

**Mt. San Antonio College
Health and Safety Committee
Group Memory of October 1, 2019**

Committee Members:

☒ Mike Williams
☐ Patricia Swint (Keenan)
☒ Donna Lee
☒ Joanne Franco
☒ Chuck Clemente (ASCIP)

☐ Ray Mosack
☐ Marti Whitford
☐ Sheila Wright
☐ Joe Jennum
☐ Bill Asher

☒ Peter Gonzales
☒ Carlos Duarte
☒ Timothy Engle
☒ Ken McAlpin
☒ Sandi Horn

☐ Tatianna Alonso/ Student Rep
☒ Duetta Langevin (Chair)
☒ Andie Solorzano (Notes)
☐ Vacant (Emergency Manager)

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	Introduced Chuck Clemente from ASCIP – New Risk Control Consultant. JoAnne Bermejo sat in for Marti Whitford.	
2. Agenda Review		
3. Review Group Memory – September 10, 2019	Reviewed and Approved – Made Updates to Action Items	Andie will post to the website
4. Worker's Compensation Claims - September – Andie	Andie reviewed the Worker's Compensation Claims with the Committee for September.	
5. Hazard Reports	The perimeter doors at the BTC and building 4 are not locking. They are scheduled to lock down at a specific time but campus safety is having to double check and they are not locking correctly. Who has access to lock down the doors in case of an incident that triggers a lock down? Specific people in Facilities have access, who are these individuals? How does this affect any lock downs that may take place could it cause a delay?	IIIB

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<p>6. Emergency Management Updates – Duetta</p>	<p>The final phase of the Emergency Operations Plan starts next week for those who are part of the team.</p> <p>October 8, 2019 is the emergency Preparedness Fair. We have 12 vendors attending. It will be located at Kerr’s corner near the Mountie café. Bingo cards will be given to all who check in and all vendors that are visited will hand out stickers. Once the cards are complete they can redeem for a free giveaway. The giveaway will be an emergency kit cup. Sandi Horn will be reaching out to some vendors to see if they have any items to donate for the fair.</p> <p>On October 10, 2019 the campus will be having an Evacuation Drill. Duetta has been filling in for the scheduled building evacuation trainings.</p> <p>The great shake out will be taking place on October 17, 2019 at 10:17am.</p>	
<p>7. Campus Camera Update</p>	<p>The campus is in phase 1 and we are using the vendor Vector located Rancho work is starting today.</p>	<p>IIIB</p>
<p>8. Round Table</p>	<p>A meeting with Campus safety and Mike Nichols took place and we are moving forward with re-purposing the old campus safety radios on campus.</p> <p>Duetta shared the California College and University Tobacco free report card with the group. Mt. SAC was rated a “D”, 65% out of 100%.</p> <p>There are currently 38 campuses listed as smoke free.</p>	<p>IIIB</p> <p>Duetta will bring the smoking report card to Mike and discuss.</p>

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	<p>An audit of the campus smoking areas was conducted earlier this year and some have been relocated. If the campus wanted to become smoke free what are the steps to take and how would that be enforced?</p> <p>There is an on-going project on adding radios to the custodian group. An emergency radio for every building or every other.</p> <p>The lighting near the trash bins behind maintenance will be installed. The lighting will be solar motion lights trash bin stripping and Mirrors.</p> <p>A horizontal bailor will be purchased with new construction. The shade will not be installed and the Vertical bailor will be discontinued in February and or March of 2020.</p> <p>Blue Phone Installation in LOT H and LOT A is still being looked into.</p> <p>Duetta is looking into continuing Safety Inspections with POMS.</p> <p>A concern about nails from construction causing flat tires on employees cars leaving facilities on Bonita to the light at Temple. Needs to be swept and cleaned.</p>	<p>Update: PO is in place for the lights should be arriving soon.</p> <p>Duetta will follow up with IT/ Telecom regarding the Blue Phones. Chris Schroeder and Duetta will be meeting.</p> <p>Duetta will follow up with POMS</p> <p>Update: Dust & Debris in this area no other issues with nails.</p>
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9. Future Action Items: Identification Badges TB Exposure Standard Operating Procedures Service Animals	Standard Operating Procedure (SOP) for Service Animals has been drafted and needs to be finalized.	Duetta and Sokha to finalize Service Animal SOP. Update: SOP has been completed.
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FUTURE MEETING DATES (9:00 – 10:30 a.m.)

November 5, 2019

December 3, 2019