

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of May 1, 2012**

**Committee Members:**

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Mark DiMaggio            | <input type="checkbox"/> Marty Whitford         | <input type="checkbox"/> Don Hurdle                      | <input checked="" type="checkbox"/> Karen Saldana (Chair) |
| <input checked="" type="checkbox"/> Terri Hampton | <input checked="" type="checkbox"/> Jim Alcala  | <input checked="" type="checkbox"/> Carols Duarte        | <input checked="" type="checkbox"/> Beth Quinlan (notes)  |
| <input checked="" type="checkbox"/> Donna Lee     | <input checked="" type="checkbox"/> Joe Terreri | <input checked="" type="checkbox"/> Kelly Sherwood       |   |
| <input type="checkbox"/> Jack Tayag               | <input checked="" type="checkbox"/> Joe Jennum  | <input type="checkbox"/> Ken McAlpin                     |   |
|   | <input type="checkbox"/> Bill Asher             | <input checked="" type="checkbox"/> Guadalupe de la Cruz |   |

| ITEM  | DISCUSSION/COMMENTS  | ACTION/OUTCOME  |
|---|--|---|
| <b>1. Welcome/Introductions</b>                       |  | None.   |
| <b>2. Agenda Review</b>                               | <ul style="list-style-type: none"> <li>• C. Duarte added discussion of Disaster Bins.</li> </ul>   | <p><b>Disaster Bins added to #9 on Agenda.</b></p> <p><b>Agenda approved.</b></p>   |
| <b>3. Review Group Memory - March 6, 2012</b>         | <ul style="list-style-type: none"> <li>• Discussed NFPA signs on buildings where hazardous materials are stored.</li> <li>• Heat Illness Prevention meeting held w/ dept. Mangers.</li> <li>• No further discussion regarding skateboards on campus.</li> <li>• No changes or corrections required to Group Memory.</li> </ul> | <p><b>J. Alcala will contact ASCIP to inspect campus, make recommendations, order NFPA diamonds.</b></p> <p><b>DiMaggio and Saldana will meet to discuss enforcement of skateboard policy.</b></p> <p><b>Memory approved as written.</b></p> <p><b>Memory from March 6th, 2012 will be posted on the website.</b></p> |
| <b>4. Biennial Review of AOD Program – S. Samples</b> | <ul style="list-style-type: none"> <li>• S. Samples discussed revisions made to AOD</li> </ul>   | <b>To be reviewed and approved by Health</b>  |

Health and Safety Committee  
Group Memory

|  |   |   |
|--|---|---|
|  | <p>program.</p> <ul style="list-style-type: none"> <li>AOD program approved with the following changes:             <ol style="list-style-type: none"> <li>Committee suggests changes be made to “Recommendation” section to read: “Action: Once approved, the ‘Drug Free Environment and Drug Prevention Program’ will be posted on the college website.”</li> </ol> </li> <li>Recommendations to implement will be sent to VP M. Gregoryk.</li> <li>Announce that AOD will go out to campus.</li> </ul> | <p><b>and Safety Committee.</b></p> <p><b>Saldana will contact G. Hanson regarding need to translate AOD to a format that is accessible to special needs students.</b></p> <p><b>AOD will be posted online to student portal and distributed on campus.</b></p> <p><b>Samples will send final AOD to Financial Aid offices.</b></p> |
| <p><b>5. Written Compliance Programs</b></p> <ul style="list-style-type: none"> <li><b>Heat Illness and Prevention Plan – J. Alcalá</b></li> </ul>   | <ul style="list-style-type: none"> <li>Heat Illness Prevention Plan in Final Draft.</li> <li>Plan was reviewed.</li> <li>Alcalá discussed revisions made to departmental plans.</li> </ul>  | <p><b>Consensus reached on changes made on final draft.</b></p> <p><b>Finalized version will be sent to Gregoryk for approval and implementation begun.</b></p>   |
| <p><b>6. Quarterly Site Inspection – Building 61</b></p>   | <ul style="list-style-type: none"> <li>Inspection Checklist is in rough draft.</li> <li>Alcalá reviewed Inspection list and changes to be made discussed.</li> </ul>  | <p><b>Inspection to be conducted during June 5<sup>th</sup> Health and Safety Meeting.</b></p> <p><b>Inspection Checklist to be distributed to Natural Sciences department prior to June 5<sup>th</sup>.</b></p> <p><b>Alcalá will continue work on checklist and distribute Committee members prior to inspection.</b></p>         |
| <p><b>7. Title 8 Safety Items</b></p> <ul style="list-style-type: none"> <li><b>Safety Communication</b></li> <li><b>Review of Worker’s Comp. Injuries- Feb. 2012</b></li> <li><b>Review of Non-Employee Incident Log</b></li> </ul> | <ul style="list-style-type: none"> <li>None.</li> <li>The committee reviewed March/ April 2012 injuries</li> <li>None.</li> <li>Discussion of Report of Hazard made by D. Potter regarding Bldg. 26 clock tower.</li> </ul>   | <p><b>Motion made by Terreri and seconded by Jennum to look into necessary modifications needed on Bldg. 26.</b></p> <p><b>Committee recommendation to be brought to Gregoryk.</b></p>  |

Health and Safety Committee  
Group Memory

|   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• <b>Hazard Report Log</b></li> </ul>  |   |  |
| <p><b>8. Task Force Updates</b></p> <ul style="list-style-type: none"> <li>• <b>Policies and Procedures: BP/AP 3550 and AP 3510</b></li> <li>• <b>Compliance Training and Record Keeping</b></li> </ul> | <ul style="list-style-type: none"> <li>• Committee discussed language provided by T. Hampton on AP 3550.</li> <li>• Committee further discussed changes to BP/ AP 3550 and AP 3510.</li> <li>• Committee Recommended the following changes to be made on AP 3550:             <ol style="list-style-type: none"> <li>1. Section 2c) Human Resources, second bullet point – change “and” to “or”</li> <li>2. Section 3) Drug Prevention Program, section a), include “and POD for employees”.</li> <li>3. Section 3) Drug Prevention Program, section c) will now read: “Medical and mental health professionals are available in the Student Health Center to assist with alcohol and drug-related needs for the student population.”</li> <li>4. Section 3) Drug Prevention Program will now include a section d) to read: “Employees may seek assistance with alcohol and drug-related needs through the College’s Employee Assistance Program (EAP).”</li> </ol> </li> </ul> | <p><b>Final Draft of Policies and Procedures to be completed by Saldana.</b></p> <p><b>Saldana will submit final changes for processing and bring to Cabinet for approval.</b></p> |
| <p><b>9. Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>• <b>C-Cert Training</b></li> <li>• <b>Inspection Checklists</b></li> <li>• <b>Disaster Bins</b></li> </ul>                 | <ul style="list-style-type: none"> <li>• C. Duarte discussed necessity of replacement disaster bin.</li> </ul>  | <p><b>Recommendation made to utilize safety credits for replacement bin.</b></p> <p><b>B. Asher to work with Public Safety on movement of bin to different location.</b></p>       |

Health and Safety Committee  
Group Memory

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

**FUTURE MEETING DATES (9:00 – 10:30 a.m.)**

June 5<sup>th</sup>, 2012

July 3, 2012 (Reschedule?)