

**Mt. San Antonio College
Health and Safety Committee
Group Memory of March 14, 2017**

Committee Members:

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| <input type="checkbox"/> Dave Wilson | <input checked="" type="checkbox"/> Melonee Cruse | <input checked="" type="checkbox"/> Peter Gonzalez | <input checked="" type="checkbox"/> Steve Shull |
| <input type="checkbox"/> Patricia Swint (Keenan) | <input checked="" type="checkbox"/> Marti Whitford | <input checked="" type="checkbox"/> Carlos Duarte | <input type="checkbox"/> Chris Shen |
| <input checked="" type="checkbox"/> Donna Lee | <input checked="" type="checkbox"/> Joe Terreri | <input checked="" type="checkbox"/> Timothy Engle | <input checked="" type="checkbox"/> Duetta Langevin (Chair) |
| <input type="checkbox"/> Manuel Marquez | <input checked="" type="checkbox"/> Joe Jennum | <input checked="" type="checkbox"/> Ken McAlpin | |
| <input type="checkbox"/> Joanne Franco | <input checked="" type="checkbox"/> Bill Asher | <input checked="" type="checkbox"/> Sandi Horn | <input checked="" type="checkbox"/> Doris Torres (Notes) |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	No Changes	None
2. Agenda Review	No Changes	Agenda Approved and Submitted
3. Review Group Memory – February 7, 2017	No Changes	Memory Approved and Submitted
4. Hazardous Log Form	Nothing has been reported to Risk within the last 30 days.	Spreadsheet will be generated of hazardous issues that have come in with resolutions or pending issues that have occurred. This will be posted to Risk website for reporting access within the next 30 days
5. Safety Quarterly Inspections	Subcommittee will meet after Health and Safety meeting to discuss draft policy and draft inspection checklist.	More details at the next meeting Future meeting with Dr. Scroggins to discuss what Health and Safety has planned

<p>6. Emergency Preparedness</p>	<p>Melonee – Preparing for drill April 13th 2017 will involve a morning drill for building 70-73, CDC area, Health and Tech, buildings 27, 28, 66, 67 and 69.</p> <p>Revisit evacuation assembly areas.</p> <p>Hazardous Materials inventory on campus. Just completed HAVAC and welding in building 69, next will be Arts building 1-A, B, C, Chemistry Biology, and Physics. SDS are available online. There is also electronic access and paper SDS available.</p> <p>Budget available to fill up storage units, care and sheltering units, portable toilets, flash lights finishing EOC, printer.</p> <p>Bill Eastman is working out issues on Alertus System. Desktop alerts, and buildings 9E, 13 are up and running, and commission the text to speech portion of Alertus for mass audio notification in the library, all of building 9B and CDC</p> <p>Joe J. – discussed, building evacuation route is located in all buildings. The plaquers, are those up to date, where do we get them, and who installs them?</p> <p>Steve – discussed, Melonee will want to reach out to Fire Academy for a list of Fire Extinguishers chemicals offsite</p>	<p>When drill takes place, CDC will evacuate and take kids to Sherman Park.</p> <p>Meeting with building managers to confirm plans have been updated. Training will be held to practice with radios before drill starts.</p> <p>Campus map online shows assembly areas which are on the parking lot to decide the best place for evacuation</p> <p>Melonee - to give SDS online access to Marti Whitford and Custodial Services</p> <p>Duetta - will determine where plaquers exist and how we get them posted in the buildings</p>
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<p>7. Rollover Protection</p>	<p>Inventory was completed on all equipment which has rollover protection (ROPS). Hard top had seatbelts, Soft top do not have ROPS. During the equipment review with Brian, he shared that some seatbelts have been cut off and hidden under seats. No rollover accidents have been reported</p>	<p>Safety Reminder: Seat belts must be used at all times</p>
<p>8. Workers Compensation Claims Review</p>	<p>Duetta discussed, with committee W/C injuries in February 2017 Duetta discussed, Keenan has been purchase by Assured Partners</p>	<p>Some W/C claims are being closed and completed</p>
<p>9. Identification Badges – AP 7121</p>	<p>Duetta discussed, Identification Badges should be high priority for the employees doing field work in the field or around campus. Classified employees (excluding clerical) has AP7121 administrative policy. Required divisions would be Instructional Media, Farm, Grounds, Maintenance, Custodial Services, Warehouse and IT. These divisions, must wear ID badges.</p> <p>Carlos discussed, Skill Set List for employees, and possibly have their Skill Set identified on the badge. One important item has come up before, regarding lot identification signs. It makes it difficult for Public Safety to respond to calls</p>	<p>Duetta - Possibly provide clip badges</p> <p>Duetta – Will discuss further with subcommittee on other options on ID badges. – After completion of inspection program first.</p> <p>Carlos – Skill Set list for employees to be identified. Possibly through faculty on a mandatory flex day, via handouts or electronically.</p> <p>Steve – HR should be involved with Skill Set list – Hiring process</p> <p>Duetta - will work with HR on getting a piece regarding Skill Set at time of hire.</p> <p>Joe J – Electronic document would be an option to start with Skill Set List. He is meeting with instruction group on</p>

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		<p>any suggestions. Duetta mentioned to hold off until we set the process.</p> <p>Carlos/Duetta - to work with Management</p> <p>Sandi – Payroll maybe able to add a block for employees to update their file with Skill Set. Sandi going to get with payroll.</p>
<p>10. Round the Table</p>	<p>Joe J. Request to add: (Incompletes for Activity Classes) How should faculty handle that?</p> <p>Duetta – discussed, Amber Box installation for buildings 9B for a trial run</p> <p>Joe J. – Brought up the Alertus System installation</p> <p>Melonee – discussed, update on Alertus System</p> <p>Carlos – discussed, emergency phone on campus are not working, lot signs, other projects that need to be finished before others get started</p>	<p>Amber Box detects gunshot sound proposal will be presented to Dr. Scroggins to determine if PAC is interested in the idea.</p> <p>Duetta will generate spreadsheet to identify buildings for Health and Safety committee that have the Alertus System programmed and ready for use.</p>

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

- April 11, 2017**
- May 2, 2017**
- June 6, 2017**
- July 11, 2017**