

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of May 6, 2014**

<b>Committee Members:</b>		
<input checked="" type="checkbox"/> Mark DiMaggio <input checked="" type="checkbox"/> Stacey Gutierrez <input checked="" type="checkbox"/> Donna Lee <input type="checkbox"/> Bryan Stone	<input checked="" type="checkbox"/> Marti Whitford <input checked="" type="checkbox"/> Jim Alcala <input checked="" type="checkbox"/> Joe Terreri <input checked="" type="checkbox"/> Joe Jennum <input checked="" 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 checked="" type="checkbox"/> Karen Saldana (Chair)
<input checked="" type="checkbox"/> Beth Quinlan (Notes) <input checked="" type="checkbox"/> Steve Shull <input checked="" type="checkbox"/> Tom Birkett		
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	<ul style="list-style-type: none"> <li>The Committee welcomed Tom Birkett from Keenan and Associates and Kevin Hobby from ASCIP. Stacey Gutierrez was also welcomed by the Committee as its newest member. Ms. Gutierrez will be serving as the Human Resources designee in her new position as the Professional Development Director for Mt. SAC.</li> </ul>	<b>None.</b>
<b>2. Agenda Review</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<b>Agenda approved as submitted.</b>
<b>3. Review Group Memory - April 1, 2014</b>	<ul style="list-style-type: none"> <li>Number 5 will be changed to reflect that blue emergency phones will be added to Lot M during construction.</li> </ul>	<p><b>Changes approved to Memory. Memory approved as submitted.</b></p> <p><b>Memory from April 1, 2014 will be posted on the website.</b></p>
<b>4. Automated External Defibrillator &amp; Alcohol and Drug Programs – M. Whitford</b>	<ul style="list-style-type: none"> <li>Marti Whitford discussed the AED Program and Alcohol &amp; Drug Programs with the committee.</li> </ul>	<p><b>The AED program is regulated by Title 22 requiring that training must be in place. The AED program trains necessary employees on the machine and requires a level of competency in operating the machine. Over 50 employees are trained on the AED machine and continually need updated training.</b></p> <p><b>The Alcohol and Drug program is revised by a Committee that meets annually and</b></p>

Health and Safety Committee  
Group Memory

		<p>reviews the program every two years. The biannual review has been completed and a copy provided to the Committee for review.</p>
<p><b>5. Job Shadowing (Custodians/Grounds) – T. Birkett, Keenan and Associates</b></p>	<ul style="list-style-type: none"> <li>• Tom Birkett updated the Committee on Job Shadowing being conducted with the Custodial and Grounds departments.</li> </ul>	<p>Tom Birkett provided his findings to the Committee after conducting additional job shadowing with the Custodial crew. Mr. Birkett found that excessive dirty white boards used by Faculty created additional work for the custodial employees. He also suggested that a more cohesive and structured manner of dumping trash in the buildings be considered.</p> <p>Karen Saldana asked Tom Birkett to create a PowerPoint of recommendations to present at the custodial tail gate meetings.</p> <p>Tom Birkett will meet with Carol Partridge in June to begin shadowing the Grounds department.</p>
<p><b>6. NFPA Diamonds Project – Shull/Duarte</b></p>	<ul style="list-style-type: none"> <li>• Steve Shull and Carlos Duarte discussed the NFPA Diamonds project with the Committee.</li> </ul>	<p>An inspection with an LA County hazardous materials representative is being done in 2 weeks. The information from this inspection will assist in deciding which buildings should include NFPA diamonds.</p> <p>121 pages of chemicals have currently been identified and 27 pages are CERS reportable chemicals. The focus will be on the chemicals listed in the 27 pages.</p> <p>External placards are needed even if placards are provided inside the</p>

Health and Safety Committee  
Group Memory

		<p><b>buildings.</b></p> <p><b>Carol Nolan from ASCIP can assist with her services.</b></p> <p><b>An update on the NFPA Diamonds will be provided in September.</b></p>
<p><b>7. ASCIP Safety Spotlight – K. Hobby/Alcala</b></p>	<ul style="list-style-type: none"> <li>• Kevin Hobby presented to the Committee the most common CalOSHA violations.</li> </ul>	<p><b>Kevin Hobby provided a handout and discussed with the Committee the most common CalOSHA workplace violations.</b></p>
<p><b>8. Title 8 Safety Items</b>  <b>a. Review of Worker’s Compensation Injuries-April 2014</b>  <b>b. Hazard Report Log – 2 student injuries</b></p>	<ul style="list-style-type: none"> <li>• The Committee reviewed the Worker’s Compensation log from April 2014.</li> <li>• The Committee reviewed the Hazard Report Log.</li> </ul>	<p><b>Risk Management will more closely monitor the locations on campus where insect bites are occurring based upon a report from the Director of Health Services that there has been an increase in complaints of these type.</b></p> <p><b>The Committee discussed two School Accident Reports that occurred on campus. The committee discussed how these reports may get to the Risk Management office in a more timely manner. Public Safety typically requests any repairs through Facilities that it notes on any Incident Reports. Bill Asher will check into #8 and #9 on the Hazard Log report to make sure that repairs have been made.</b></p>

Health and Safety Committee  
Group Memory

<p><b>9. Housekeeping</b></p> <ul style="list-style-type: none"><li>• <b>Policies and Procedures Update</b><ul style="list-style-type: none"><li>• AP 6750</li><li>• BP/AP 3550</li><li>• AP 3510</li></ul></li></ul>	<ul style="list-style-type: none"><li>• None.</li></ul>	<p><b>None.</b></p>
<p><b>10. Future Agenda Items</b></p> <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><li>• Respiratory Protection Plan</li><li>• NFPA Diamonds</li></ul>	<ul style="list-style-type: none"><li>• None.</li></ul>	<p><b>None.</b></p>

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

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

5/1/14

6/3/14