NIMS trainings are set and an announcement will be sent this week. There are 6 sessions set.
7. Compliance Programs Update <ul style="list-style-type: none"> • Bloodborne Pathogens Program • Illness and Injury Prevention Program • Pandemic Guidelines 	<ul style="list-style-type: none"> • None. • None. • Guidelines for Response to Pandemic Event and Pandemic Response Phases for Task Force were handed out. The Task Force is presenting these draft handouts to President's Cabinet. 	<ul style="list-style-type: none"> • None. • None. • The handouts will be sent electronically to Committee members.
8. Future Agenda Items <ul style="list-style-type: none"> • C-CERT Training • Keenan Safe Colleges Implementation • Inspection Checklists 		None.

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

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

March 2, 2010
 April 6, 2010