

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of February 12, 2013**

<b>Committee Members:</b>		
<input type="checkbox"/> Mark DiMaggio	<input checked="" type="checkbox"/> Sandy Samples	<input checked="" type="checkbox"/> Robert Montoya
<input type="checkbox"/> HR Vacancy	<input checked="" type="checkbox"/> Jim Alcala	<input checked="" type="checkbox"/> Carlos Duarte
<input checked="" type="checkbox"/> Donna Lee	<input type="checkbox"/> Joe Terreri	<input type="checkbox"/> Timothy Engle
<input type="checkbox"/> Jack Tayag	<input checked="" type="checkbox"/> Joe Jennum	<input checked="" type="checkbox"/> Ken McAlpin
	<input checked="" type="checkbox"/> Bill Asher	<input checked="" type="checkbox"/> Karen Saldana (Chair)
		<input checked="" type="checkbox"/> Beth Quinlan (notes)
<b>ITEM</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTION/OUTCOME</b>
<b>1. Welcome/Introductions</b>	The Committee was joined by Gary Nellesen in order to discuss AP6610 Project Request Form.	<b>None.</b>
<b>2. Agenda Review</b>	Sandy Samples requested discussion of possible barriers in Building 66 Staff Parking Lot.  Carlos Duarte requested discussion of Public Safety access control.  Robert Montoya requested discussion of utility-cart noise level.	<b>S. Samples added as item #10. C. Duarte added as item #11. R. Montoya added as item #12.  Agenda approved as submitted.</b>
<b>3. Review Group Memory - January 8, 2013</b>	No changes to Memory.	<b>Memory from January 8, 2013 was reviewed and will be posted on the website.</b>
<b>4. Facilities Project Request Form</b> • <b>Retaining Wall-Hilmer</b>	Gary Nellesen presented project request information for retaining wall at Hilmer Lodge Stadium.	<b>G. Nellesen discussed three potential fixes to retaining wall: Permanent fix of</b>

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<p><b>Lodge Stadium- G. Nellesen</b></p> <ul style="list-style-type: none"> <li><b>Clock Tower (Bldg. 26B)</b></li> </ul>	<p>The Committee had some discussion about students utilizing clock tower wall to sit upon. G. Nellesen advised that the stairwell and adjoining wall meet building code standards. It was noted that the area had been utilized as a “smoking area” due to the number of cigarettes that were thrown on the ground. With the new smoking regulation, this area will need close monitoring to prohibit this activity from occurring in the future. Contact will be made with the originator of the unsafe report for an update on the activity in this area.</p>	<p><b>area, immediate fix of area, or better maintenance of area. It was decided that there is an immediate slip hazard to pedestrians due to erosion of soil and access to sloped area. Committee requested that this area be repaired prior to the LA84 Foundation Youth Days on March 22&amp;23, 2013. The Committee chairperson will seek approval from the Vice President of Admin. Services and forward the project request form to Facilities and Operations so that they may proceed with the project.</b></p> <p><b>No changes will be made to the clock tower at this time. Review use of this area at a future meeting.</b></p>
<p><b>5. Title 8 Safety Items</b></p> <ul style="list-style-type: none"> <li><b>Review of Worker’s Compensation Injuries- Dec/Jan. 2013</b></li> <li><b>Hazard Report Log-Bldg. 13</b></li> </ul>	<p>No changes to Worker’s Compensation Log.</p> <p>Karen Saldana discussed recent Hazard Log addition regarding ability to lock classroom doors in case of emergency. G. Nellesen discussed building code changed in July 2011 which allows for a door lock to be installed in classrooms.</p> <p>Issues discussed: locking in an intruder vs locking out, 5,000+ doors on campus, need a campus door lock standard, significant cost to replace all locks on campus, review security policy before making a decision on replacing locks.</p> <p>G. Nellesen provided Committee with an update on the ramp and curb areas adjacent to Building 13. It was advised that areas with a fall zone greater than 27” will require a handrail. Project manager is working on installation in these areas. Committee requested a recommendation from the project manager on other areas of concern (i.e. paint curbs</p>	<p><b>None.</b></p> <p><b>Committee will continue to work with Facilities regarding door locks.</b></p> <p><b>Response will be provided to Steve Shackelford regarding Committee’s discussion on Hazard Report.</b></p> <p><b>Follow up with Gary Nellesen to see what recommendations were made by Project Manager.</b></p>

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	to provide visual warning of fall hazard, plants, etc.)	
<b>6. Hazard Communication Program Update-J. Alcala</b> • <b>NFPA Diamonds</b>	<p>Jim Alcala provided an update on the Hazard Communication project. There are currently over 1300 hazardous chemicals on the inventory list. MSDS online is continuing to be updated.</p> <p>It was determined that the Committee would need assistance from somebody with fire code experience to assist with labeling and determining locations of NFPA diamonds. Gary Nellesen authorized the use of Vinewood Company for this project.</p>	<b>Contact to be made with Howard Mason and the Vinewood Company to request assistance with NFPA diamonds.</b>
<b>7. Building 6 Inspection Results-J. Alcala</b>	Committee will receive e-mail of Building 6 inspection results to review.	<b>Final Report to be sent to Meghan Chen.</b>
<b>8. Risk Improvement Action Plan-Goal to reduce injuries to Grounds/Maintenance/Custodial Services</b> • <b>Training Plan for 2013</b>	A copy of the monthly training schedule was provided to Committee members.	<b>Training is ongoing with Maintenance and Operations and Grounds staff.</b>
<b>9. Housekeeping</b> • <b>Policies and Procedures update</b> ○ <b>Skateboards on Campus (AP6750)</b> ○ <b>Drug-Free Environment (BP/AP3550)</b> ○ <b>Workplace Violence Plan (AP3510)</b>	None.	<b>Committee will discuss at March meeting.</b>
<b>10. Parking Lot 10-S. Samples</b>	Item will be discussed at March meeting.	<b>None.</b>
<b>11. Access Control-C. Duarte</b>	This issue was discussed under Item #5.	<b>None.</b>
<b>12. Gator Noise Control-R. Montoya</b>	R. Montoya brought to the Committee's attention the issue of noise while riding Gator utility-cart, as well	<b>Contact Keenan and Associates and</b>

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	<p>as the issue of safety while operating gators in the vicinity of all other vehicle traffic.</p> <p>Committee decided that baseline hearing tests would be performed for employees that operate the Gators. G. Nellesen also requested that testing be done for employees that work in Energy Management Building.</p> <p>A session on Mower Rider Safety/Vehicle Safety will be conducted with Grounds and Maintenance staff in March 2013.</p>	<p><b>ASCIP for the name of hearing test vendor.</b></p>
<p><b>13. 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>Written Hazard Communication Plan</b></li> <li>• <b>Written Ergonomics Plan</b></li> </ul>	<p>None.</p>	<p><b>None.</b></p>

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

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

April 2, 2013

May 7, 2013