

**Mt. San Antonio College
Health and Safety Committee
Group Memory of April 1, 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 type="checkbox"/> Marti Whitford <input checked="" type="checkbox"/> Jim Alcala <input checked="" type="checkbox"/> Joe Terreri <input checked="" type="checkbox"/> Joe Jennum <input type="checkbox"/> Bill Asher	<input checked="" type="checkbox"/> Robert Montoya <input checked="" type="checkbox"/> Carlos Duarte <input checked="" type="checkbox"/> Timothy Engle <input checked="" type="checkbox"/> Ken McAlpin <input checked="" type="checkbox"/> Karen Saldana (Chair)
<input checked="" type="checkbox"/> Beth Quinlan (Notes) <input type="checkbox"/> Steve Shull		
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> The Committee welcomed Tom Birkett from Keenan and Associates. Gary Nellesen was also welcomed by the Committee. 	None.
2. Agenda Review	<ul style="list-style-type: none"> The following will be added to the Agenda: #7 Emergency Bins and #10 Student Housing Committee. Gary Nellesen will also discuss the facilities status after the recent earthquake. 	Changes made to the Agenda. Agenda approved as submitted.
3. Review Group Memory - March 4, 2014	<ul style="list-style-type: none"> None. 	Memory approved as submitted. Memory from March 4, 2014 will be posted on the website.
4. Job Shadowing (Custodians) – T. Birkett, Keenan and Associates	<ul style="list-style-type: none"> Tom Birkett discussed the job shadowing conducted with the Custodial department. 	Tom Birkett reported the findings from his November 2013 custodial job shadowing. Tom suggested that the custodial services teams work on decreasing repetitive motion tasks. Mr. Birkett will continue to work with the custodial staff and will work on a date to meet with Carol Partridge to begin job shadowing with the grounds department.

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<p>5. Construction Update (Lot M Improvement/Alternate Parking) – G. Nellesen</p>	<ul style="list-style-type: none"> • Gary Nellesen updated the Committee on scheduled campus construction and the recent earthquake. 	<p>After the earthquake, little damage was observed by Roger Sneed. Roger Sneed was on campus at the time of the incident and was able to check problem areas. Roger found some damage to ceiling tiles in Building 32. Gym 3 had some damage to a door and a window. DSA inspectors came on Saturday to observe the campus and found no structural damage.</p> <p>The Manager’s phone list will be updated to reflect current phone numbers.</p> <p>Lot M construction will begin in May. Dirt will begin to be churned and the hill will be moved after commencement. Lot M will be closing in May for dirt moving and will reopen by Fall with roughly 950 spaces. Temporary lighting will be provided. Lot R will be restored for Fall and shuttle buses will be available to transport students to campus. If a problem arises, Lot M will be restored and dirt will be moved.</p> <p>Door lock updates were to be completed by the end of April but have not been finished. The door locks will continue to be worked on and will definitely be completed by Fall semester. A timeframe for the completion of this project will be communicated to campus.</p>
<p>6. Automated External Defibrillator Program – M. Whitford</p>	<ul style="list-style-type: none"> • Mart Whitford will present this topic at the May meeting. 	<p>None.</p>
<p>7. Title 8 Safety Items a. Review of Worker’s Compensation Injuries-March 2014</p>	<ul style="list-style-type: none"> • The Committee reviewed the Worker’s Compensation log from March 2014. 	<p>None.</p>

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b. Hazard Report Log		
<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"> • The Committee discussed the current status of AP/BP 3550 and AP 3510. 	<p>Bill Rawlings is currently working with HR to move the held up AP/BP's along.</p>
<p>9. Disaster Bins</p>	<ul style="list-style-type: none"> • The Committee discussed Disaster Bins on campus. 	<p>Sheds are not allowed to be utilized on campus as disaster bins. The Facilities Committee can provide a recommendation where to put the bins and a timeframe should be put into place.</p> <p>Marti Whitford should present to the Facilities Committee her requests and Karen will email Gary this request.</p>
<p>10. Student Housing Committee</p>	<ul style="list-style-type: none"> • The Committee discussed the formation of a Student Housing Committee 	<p>PAC met and discussed the potential for student housing on campus. President Scroggins reached out to PAC to provide volunteers to serve on the Student Housing Committee. Joe Jennum, Mark DiMaggio, and Carlos Duarte volunteered to serve on the Committee.</p> <p>Karen Saldana will provide volunteer names to PAC.</p>

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11. 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	<ul style="list-style-type: none">• None.	None.
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<http://inside.mtsac.edu/organization/committees/safety/>

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

5/1/14

6/3/14