

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of May 5, 2015**

| <b>Committee Members:</b>  |  |  |
|--|--|--|
| <input type="checkbox"/> Dave Wilson                               | <input checked="" type="checkbox"/> Shirley Wong   | <input checked="" type="checkbox"/> Peter Gonzalez   |
| <input checked="" type="checkbox"/> Lorraine Jones                 | <input checked="" type="checkbox"/> Jim Alcalá   | <input type="checkbox"/> Carlos Duarte   |
| <input checked="" type="checkbox"/> Donna Lee                      | <input checked="" 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 type="checkbox"/> Karen Saldana   |
|  |  | <input checked="" type="checkbox"/> Beth Quinlan   |
|  |  | <input type="checkbox"/> Steve Shull   |
|  |  | <input type="checkbox"/> Martin Barajas, Student   |
| <b>ITEM</b>  | <b>DISCUSSION/COMMENTS</b>   | <b>ACTION/OUTCOME</b>  |
| <b>1. Welcome/Introductions</b>                                    | <ul style="list-style-type: none"> <li>The Committee welcomed Shirley Wong in Marti Whitford's absence.</li> </ul>                               | <b>None.</b>   |
| <b>2. Agenda Review</b>  | <ul style="list-style-type: none"> <li>None.</li> </ul>  | <b>None.</b><br><br><b>Agenda approved as submitted.</b>   |
| <b>3. Review Group Memory - April 7, 2015</b>                      | <ul style="list-style-type: none"> <li>None.</li> </ul>  | <b>No changes made to memory.</b><br><br><b>Memory from April 7, 2015 will be posted on the website.</b>   |
| <b>4. Early Defibrillation Program-Annual Review (M. Whitford)</b> | <ul style="list-style-type: none"> <li>Shirley Wong presented to the Committee the Annual Review of the Early Defibrillation Program.</li> </ul> | <b>Eight defibrillation units are currently on campus. Training is done bi-annually through POD. A PowerPoint presentation has been created for the training. An AED user must be CPR certified.</b><br><br><b>None of the devices have been utilized this year.</b><br><br><b>A First Aid class was provided to the Planetarium. POD is looking into doing a First Aid class open to employees on campus.</b> |
| <b>5. Committee Goals and Planning</b>                             | <ul style="list-style-type: none"> <li>The Committee discussed 2015-2016 goals and</li> </ul>  | <b>Numbering on the Committee Goals will</b>   |

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|   | <p>planning.</p>  | <p><b>be fixed.</b></p> <p>The Committee discussed the following plans and goals for the upcoming year: reviewing the IIPP, September as Emergency Preparedness month, and clarification and training on the newly installed evacuation chairs.</p> <p>Copies of the Committee Plan and Goals will be sent to the Committee and to President Scroggins.</p>  |
| <p><b>6. Emergency Preparedness Update – Alcala</b></p> | <ul style="list-style-type: none"> <li>James Alcala provided an Emergency Preparedness update.</li> </ul>                         | <p>Jim Alcala, Karen Saldana and Beth Quinlan met with the Area D Coordinator to discuss a date for a “scenario drill” to collaborate with the local Fire and Sheriff Departments. During the drill scenario, a triage component of ICS will be implemented. This is in the preliminary stages of development and will require significant planning.</p> <p>A drill will be scheduled during September’s Emergency Preparedness Month. This date is TBD.</p> <p>Jim Alcala made contact with the Fire Department chiefs around campus.</p> |
| <p><b>7. Workplace Chemical Presentation</b></p>        | <ul style="list-style-type: none"> <li>Lorraine Jones provided a presentation on Workplace Chemicals to the Committee.</li> </ul> | <p>Reasonable accommodation needs to be provided on campus to employees with multiple chemical sensitivities. A policy to deal with this issue is in development.</p>  |

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| <p><b>8. Title 8 Safety Items</b><br/><b>a. Review of Worker's Compensation Injuries-February and March 2015</b><br/><b>b. Hazard Report Log</b></p> | <ul style="list-style-type: none"><li>• The Committee will review the Title 8 Safety Items at the June meeting.</li></ul> | <p><b>None.</b></p> |
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<http://inside.mtsac.edu/organization/committees/safety/>

**FUTURE MEETING DATES (9:00 – 10:30 a.m.)**  
April 7, 2015