

**Mt. San Antonio College
Health and Safety Committee
Group Memory of October 6, 2015**

Committee Members:		
<input checked="" type="checkbox"/> Dave Wilson <input type="checkbox"/> Lorraine Jones <input checked="" type="checkbox"/> Donna Lee <input type="checkbox"/> Justin Ott	<input checked="" type="checkbox"/> Shirley Wong <input checked="" type="checkbox"/> Melonee Cruse <input checked="" type="checkbox"/> Joe Terreri <input checked="" type="checkbox"/> Joe Jennum <input type="checkbox"/> Bill Asher	<input checked="" type="checkbox"/> Peter Gonzalez <input checked="" type="checkbox"/> Carlos Duarte <input type="checkbox"/> Timothy Engle <input checked="" type="checkbox"/> Ken McAlpin <input checked="" type="checkbox"/> Karen Saldana
<input checked="" type="checkbox"/> Beth Quinlan <input checked="" type="checkbox"/> Steve Shull <input checked="" type="checkbox"/> Alysia Lukito, Student <input checked="" type="checkbox"/> Patricia Swint - Keenan		
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> The Committee welcomed Toni Brady, Lisa Overholt, and Patricia Swint from Keenan to present the Annual Risk Management Analytics Report. The Committee welcomed the new student representative, Alysia Lukito. Shirley Wong joined the Committee meeting as the designee for Marti Whitford. 	None.
2. Agenda Review	<ul style="list-style-type: none"> The Committee reviewed the Agenda. Item # 7 Campus Lock Project: Concerns to Building 40, 23, 2, 1ABC, 80 and various other areas 	Agenda approved and changes made.
3. Review Group Memory - September 1, 2015	<ul style="list-style-type: none"> The Committee reviewed the Memory. 	Memory approved as submitted. Memory from September 2015 will be posted on the website.
4. Annual Risk Management Analytics Report-Toni Brady, Keenan & Associates	<ul style="list-style-type: none"> Keenan and Associates presented the Annual Risk Management Analytics Report. 	Keenan presented Mt. SAC's Worker's Compensation Trends and Benchmarking Analytics. The trend covers 5 years valued as of 8/31/15. Students, Custodians, Instructors, Grounds, and Clerical hit the Top 5 Occupations in frequency. Custodial Services are a majority of

Health and Safety Committee
Group Memory

		<p>“strain by” injuries. Instructors are increasing in amount of stress claims. Grounds are also a majority of “strain by” injuries.</p> <p>Keenan will increase the focus on loss drivers and schedule training within campus departments that have higher frequency of claims. Melonee will work with Ken and Custodial services to pinpoint areas that may benefit from additional training and discussions. Patricia Swint discussed scheduling job shadowing with the custodial department.</p> <p>Keenan also will provide templates for a written Ergonomic Program and encouraged the continued use of Keenan SafeColleges. Ergonomic handouts will be provided to Melonee by Patricia.</p> <p>The Committee discussed providing a list of necessary training to HR for the newly hired employees.</p> <p>Melonee will present suggested trainings for employees at the next Committee meeting.</p>
<p>5. Farm Complex Safety Walk (review)</p>	<ul style="list-style-type: none"> • The Committee reviewed the Farm Complex Safety Walk. 	<p>The Committee reviewed the Farm Safety Walk data sheet and went over the updates provided.</p> <p>Marti Whitford has completed First Aid kits and have been providing training.</p> <p>Steve Shull and Melonee Cruse will be visiting the Farm within the next few weeks to review hazard signage.</p>

Health and Safety Committee
Group Memory

		<p>Eye wash station currently has a work order and Beth Quinlan will check on the status of the work order. Replacement eyewash station can be placed as an Immediate Needs due to it being a safety issue.</p> <p>Beth Quinlan will also check on the work order status of the Lube Rack.</p> <p>The report will be presented to Matt Pawlak after final changes to report have been made. Matt may reach out to the Committee, Karen or Melonee, or Gary Nellesen to begin correcting some of the issues.</p>
<p>6. Safety/Emergency Services update – M. Cruse</p>	<ul style="list-style-type: none"> Melonee Cruse updated the Committee on Safety/Emergency Services. 	<p>Melonee provided an update on the CDC Evacuation and Triage Drill. The drill went well on September 25, 2015. Increased communication is needed, building site map on hand to assist with locating areas, and develop written protocols for field response.</p> <p>Melonee would like to exercise new campus response teams, activating the EOC in a drill, and increasing communication with local mutual aid responders.</p>

Health and Safety Committee
Group Memory

<p>7. Campus Lock Project Review</p>	<ul style="list-style-type: none"> The Committee discussed the status of the Campus Lock Project. 	<p>40, 23, 2, 1ABC, 80 did not get finished and 28, 6/LTC automatic glass doors cannot be secured in the event of an active shooter. A work order was placed but Bill Asher said that it was outside of the scope of the work order system. Dave Wilson also spoke with Bill and was communicated the same issue.</p> <p>Gary Nellesen or Roger Sneed to be invited to the next Committee meeting to discuss the status of the project. Carlos Duarte will email his questions to Karen so that she may provide them to Gary or Roger.</p>
<p>8. Title 8 Safety Items</p> <ul style="list-style-type: none"> Worker's Compensation Injuries -9/2015 Hazard Report Log 	<ul style="list-style-type: none"> The Committee reviewed Title 8 Safety Items. 	<p>None.</p>

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

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