

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of August 5, 2014**

**Committee Members:**

- |  |  |   |  |
|--|--|---|--|
| <input checked="" type="checkbox"/> Art DeLaCruz   | <input checked="" type="checkbox"/> Marti Whitford | <input checked="" type="checkbox"/> Robert Montoya        | <input checked="" type="checkbox"/> Beth Quinlan (Notes) |
| <input type="checkbox"/> Lorraine Jones            | <input checked="" type="checkbox"/> Jim Alcala     | <input checked="" type="checkbox"/> Carlos Duarte         | <input type="checkbox"/> Steve Shull                     |
| <input checked="" type="checkbox"/> Donna Lee      | <input type="checkbox"/> Joe Terreri               | <input type="checkbox"/> Timothy Engle                    | <input type="checkbox"/> Tom Birkett                     |
| <input checked="" type="checkbox"/> Peter Gonzalez | <input checked="" type="checkbox"/> Joe Jennum     | <input type="checkbox"/> Ken McAlpin                      | <input checked="" type="checkbox"/> Stacey Gutierrez     |
| <input checked="" type="checkbox"/> Manuel Marquez | <input type="checkbox"/> Bill Asher                | <input checked="" type="checkbox"/> Karen Saldana (Chair) |  |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	<ul style="list-style-type: none"> <li>The Committee welcomed Lisa Overholt, Toni Brady, and Tom Birkett from Keenan and Associates to present the annual Risk Improvement Action Plan.</li> <li>Peter Gonzalez and Manuel Marquez were welcomed by the Committee as the new Unit 651 representatives.</li> <li></li> </ul>	<b>None.</b>
<b>2. Agenda Review</b>	<ul style="list-style-type: none"> <li>#7 – Art De La Cruz would like to discuss the recent thefts on campus with the Committee</li> </ul>	<b>Changes will be made to the Agenda. Agenda approved as submitted.</b>
<b>3. Review Group Memory - July 1, 2014</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<b>Memory approved as submitted. Memory from July 1, 2014 will be posted on the website.</b>
<b>4. Risk Action Improvement Plan</b>	<ul style="list-style-type: none"> <li>Keenan and Associates discussed the Risk Action Improvement Plan with the Committee.</li> </ul>	<b>Keenan and Associates created a Risk Improvement Plan to assist in lowering the amount of Worker’s Compensation claims. The Plan identified areas of improvement. These areas include increased training opportunities and encouraging an increase in self-inspections for the Maintenance department.</b>

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		Keenan and Risk Management will continue to work with the Maintenance department to increase training opportunities and will discuss with Ken McAlpin night-shift training opportunities.
<b>5. Emergency Preparedness Week – Fall 2014</b>	<ul style="list-style-type: none"> <li>The Committee discussed the Fall 2014 Emergency Preparedness Week.</li> </ul>	<p>Emergency Preparedness week is scheduled for September 15-19, 2014.</p> <p>An email Save the Date has been sent out to the campus highlighting the educational opportunities, scheduled drill, and vendor show that will be held.</p>
<b>6. Title 8 Safety Items</b> <b>a. Review of Worker’s Compensation Injuries-July 2014</b> <b>b. Hazard Report Log</b>	<ul style="list-style-type: none"> <li>The Committee reviewed the Worker’s Compensation log from June 2014.</li> <li>The Committee reviewed the Hazard Report Log.</li> </ul>	<p>Bill Asher and Art De La Cruz would like more information on where the employee fell in item #4 on the Review of Worker’s Compensation Injuries. Beth will follow up on this request.</p>
<b>7. Recent Thefts on Campus – De La Cruz</b>	<ul style="list-style-type: none"> <li>Art De La Cruz discussed the recent thefts on Campus with the Committee.</li> </ul>	<p>Concerns over campus safety have been brought up, but Public Safety is working closely with the Sheriff’s Department. A person of interest has been created due to a professor setting up a motion camera.</p> <p>Public Safety hopes to provide information on the suspect in the upcoming weeks.</p>

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<p><b>8. Housekeeping</b></p> <ul style="list-style-type: none"> <li>• ACCJC New Standard Gap Analysis</li> <li>• Disaster Bins</li> <li>• Update of strobe/alarm in Bldg. 4</li> <li>• Grounds Job Shadowing</li> <li>• CERT Training</li> <li>• Policies and Procedures Update             <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.)**

9/3/14