

**Mt. San Antonio College
Health and Safety Committee
Group Memory of April 6, 2010**

Committee Members:			
<input type="checkbox"/> Jeff Parker	<input checked="" type="checkbox"/> Donna Lee	<input checked="" 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"/> Bryan Stone	<input checked="" type="checkbox"/> Carol Nelson (Notes)
<input checked="" type="checkbox"/> Don Hurdle	<input checked="" type="checkbox"/> Sandy Samples	<input checked="" type="checkbox"/> Bill Asher	<input type="checkbox"/>
<input type="checkbox"/> Joe Jennum	<input checked="" type="checkbox"/> Alina Birca	<input checked="" type="checkbox"/> Steve Shull	

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions		
2. Agenda Review		Agenda approved as written.
3. Review Group Memory from February 2, 2010	<p>Group Memory was reviewed. Number 5, Sandy stated that she did not meet with Gary as recorded in the Group Memory.</p> <p>Two copies of the Shots Fired DVD have been received from the Chancellor's Office. Two copies will be available for staff to check out at the Media Center. A link to the Shots Fired video has been included on the Banner portal for all staff and students to access.</p> <p>Karen waiting for an electronic copy of the Loss Control report for distribution to committee members.</p>	Group Memory will be corrected to reflect this change and was approved as written.
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. • February and March 2010 injuries reviewed. • None. • Bill reported that Gala Lifts was out and brought incorrect parts for additional repairs that were needed. Bill awaiting report from Gala Lifts as to when correct parts are in and ready for installation. 	<ul style="list-style-type: none"> • None. • None. • None. • None.
5. Task Force Updates <ul style="list-style-type: none"> • Policies & Procedures • Compliance Training & Recordkeeping • Emergency Preparedness 	<ul style="list-style-type: none"> • There were 2 policies sent out to Committee members for comments. None of the Committee members have feedback from their constituent groups. It was recommended that when an Administrative Procedure is sent out to Committee members that the connected Board Policy be included. • This group has not yet met. Terri met with POD about their Learning Management System. Human Resources is going to test it with Sexual Harassment Training for Managers. H/R is going to be using the ASCIP on-line training program. • This task force has had 2 meetings. They discovered there was a 	<ul style="list-style-type: none"> • Waiting for constituent group comments. • None. • None.

	section that needed to be revised. They are also working on the EOC organizational charts and Building Evacuation Plans to be ready for distribution. The Emergency Operations Plan should be completed and ready for distribution in June.	
6. Future Agenda Items <ul style="list-style-type: none"> • C-CERT Training • Compliance Programs & Training • Inspection Checklists 	<ul style="list-style-type: none"> • Steve reported that there was a tentative class scheduled. Only 12 students signed up and paid for the training. The class is on hold due to the low number of enrollment. 	None.
8. Miscellaneous	It was recommended that the Health and Safety Committee plan an emergency preparedness/health and safety day or week for the campus every year.	It was recommended that this be included in the Committee Goals next year.

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

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

May 4, 2010
 June 1, 2010