

**Mt. San Antonio College
Health and Safety Committee
Group Memory of October 7, 2014**

Committee Members:		
<input checked="" type="checkbox"/> Art DeLaCruz <input checked="" type="checkbox"/> Lorraine Jones <input checked="" type="checkbox"/> Donna Lee <input type="checkbox"/> Manuel Marquez	<input checked="" type="checkbox"/> Marti Whitford <input checked="" type="checkbox"/> Jim Alcalá <input checked="" type="checkbox"/> Joe Terreri <input checked="" type="checkbox"/> Joe Jennum <input checked="" type="checkbox"/> Bill Asher	<input checked="" type="checkbox"/> Peter Gonzalez <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 type="checkbox"/> Steve Shull <input type="checkbox"/> Mimi Isaguirre		
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> • The Committee welcomed Johnny Jauregui to present the Respiratory Protection Program. • Mimi Isguirre was welcomed at the Committee's student representative. • Roger Sneed were present at the Committee meeting to provide an update on the door lock project. 	None.
2. Agenda Review	<ul style="list-style-type: none"> • #4 – Evacuation Chair Update • #8 – Respiratory Program 	<p>Changes will be made to the Agenda.</p> <p>Agenda approved as submitted.</p>
3. Review Group Memory - September 2, 2014	<ul style="list-style-type: none"> • None 	<p>Memory approved as submitted.</p> <p>Memory will be posted on the website.</p>
4. Evacuation Chair Update	<ul style="list-style-type: none"> • An update on Evacuation Chairs was provided to the Committee. 	<p>All buildings have been identified for evacuation chair placement. Location of the evacuation chair unit in Building 28 is currently being determined.</p> <p>All chair units have been purchased and are currently being stored in the Warehouse until all building locations have been finalized. Installation will begin when locations are approved. Installation will take a few weeks to complete.</p>

Health and Safety Committee
Group Memory

		<p>Carlos Duarte will walk with Mika Klein and Bill Asher to identify a need for an evacuation chair in Building 2.</p>
<p>5. Drug Free Environment (AP/BP 3550)</p>	<ul style="list-style-type: none"> The Committee discussed the status of AP/BP 3550 – Drug Free Environment. 	<p>AP 3550 has gone through all approvals on campus and is ready for Board approval.</p> <p>The Committee is unsure where BP 3550 is located in the approval process.</p>
<p>6. Lot M Update</p>	<ul style="list-style-type: none"> An update on Lot M was provided to the Committee. 	<p>Lighting has been provided in Lot M by Tilden Coil. Parking spaces in Lot M are going to be expanded to accommodate 900 cars.</p> <p>Emergency phones cost around \$200,000.00. A solar powered cell-based unit would cost around \$5,800.00</p> <p>Mike Montoya will follow up with Gary Nellesen regarding purchasing emergency notification phones.</p> <p>The Committee discussed a need for a campus standard for emergency phones on campus.</p>
<p>7. Interior Door Lock Project</p>	<ul style="list-style-type: none"> Roger Sneed updated the Committee on the Campus Door Lock project. 	<p>An issue regarding the installation of the new door locks has been brought to the Committee’s attention. Karen Saldana and James Alcala went to Building 7 and observed different locks being installed on panic bars.</p> <p>530 locks have been installed. The project is currently on hold. Communication on how to utilize door locks was provided to the Division Deans. Education on utilization of new door locks needs to</p>

Health and Safety Committee
Group Memory

		<p>occur.</p> <p>Roger Sneed will ask the lock company if an educational video is available to share with the campus community.</p> <p>Push and turn locks have been installed in offices and classrooms.</p>
<p>8. Respiratory Protection Program</p>	<ul style="list-style-type: none"> Johnny Jauregui provided a presentation on a Respiratory Protection Program. 	<p>Human Resources approached Unit 651 regarding the need to develop a Respiratory Protection Program.</p> <p>Unit 651 is currently using protective masks. However, the current masks do not seal properly and tend to fog up employee's protective eyewear. The masks that are preferred by Unit 651 are considered to be a respirator because it has a valve. This mask will require a fit test and a written Respiratory Protection Program.</p> <p>Johnny Jauregui discussed that if employees use the respirators voluntarily, then a written protection plan is not needed.</p> <p>The committee moved to create a task force to move forward on and discuss if a written protection program is required. The task force will begin developing a program on who should be included in the protection program and the task force will have the authority to write the Board Policy.</p>
<p>9. Title 8 Safety Items a. Review of Worker's Compensation Injuries-August 2014</p>	<ul style="list-style-type: none"> The Committee will review the Worker's Compensation log from September 2014 at the next meeting. 	<p>None.</p>

Health and Safety Committee
Group Memory

b. Hazard Report Log		
----------------------	--	--

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

FUTURE MEETING DATES (9:00 – 10:30 a.m.)
10/2/14