

**Mt. San Antonio College
Health and Safety Committee
Group Memory of January 5, 2016**

Committee Members:		
<input type="checkbox"/> Dave Wilson	<input type="checkbox"/> Marti Whitford	<input type="checkbox"/> Peter Gonzalez
<input checked="" type="checkbox"/> Lorraine Jones	<input type="checkbox"/> Melonee Cruse	<input type="checkbox"/> Carlos Duarte
<input type="checkbox"/> Donna Lee	<input checked="" type="checkbox"/> Joe Terreri	<input type="checkbox"/> Timothy Engle
<input checked="" type="checkbox"/> Manuel Marquez	<input type="checkbox"/> Joe Jennum	<input type="checkbox"/> Ken McAlpin
	<input checked="" type="checkbox"/> Bill Asher	<input checked="" type="checkbox"/> Karen Saldana
		<input type="checkbox"/> Beth Quinlan (notes)
		<input type="checkbox"/> Steve Shull
		<input checked="" type="checkbox"/> Stacey Gutierrez
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> None. 	None.
2. Agenda Review	<ul style="list-style-type: none"> #8: Building 8 exterior restrooms #9: Issues with new Student Success building regarding door hardware. 	<p>None.</p> <p>Agenda approved as submitted.</p>
3. Review Group Memory - November 3, 2015	<ul style="list-style-type: none"> None. 	<p>No changes to memory.</p> <p>Memory from November 3, 2015 approved as submitted and will be posted to the website.</p>
4. Campus Door Lock Project- G. Nellesen	<ul style="list-style-type: none"> Gary Nellesen updated the Committee on the Campus Door Lock Project. 	<p>Access control system has been in an ongoing state of development since 2003. In 2008, a sole source provider was selected to integrate one single software system. First access project was 2009/2010. A standard for campus has not yet been developed regarding access doors.</p> <p>Key audit must be done. Awaiting approval and funding for 2-3 year position of Project Manager to head up these items.</p> <p>Campus standard is in place for door</p>

		<p>locks on classroom, offices, and larger spaces. The building code drives the standard. New buildings have conduit pathway that can allow electrical door locks. Hardwire systems are more reliable.</p> <p>Door locks that are currently in place due to when buildings were built and the codes that were in place. We have 2 master key systems in place at Mt. SAC.</p> <p>No policy or standard in place for key requests. Reduction of 2nd level master keys being issued needs to happen.</p> <p>Campus project to re-key all classrooms and office suites with hardware that can be locked from the inside. Issues defining where the project scope ended. Some doors didn't get done that should have been done. Some doors still need to be identified and converted. <u>Campus needs to assist Facilities in identifying which doors still have yet to have the hardware change.</u></p> <p>Lockdown can occur for doors in access control but it is does not have the ability to lock down specific zones. This will take several years.</p> <p>A policy for when doors should be unlocked/locked automatically does not yet exist.</p> <p>Work on increased communication to campus regarding emergency issues. Roger Sneed or Gary Nellesen can be</p>
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Health and Safety Committee
Group Memory

		contacted directly regarding the door lock issues.
5. Safety/Emergency Services Update – M. Cruse	<ul style="list-style-type: none"> Melonee Cruse provided an update to the Committee. 	<p>Copy of IIPP provided to the Committee via email.</p> <p>Melonee Cruse discussed the IIPP with HR. Roles and responsibility titles need to be reworked. She will continue to work with HR on the IIPP and update the committee. The IIPP will be the umbrella program for safety programs.</p>
6. Purpose and Function Statement	<ul style="list-style-type: none"> The Committee will discuss the Purpose and Function Statement at the February meeting. 	None.
7. Title 8 Safety Items a. Review of Worker’s Compensation Injuries-October-December 2015 b. Hazard Report Log	<ul style="list-style-type: none"> The Committee reviewed the Worker’s Compensation injuries from October, November and December 2015. The Committee reviewed the Hazard Log. 	<p>None.</p> <p>Marti will follow up on the first aid kits for Building 80 with Brian Scott.</p> <p>The Hazard Log will be update to more accurately reflect actions taken on hazards.</p>

Health and Safety Committee
Group Memory

<p>8. Building 8 exterior restrooms – C. Duarte</p>	<ul style="list-style-type: none"> • Carlos discussed the following concern with the Committee. 	<p>Southwest side of Building 8 has men’s and women’s restroom. Bathrooms can be locked from the inside. This is not the campus safety standard. The issue has been addressed on the construction punch list.</p> <p>Gary Gidcumb will be contacted by Melonee Cruse to expedite this issue.</p>
<p>Housekeeping Items:</p>	<ul style="list-style-type: none"> • The Committee discussed standing housekeeping items. 	<p>Eyewash station consultant audited the Farm. Eyewash stations need to be flushed weekly and temperature needs to be adjusted. Code of Safe Practice signs for the Farm may be beneficial. Steve Shull is working with POD to provide fire extinguisher training for the Farm. Marti is also working on conducting First Aid training for Farm. POD is offering a CPR/First Aid class in January or February that can be offered to the Farm.</p> <p>Emergency Preparedness drill scheduled for spring on March 17.</p> <p>POD trainings have Building Marshal/Floor Captain trainings. Emergency Preparedness workshop series also being created. Active Shooter presentation will be the first one.</p>

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

FUTURE MEETING DATES (9:00 – 10:30 a.m.)
February 2, 2015