

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

**Committee Members:**

- Mark DiMaggio
- HR Vacancy
- Donna Lee
- Jack Tayag

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

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

- Beth Quinlan (notes)

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>		<b>None.</b>
<b>2. Agenda Review</b>	<ul style="list-style-type: none"> <li>• Sandy Samples suggested providing an update on the Smoking Cessation campaign.</li> </ul>	<b>Changes to Agenda approved as submitted.</b>
<b>3. Review Group Memory - November 6, 2012</b>	<ul style="list-style-type: none"> <li>• Committee suggested that a change be made to item #9 to state it was for Building 60.</li> </ul>	<b>Changes to Memory approved.</b>  <b>Memory from November 6, 2012 will be posted on the website.</b>
<b>4. Smoking Cessation BP Update</b>	<ul style="list-style-type: none"> <li>• Sandy Samples provided an update to the Committee on the Smoking Cessation campaign.</li> </ul>	<b>Smoking Cessation will launch an education campaign in the Winter of 2013.</b>  <b>Smoking Cessation will begin Spring 2013. Smoking will be restricted to 20 designated areas on Campus.</b>
<b>5. Skateboards on Campus (AP6750)</b>	<ul style="list-style-type: none"> <li>• Mark DiMaggio reviewed changes to AP6750.</li> </ul>	<b>DiMaggio presented current signage used at all entrances/exits on campus.</b>

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		<p>Committee made a recommendation for signage to be placed on new/existing buildings.</p> <p>Methods to enforce discipline will be discussed and provided to M. Gregoryk.</p>
<p><b>6. Title 8 Safety Items</b></p> <ul style="list-style-type: none"> <li>• Review of Worker's Compensation-October 2012</li> <li>• Hazard Report Log</li> </ul>	<ul style="list-style-type: none"> <li>• Committee reviewed November 2012 injuries.</li> <li>• Committee discussed hazards of northwest corner of Building 13.</li> </ul>	<p>None.</p> <p>J. Alcala will take pictures of northwest area of Building 13.</p>
<p><b>7. Hazard Communication Program Timeline – J. Alcala</b></p> <ul style="list-style-type: none"> <li>• NFPA Diamonds</li> </ul>	<ul style="list-style-type: none"> <li>• J. Alcala discussed progress of Chemical Inventory.</li> <li>• Committee discussed NFPA diamonds.</li> </ul>	<p>Chemical Inventory Checklist was sent to Managers on 10/1 and should be returned by December.</p> <p>J. Alcala will continue to compile Chemical Inventory.</p> <p>NFPA diamonds discussed with Fire Chief and further inquiry will be done regarding placement of NFPA diamonds without numbering.</p> <p>J. Alcala will continue inquiry on NFPA diamonds with OSHA.</p>
<p><b>8. Adjourn to 28B for Fire Extinguisher Demo (10:00a.m.) – S. Shull</b></p>	<ul style="list-style-type: none"> <li>• Committee met with S. Shull for Fire Extinguisher demo.</li> </ul>	<p>None.</p>
<p><b>9. Housekeeping</b></p> <ul style="list-style-type: none"> <li>• Policies and Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> </ul>

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<b>10. Future Agenda Items</b> <ul style="list-style-type: none"><li>• C-Cert Training</li><li>• Inspection Checklists</li><li>• Written Hazard Communication Plan</li><li>• Written Ergonomics Plan</li></ul>	<ul style="list-style-type: none"><li>• To be discussed at upcoming Committee meeting.</li></ul>	<ul style="list-style-type: none"><li>• <b>None.</b></li></ul>
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<http://inside.mtsac.edu/organization/committees/safety/>

**FUTURE MEETING DATES (9:00 – 10:30 a.m.)**  
February 5, 2013  
March 5, 2013