

**Mt. San Antonio College
Health and Safety Committee
Group Memory of February 7, 2012**

Committee Members:

- Mark DiMaggio
- Terri Hampton
- Donna Lee
- Jack Tayag

- Sandy Samples
- Jim Alcala
- Joe Terreri
- Joe Jennum
- Bill Asher

- Don Hurdle
- Carols Duarte
- Kelly Sherwood
- Ken McAlpin
- Guadalupe de la Cruz

- Karen Saldana (Chair)
- Beth Quinlan (notes)

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions		None.
2. Agenda Review	No changes to Agenda suggested by committee.	Agenda approved as submitted.
3. Review Group Memory - December 6, 2011	<ul style="list-style-type: none"> Keenan presented the annual Risk Improvement Action Plan to reduce WC Risks. Discussed Biology Lab Inspection results. Donna Lee sent out chemical inventory to the Public Safety group (Suggest use of Donna's list as future template.) Move forward with Jim Alcala to order self-closing hazardous materials cabinet. Submit lab inspection report to Larry Redinger with findings and recommendations. Explore use of MSDS Online software for all dept. level administrators and for committee members as view-only – Donna, Ken, Bill, Sandy, Mark to designate leads to attend training. Review of Oct/Nov W/C injuries. Goals of Committee to be sent to members. No changes or corrections required to Group Memory. 	<p>Memory from December 6, 2011 will be posted on the website.</p> <p>Alcala to follow up on written report for Biology Lab inspection.</p> <p>Alcala will contact MSDS Online for training and access for Committee members.</p> <p>Saldana will email goals to Committee members.</p>

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<p>4. Biennial Review of AOD Program – S. Samples</p>	<p>Postponed item pending discussion with HR designee.</p>	<p>Item will be carried over to March.</p>
<p>5. Smoking Policy – Samples/ DiMaggio</p>	<ul style="list-style-type: none"> • Task Force was formed which was led by Sandy Samples for the purpose of developing Smoking policy and procedures. Policy includes designated smoking areas throughout campus with fines to individuals who violate smoking policy • Need to build designated areas on campus. 16-18 areas have been selected as designated smoking areas on campus. • First semester would be dedicated to informing campus, second semester would include enforcement of policy including citations. First offense is \$33, second offense is \$66, and third offense is \$100.00. Money collected from fines goes to cessation efforts, etc. • Report to PAC in December. Update to PAC at March 2012 meeting. • San Gabriel Tribune published article in February 3, 2012 paper regarding new smoking policy at Mt. SAC. 	<p>None. Additional information will be shared as it becomes available.</p>
<p>6. Written Compliance Programs <ul style="list-style-type: none"> • Heat Illness and Prevention Plan (second draft) – J Alcala </p>	<ul style="list-style-type: none"> • Jim Alcala discussed Cal/OSHA’s requirements for a Heat Illness Prevention Plan including an appendix for departments to complete with specific steps that are taken to meet the requirements of providing shade, water, rest and emergency procedures. Jim recommended follow-up training for affected departments and their employees. • A recommendation was made to allow departments that are subject to the requirements of this program an opportunity to review the checklists and provide feedback prior to presenting a final 	<p>Jim Alcala to meet with Asher, McAlpin, Baker, Gudenau (Facilities), Kelley (Public Safety), Jennum/designees (Athletics) to provide training and obtain feedback on written draft plan.</p> <p>Recommendations from this meeting need to be presented to the Committee by March, for implementation in April or May 2012.</p> <p>E-mail plan to Samples and Sherwood for</p>

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	<p>draft to the Committee.</p> <ul style="list-style-type: none"> • A recommendation was made to include heat illness signs and symptoms in the written plan. • Include reference section with links to posters, heat index, etc. 	<p>inclusion of heat illness signs and symptoms sections.</p> <p>Alcala to include reference section at end of document.</p>
<p>7. Skateboards on Campus - DiMaggio</p>	<ul style="list-style-type: none"> • Committee had discussions concerning number of injuries on campus related to skateboard use, current language in Administrative Procedure 6750, signage and enforcement issues. • Recommendation was made to bring this matter to Cabinet via Mike Gregoryk for further discussion and possible modifications to the current procedure. 	<p>DiMaggio and Saldana will co-author memorandum to Gregoryk providing details of skateboard injuries for past years along with recommendations for enforcement which includes warning and fines for violation of procedure.</p>
<p>8. Title 8 Safety Items</p> <ul style="list-style-type: none"> • Safety Communication • Review of Workers' Comp Injuries • Review of Non-Employee Incident Log • Hazard Report Log 	<ul style="list-style-type: none"> • None • The Committee reviewed December 2011 and January 2012 injuries. • None • None 	<p>None.</p>
<p>9. Task Force Updates</p> <ul style="list-style-type: none"> • Policies & Procedures • Compliance Training and Recordkeeping 	<ul style="list-style-type: none"> • Policies & Procedures Task Force needs feedback from HR designee to finalize Alcohol and Other Drug policy and procedure. 	<p>Saldana will look into availability of HR designee for upcoming meeting.</p>

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<p>10. Future Agenda Items</p> <ul style="list-style-type: none">• Biology Laboratory Inspection• Longevity Wellness Program• C-Cert Training• Inspection Checklists	<ul style="list-style-type: none">• Longevity wants permission to conduct health screenings on campus for employees. Committee members discussed the “No vendor policy on campus” and suggested that we would open the door for similar vendors to request opportunity to provide same services in future. Committee recommends that we explore this option in the future if and when there is a need to provide such services utilizing a competitive proposal process to select a vendor.	<p>Saldana will contact Longevity Wellness regarding no vendor policy on campus.</p>
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<http://inside.mtsac.edu/organization/committees/safety/>

FUTURE MEETING DATES (1:30 – 3:30 p.m.)
March 6, 2012