

**Mt. San Antonio College
Health and Safety Committee
Group Memory of February 3, 2015**

Committee Members:		
<input checked="" type="checkbox"/> Dave Wilson	<input checked="" type="checkbox"/> Marti Whitford	<input checked="" type="checkbox"/> Peter Gonzalez
<input checked="" type="checkbox"/> Lorraine Jones	<input checked="" type="checkbox"/> Jim Alcalá	<input checked="" type="checkbox"/> Carlos Duarte
<input checked="" type="checkbox"/> Donna Lee	<input type="checkbox"/> Joe Terreri	<input checked="" type="checkbox"/> Timothy Engle
<input type="checkbox"/> Manuel Marquez	<input type="checkbox"/> Joe Jennum	<input checked="" type="checkbox"/> Ken McAlpin
	<input type="checkbox"/> Bill Asher	<input checked="" type="checkbox"/> Karen Saldana
		<input checked="" type="checkbox"/> Beth Quinlan
		<input checked="" type="checkbox"/> Steve Shull
		<input checked="" type="checkbox"/> Stacey Gutierrez
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> The Committee welcomed Dave Wilson as the new Directory of Public Safety. Committee members welcomed Stacey Gutierrez from Professional Development. Tom Birkett from Keenan and Associates joined the Committee. 	None.
2. Agenda Review	<ul style="list-style-type: none"> None. 	None. Agenda approved as submitted.
3. Review Group Memory - December 2, 2014	<ul style="list-style-type: none"> Number 4 will be edited to reflect a correction in the spelling of "Jemma Blake-Judd". 	No changes to memory. Memory from December 2, 2014 will be posted on the website.
4. Worker's Compensation Trends – T. Birkett	<ul style="list-style-type: none"> Tom Birkett from Keenan and Associates provided the Committee with the College's worker's compensation trends. 	Between July 1 and January 1 there have been 40 worker's compensation injuries on campus. Mr. Birkett provided the Committee with the frequency of injury and the incurred losses within the worker's compensation program. The College will continue to work on training employees in an effort to eliminate injuries and reduce losses.
5. Emergency Preparedness	<ul style="list-style-type: none"> Jim Alcalá provided an emergency preparedness 	All evacuation chairs have been installed

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<p>Update – J. Alcala</p>	<p>update.</p>	<p>on campus. On March 10, 2015, a training will be held to train individuals identified as trainers for the evacuation chairs. Two 2 hour sessions will be held. One session provides training on the evacutrack chairs and the other training provides training on the power evacutrack chair. After the trainer have been trained, training will be opened up to the campus community.</p> <p>Tim Engle will follow up with Grace Hanson regarding who from DSPS will be attend and/or observe the training on March 10.</p> <p>March 17, 2015 will be the evacuation and emergency preparedness drill. Karen Saldana and Jim Alcala will meet with Cabinet to discuss strategy. The drill may include a tabletop drill with the ICS management team.</p>
<p>6. Parking Lot M emergency phone/Disaster Bins – C. Duarte</p>	<ul style="list-style-type: none"> The Committee was provided an update on the Lot M emergency phones and disaster bins on campus. 	<p>A mobile phone stabilizer is being installed in Lot M. The stabilizer should be functional by March 23, 2015.</p> <p>The Disaster Bins are stocked and ready. Additional items are needed for the disaster bins. Marti Whitford and Carlos Duarte will work with the warehouse to see if certain supplies are available. Safety Credits may be used for the purchase of some items. An inventory list of items needed will be provided along with quotes from Purchasing. When that information is received, the Committee can make a recommendation. Items need to be ordered by April.</p>

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		Marti Whitford will provide a PowerPoint with information on the safety bins at the March meeting.
7. Smoking Ban Update – C. Duarte	<ul style="list-style-type: none"> The Committee will discuss the Smoking Ban at the March meeting. 	None.
8. Title 8 Safety Items a. Review of Worker’s Compensation Injuries-December 2014 and January 2015 b. Hazard Report Log	<ul style="list-style-type: none"> .None. 	None. Gary Nellesen will provide an update at the next Committee meeting.

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

FUTURE MEETING DATES (9:00 – 10:30 a.m.)
March 3, 2015