

**Mt. San Antonio College
Health and Safety Committee
Group Memory of September 4, 2012**

Committee Members:

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

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

- Robert Montoya
- Carols Duarte
- Timothy Engle
- Ken McAlpin
- Karen Saldana (Chair)

- Beth Quinlan (notes)

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> • Timothy Engle was welcomed by the Committee as the new acting Faculty Representative. 	None.
2. Agenda Review	<ul style="list-style-type: none"> • No changes to Agenda suggested by Committee. 	Agenda approved as submitted.
3. Review Group Memory - July 10, 2012	<ul style="list-style-type: none"> • Memory will have "Marty Whitford" removed from the Committee Member section and will again include Sandy Samples. 	<p>Memory changed and approved as submitted.</p> <p>Memory from July 10, 2012 will be posted on the website.</p>
4. Building 61 Inspection <ul style="list-style-type: none"> • Schedule next facility inspection 	<ul style="list-style-type: none"> • J. Alcala discussed the current status of recommendations made during the Building 61 Inspection. 	<p>Alcala will continue to follow-up on ongoing recommendations status.</p> <p>The Committee suggested that the locked gate in Bldg. 61 will remain in place.</p> <p>Work Orders have been completed on the following Inspection Report items: #3,</p>

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		<p>#11, #12, and the additional Exit signage.</p> <p>Risk Management will submit a Facilities Project Request form on the following Inspection Report item: #5.</p> <p>K. Saldana will send an updated version of Building 61 Inspection to L. Redinger and M. Judd and will request it to be posted in a faculty area.</p>
<p>5. Title 8 Safety Items</p> <ul style="list-style-type: none"> Review of Worker's Comp. Injuries – July and August 2012 	<ul style="list-style-type: none"> Committee reviewed July and August 2012 injuries. 	<p>Risk Management will follow up with USHW regarding the treatment process of TB.</p> <p>Risk Management will follow up on gate and uneven pavement and will fill out necessary work order.</p>
<p>6. Housekeeping</p> <ul style="list-style-type: none"> Policies and Procedures Heat Illness Prevention Training Cal Poly Biosafety Committee Appointment Project Request Form (clock tower) NFPA Diamonds Basketball Hoop at CDC 	<ul style="list-style-type: none"> Karen Saldana discussed the current Policies and Procedures with the Committee. Cal Poly BioSafety Committee discussed with Committee. Alcala discussed NFPA diamonds with Committee. J. Alcala shared with the Committee a picture of hazardous basketball hoop at CDC. 	<p>Drug-Free Environment BP was sent to President's Advisory Committee meeting on August 8th. DiMaggio and Samples to discuss changes to be made to Policies and Procedures.</p> <p>Donna Lee appointed to Cal Poly BioSafety Committee. Donna will report out to Committee at future meetings.</p> <p>Chemical inventory needed for NFPA diamonds.</p> <p>The committee suggested that an individual from each division assist with inputting chemical inventory into MSDS. Timeline to be created for MSDS inventory process and dates to be determined by Health and Safety Committee.</p>

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		Basketball hoop at CDC to be removed.
<p>7. Future Agenda Items</p> <ul style="list-style-type: none"> • C-CERT Training • Inspection Checklists • Written Hazard Communication Plan • Written Ergonomics Plan • Skateboards on Campus 	<ul style="list-style-type: none"> • Future Agenda items to be discussed at the upcoming meeting. 	None.

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

FUTURE MEETING DATES (9:00 – 10:30 a.m.)
October 2, 2012