

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of November 4, 2014**

<b>Committee Members:</b>		
<input type="checkbox"/> Art DeLaCruz	<input checked="" type="checkbox"/> Marti Whitford	<input type="checkbox"/> Peter Gonzalez
<input checked="" type="checkbox"/> Lorraine Jones	<input checked="" type="checkbox"/> Jim Alcala	<input checked="" type="checkbox"/> Carlos Duarte
<input checked="" type="checkbox"/> Donna Lee	<input type="checkbox"/> Joe Terreri	<input type="checkbox"/> Timothy Engle
<input type="checkbox"/> Manuel Marquez	<input checked="" type="checkbox"/> Joe Jennum	<input checked="" type="checkbox"/> Ken McAlpin
	<input checked="" type="checkbox"/> Bill Asher	<input checked="" type="checkbox"/> Karen Saldana (Chair)
<input checked="" type="checkbox"/> Beth Quinlan (Notes)	<input type="checkbox"/> Steve Shull	<input type="checkbox"/> Mimi Isaguirre

  

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	<ul style="list-style-type: none"> <li>The Committee welcomed Tom Birkett to present an overview of the Grounds Job Shadowing project.</li> <li>Lisa Overholt of Keenan and Associates was welcomed by the Committee.</li> <li>Ruben Avila, of the Grounds Department, was welcomed by the Committee.</li> </ul>	<b>None.</b>
<b>2. Agenda Review</b>	<ul style="list-style-type: none"> <li>#8 – Marti Whitford would like to discuss VAWA.</li> <li>#9 – Carlos Duarte would like to discuss the update on Lot M.</li> </ul>	<b>Changes will be made to the Agenda.</b>  <b>Agenda approved as submitted.</b>
<b>3. Review Group Memory - October 7, 2014</b>	<ul style="list-style-type: none"> <li>The Committee reviewed the October Memory.</li> </ul>	<b>Memory approved as submitted.</b>  <b>Memory will be posted on the website.</b>
<b>4. Grounds Job Shadowing project – T. Birkett, Keenan &amp; Associates</b>	<ul style="list-style-type: none"> <li>Tom Birkett provided an overview of the Grounds Job Shadowing project.</li> </ul>	<b>On August 8, 2014 and September 19, 2014, Tom Birkett conducted job shadowing of the Grounds department.</b>  <b>Tom Birkett provided recommendations to assist the Grounds department in working in a more safe manner. Tom suggested that tools be made more accessible to employees to make each job more ergonomic.</b>

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		<p>Mr. Birkett encouraged the utilization of Personal Protective Equipment and to thoroughly read through the MSDS requirement for PPE. Mr. Birkett also encourage tailgate meetings be held on utility cart guidelines.</p> <p>Tom Birkett will send the overview PowerPoint to Karen Saldana.</p>
<p><b>5. Company Nurse – L. Overholt, Keenan &amp; Associates</b></p>	<ul style="list-style-type: none"> <li>• Lisa Overholt presented Company Nurse to the Committee.</li> </ul>	<p>Company Nurse is a new program provided to all JPA members. This program provides employees the opportunity to discuss their work injury with a nurse over the phone. The nurse will provide the level of treatment for the employee or direct the employee to go to a medical clinic.</p> <p>Company Nurse hopes to provide a reduction in minor injuries and encourage timely reporting. The cost will be \$140 per claim that is reported.</p> <p>Company Nurse is available 24/7 and is available in many different languages.</p> <p>The benefits of Company Nurse include identifying the level of care, protocols specific to Mt. SAC are given, and an opportunity to assist in any further worker’s compensation litigation.</p> <p>The Committee will continue to discuss the utilization of Company Nurse.</p>
<p><b>6. Respiratory Protection Program Task Force</b></p>	<ul style="list-style-type: none"> <li>• The Committee discussed the creation of the Respiratory Protection Program Task Force.</li> </ul>	<p>The Committee created a task force for the Respiratory Protection Program. Marti Whitford, Steve Shull, HR Representative, Director of Respiratory Therapy have been asked to participate in</p>

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		<b>a task force that will become familiar with the Title 8 requirements. A third party will be hired to conduct an assessment and provide a report for jobs that will require respirators.</b>
<b>7. Evacuation Chair Update</b>	<ul style="list-style-type: none"> <li>The Committee will discuss the Evacuation Chair Update at the December meeting.</li> </ul>	<b>None.</b>
<b>8. Title 8 Safety Items</b> <b>a. Review of Worker's Compensation Injuries-August 2014</b> <b>b. Hazard Report Log</b>	<ul style="list-style-type: none"> <li>The Committee will reviewed the Worker's Compensation log from September and October 2014.</li> </ul>	<b>None.</b>
<b>9. VAWA</b>	<ul style="list-style-type: none"> <li>The Committee will discuss VAWA at the December meeting.</li> </ul>	<b>None.</b>
<b>10. Lot M Update</b>	<ul style="list-style-type: none"> <li>The Committee will discuss Lot M at the December meeting.</li> </ul>	<b>None.</b>

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

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

**10/2/14**