

**Mt. San Antonio College
Health and Safety Committee
Group Memory of February 2, 2016**

Committee Members:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Dave Wilson | <input type="checkbox"/> Shirley Wong | <input type="checkbox"/> Peter Gonzalez | <input type="checkbox"/> Beth Quinlan (notes) |
| <input checked="" type="checkbox"/> Lorraine Jones | <input type="checkbox"/> Melonee Cruse | <input type="checkbox"/> Carlos Duarte | <input type="checkbox"/> Steve Shull |
| <input type="checkbox"/> Donna Lee | <input checked="" type="checkbox"/> Joe Terreri | <input type="checkbox"/> Timothy Engle | <input checked="" type="checkbox"/> Stacey Gutierrez |
| <input checked="" type="checkbox"/> Manuel Marquez | <input checked="" type="checkbox"/> Joe Jennum | <input type="checkbox"/> Ken McAlpin | |
| | <input checked="" type="checkbox"/> Bill Asher | <input checked="" type="checkbox"/> Patricia Swint | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> The Committee welcomed Patricia Swint from Keenan. Shirley Wong attended the meeting in Marti Whitford's absence. 	None.
2. Agenda Review	<ul style="list-style-type: none"> None. 	None. Agenda approved as submitted.
3. Review Group Memory - January 5, 2016	<ul style="list-style-type: none"> None. 	Carlos Duarte provided an update on the restroom locks in the new Campus Café. Locks have been ordered and will be installed. No changes to memory. Memory from January 5, 2016 approved as submitted and will be posted to the website.
4. Campus Door Lock Project	<ul style="list-style-type: none"> The Committee reviewed the Campus Door Lock 	Steve Shull suggested an additional

Health and Safety Committee
Group Memory

<p>Summary</p>	<p>Project.</p>	<p>audit of the campus doors. Information from the audit can be relayed back to Facilities. The audit will determine which doors cannot be locked from the interior with the push/lock door hardware. Melonee Cruse will write a recommendation for the March meeting. Steve Shull offered Fire Academy students to assist with the audit.</p> <p>Roger Sneed is meeting with Gary Nellesen to discuss door lock issues.</p>
<p>5. Purpose and Function Statement (w/PAC recommendations)</p>	<ul style="list-style-type: none"> • The Committee reviewed the Purpose and Function Statement with PAC recommendations. 	<p>The Committee reviewed the PAC recommendations and suggested the following additional changes:</p> <p>Under Purpose add: “To promote the use and understanding of the campus Emergency Operation Plan.” OR “To promote the use and awareness of the campus Emergency Operation Plan.</p> <p>Under Function add “emergency preparedness” in items 1, 2, and 3. Also, add “To design, plan, and train all campus resources on the use and implementation of the campus</p>

Health and Safety Committee
Group Memory

		<p>Emergency Operation Plan.”</p> <p>Melonee Cruse will edit and send to the Committee for approval.</p>
<p>6. Title 8 Safety Items</p> <p>a. Review of Worker’s Compensation Injuries-January 2015</p> <p>b. Hazard Report Log</p>	<ul style="list-style-type: none"> • The Committee reviewed the Hazard Log. • The Worker’s Compensation Log will be reviewed in February. 	<p>None.</p> <p>None.</p>

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

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

March 1, 2016

April 5, 2016