

**Mt. San Antonio College
Health and Safety Committee
Group Memory of November 6, 2012**

| Committee Members: | | |
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| <input checked="" type="checkbox"/> Mark DiMaggio | <input checked="" type="checkbox"/> Sandy Samples | <input type="checkbox"/> Robert Montoya |
| <input type="checkbox"/> HR Vacancy | <input checked="" type="checkbox"/> Jim Alcala | <input checked="" type="checkbox"/> Carols Duarte |
| <input checked="" type="checkbox"/> Donna Lee | <input type="checkbox"/> Joe Terreri | <input checked="" type="checkbox"/> Timothy Engle |
| <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"/> Karen Saldana (Chair) |
| | | <input checked="" type="checkbox"/> Beth Quinlan (notes) |
| ITEM | DISCUSSION/COMMENTS | ACTION/OUTCOME |
| 1. Welcome/Introductions | <ul style="list-style-type: none"> Bryan Stone will be sitting in on the Committee meeting for Robert Montoya. | None. |
| 2. Agenda Review | <ul style="list-style-type: none"> Carlos Duarte and Donna Lee requested a discussion of the October Power Outage to be added to the Agenda. | Changes to Agenda approved as submitted. |
| 3. Review Group Memory - October 2, 2012 | <ul style="list-style-type: none"> No changes to Memory suggested by Committee. | Memory approved as submitted. Memory from October 2, 2012 will be posted on the website. |
| 4. Facility Inspection-North and South Building 6 (January 8, 2012?) | <ul style="list-style-type: none"> Meghan Chen requested inspection of North and South Building 6. | Inspection will occur on January 8, 2013 from 9:00-10:30 a.m. Inspection will be done by entire Committee together and not in two separate groups. |

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| <p>5. Title 8 Safety Items</p> <ul style="list-style-type: none"> • Review of Worker’s Compensation-October 2012 | <ul style="list-style-type: none"> • Committee reviewed October 2012 injuries. | <p>Risk Management will follow up on how employee was moving file cabinet responsible for October injury.</p> |
| <p>6. Hazard Communication Program Timeline – J. Alcala</p> | <ul style="list-style-type: none"> • J. Alcala discussed Hazard Communication Program Timeline.. | <p>Chemical Inventory Checklist was sent to Managers on 10/1 and should be returned by December.</p> <p>Chemical Inventory to date was provided to C. Duarte.</p> <p>C. Duarte suggested looking into NFPA diamonds. K Saldana suggested contacting the Fire Marshal to discuss the value of installing signs without relevant hazardous numbering system included.</p> |
| <p>7. Skateboards on Campus (AP 6750)</p> | <ul style="list-style-type: none"> • Committee discussed signage and enforcement regarding AP 6750 – Skateboards on Campus. | <p>Recommendation made by Committee to move forward with signage.</p> <p>M. DiMaggio will make a recommendation on how to move forward with enforcement.</p> <p>Policy and Procedure will be sent to DiMaggio and draft will be taken to President’s Advisory Council.</p> |
| <p>8. Behavioral Intervention Task Force – T. Engle</p> | <ul style="list-style-type: none"> • T. Engle discussed Behavioral Intervention Task Force that has been formed to deal with behavioral and mental health issues with students and employees. | <ul style="list-style-type: none"> • T. Engle will keep Committee updated on Task Force progress. |

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| <p>9. October Power Outage</p> | <ul style="list-style-type: none"> • Carlos Duarte discussed a need for Public Safety to have a master key to access buildings during campus emergency. • Donna Lee discussed slow response to Building 61. | <ul style="list-style-type: none"> • Power Outage Debrief meeting is to be scheduled and key issues presented to Committee will be discussed. |
| <p>10. Housekeeping</p> <ul style="list-style-type: none"> • Policies and Procedures • Project Request Form (clock tower) • NFPA Diamonds | <p>To be discussed at the upcoming Committee meeting.</p> | <p>None.</p> |
| <p>11. Future Agenda Items</p> <ul style="list-style-type: none"> • C-Cert Training • Inspection Checklists • Written Hazard Communication Plan • Written Ergonomics Plan | <p>To be discussed at the upcoming Committee meeting.</p> | <p>None.</p> |

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

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

January 8, 2013

February 6, 2013