

**Mt. San Antonio College
Health and Safety Committee
Group Memory of February 4, 2014**

Committee Members:		
<input checked="" type="checkbox"/> Mark DiMaggio <input type="checkbox"/> Lorraine Jones <input checked="" type="checkbox"/> Donna Lee <input checked="" type="checkbox"/> Bryan Stone	<input checked="" type="checkbox"/> Marti Whitford <input checked="" type="checkbox"/> Jim Alcala (Chair) <input type="checkbox"/> Joe Terreri <input checked="" type="checkbox"/> Joe Jennum <input type="checkbox"/> Bill Asher	<input type="checkbox"/> Robert Montoya <input checked="" type="checkbox"/> Carlos Duarte <input checked="" type="checkbox"/> Timothy Engle <input checked="" type="checkbox"/> Ken McAlpin <input type="checkbox"/> Karen Saldana (Notes)
<input checked="" type="checkbox"/> Beth Quinlan <input type="checkbox"/> Steve Shull		
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> James Alcala facilitated the February meeting in Karen Saldana's absence. 	None.
2. Agenda Review	<ul style="list-style-type: none"> None. 	None. Agenda approved as submitted.
3. Review Group Memory - January 7, 2014	<ul style="list-style-type: none"> Carlos Duarte requested an update on Item 4 regarding where students will park when construction begins and if there will be emergency lighting available in these areas. Carlos Duarte would also like an update on the tentative dates of losing parking. 	Changes to Memory made. Memory from January 7, 2014 will be posted on the website.
4. Behavioral Intervention/Wellness Team Project – T. Engle	<ul style="list-style-type: none"> Timothy Engle provided the Committee an update on the Behavioral Intervention/Wellness Team Project. 	Presentations are being provided on Flex Day. A link has been created on Student Life for a handout to complete if an employee has concerns regarding a student. This also provides an email to Student Life for a referral.
5. Emergency Preparedness Drills/Training – J. Alcala	<ul style="list-style-type: none"> Jim Alcala discussed the March 18, 2014 disaster drill with the Committee. 	The buildings that will undergo the disaster drill are not being released. Jim Alcala will be meeting with several building/deans to review the building plans.

Health and Safety Committee
Group Memory

		<p>The drill will last about ten minutes and include evacuation and lockdown drills.</p> <p>Training meetings are being held on 2/10 and 2/18 to discuss logistics.</p> <p>Further planning discussions between Mark DiMaggio, Karen Saldana, and Jim Alcala will continue.</p>
<p>6. Evacuation Chair Standards - T. Engle and K. Saldana</p>	<ul style="list-style-type: none"> • Tim Engle provided the Committee with an update on the Evacuation Chair Task Force. 	<p>Purchasing is currently coordinating with vendors.</p> <p>Two vendors came to campus to demonstrate their products. Discussion is still being continued and two more vendors are scheduled to come show their products to the Evacuation Chair Task Force in March.</p>
<p>7. Title 8 Safety Items a. Review of Worker's Compensation Injuries-January 2014 b. Hazard Report Log</p>	<ul style="list-style-type: none"> • .None. 	<p>None.</p> <p>No changes to Hazard Report Log.</p>
<p>8. Housekeeping</p> <ul style="list-style-type: none"> • Policies and Procedures Update <ul style="list-style-type: none"> • AP 6750 • BP/AP 3550 • AP 3510 	<ul style="list-style-type: none"> • None. 	<p>AP 6750 has been completed and is currently official.</p> <p>Update is needed on AP 3510 and AP/BP 3550.</p>

Health and Safety Committee
Group Memory

10. Future Agenda Items <ul style="list-style-type: none">• C-Cert Training• Inspection Checklists• Written Hazard Communication Plan• Written Ergonomics Plan• Respiratory Protection Plan• NFPA Diamonds	• None.	None.
--	---------	-------

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

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

3/4/14

4/1/14