

**Mt. San Antonio College
Health and Safety Committee
Group Memory of April 11, 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 type="checkbox"/> Steve Shull |
| <input type="checkbox"/> Patricia Swint (Keenan) | <input type="checkbox"/> Marti Whitford | <input checked="" type="checkbox"/> Carlos Duarte | <input checked="" type="checkbox"/> Nicole Solis/Student Rep |
| <input checked="" type="checkbox"/> Donna Lee | <input type="checkbox"/> Joe Terreri | <input checked="" type="checkbox"/> Timothy Engle | <input checked="" type="checkbox"/> Duetta Langevin (Chair) |
| <input type="checkbox"/> Manuel Marquez | <input type="checkbox"/> Joe Jennum | <input checked="" type="checkbox"/> Ken McAlpin | |
| <input type="checkbox"/> Joanne Franco | <input checked="" type="checkbox"/> Bill Asher | <input type="checkbox"/> Sandi Horn | <input checked="" type="checkbox"/> Doris Torres (Notes) |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	Welcome Nicole Solis-Student Representative Welcome Russell Gamble from Allegion	Removed Chris Shen – Prior Student Rep
2. Door Lock Hardware Update	Russell Gamble from Allegion – Presented on updates and field questions from the committee Carlos – are we prioritizing the rollout of the door locks? Tim – What about conference rooms, are those addressed in the in the survey? Russell – indicated survey included: offices, corridors to the offices, classrooms, exterior doors, conference rooms. Russell – project excluded small areas of occupancy Carlos – currently how compliant are we? Donna – Where is funding coming from?	

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3. Agenda Review	No Changes	Removed Rollover Production
4. Review Group Memory – March 14, 2017	Melonee – change on #6 to Fire Extinguishers and offsite buildings for chemical inventory	Memory Approved and Submitted
5. Hazardous log form/update	Duetta – discussed the picture emailed to her from faculty in classroom – electrical hazard	Duetta – Issue was resolved by computer tech.
6. Safety Quarterly Inspections update	Duetta – Will draft a check list and policy meeting rescheduled to April 18, 2017	
7. Parking Lot Signs	<p>Duetta - she met with Gary to discuss parking lot signs. All parking lots do have signs, but the N/E corner. What would be the best way for students to be aware of the parking lot surroundings if assistance is needed? Is there available budget to provide these signs?</p> <p>Duetta - Map review divide each parking lot location to post signs</p> <p>Duetta – Post 18x24 square signs to be attached to the poles</p> <p>Nicole – Since signs are already in the parking lot area, would it possible to recycle old signs?</p>	Duetta – will bring back to Roger about adding the number to the signs

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	<p>Carlos- Possibly split parking lots by identification 1 or 2, 3, 4 student location.</p> <p>Bill – Split the parking lots evenly</p>	
8. Warehouse Gates	<p>Bill – indicated this is a much bigger discussion with Bill Eastham group – in regards to accessing the vans</p> <p>Carlos – Public Safety no longer able to assist with access</p>	
9. Personal Security Device	<p>Duetta - reviewed the article and the product that is available through – “Peace of Mind” (POM)</p>	
10. Emergency Preparedness	<p>Melonee – discussed evacuation drill is scheduled for Thursday April 13, 2017 buildings 27 A, B&C – 28 A&B, 69, 70, 71, 72&73</p> <p>Reviewed evacuation map - bomb threat</p> <p>Traffic control plan</p> <p>Trifold brochure and poster – “What would you do?”</p> <p>Disaster service worker brochure</p> <p>Staff emergency guide.</p> <p>Nicole – it would be a good idea to present “What would you do?” poster to students, during their 1st day of emergency preparation.</p>	<p>Melonee – will schedule a meeting with Mike Gregoryk on budget availability for “What would you do?” trifold/poster</p> <p>Melonee – will be updating disaster service worker brochure</p>

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	<p>Nicole – door entrance, building frames, break rooms are best for poster posting</p> <p>Ken – suggested poster should be laminated before “What would you do?” poster has been posted.</p>	
<p>11. Workers Compensation claims review – March Injuries</p>	<p>Duetta – discussed with committee W/C injuries which took place in March 2017. There were two student clinicals who were exposed to TB</p> <p>Melonee – If someone has been diagnosed with TB, is there something in place on how to be protected from TB?</p> <p>Melonee – Marti and Dave had a discussion on creating a standard operating procedure for infection control</p> <p>Peter - If someone has/had TB are they able to return to school?</p> <p>Nicole – What is the protocol for other airborne infectious disease?</p>	<p>Duetta will discuss with Marti what is the protocol is on students who are exposed or have had TB?</p> <p>Duetta – Will reach out to Marti and Dave on creating a standard operating procedure for infection control</p>

<p>12. Round Table</p>	<p>Duetta – discussed Amber Box Installation in building 9E for now, if possible, or 60, 61 outside for a trial run</p> <p>Duetta – asked Nicole if farm employees and students have been trained in active shooter program?</p> <p>Nicole – How will the farm be alerted on active shooter?</p> <p>Nicole – She will meet with Arnita-Champion active shooter training with farm employees and students</p> <p>Melonee – commented on Alertis System via Cell phones</p> <p>Melonee – will Amber Box be activated in a noisy area? Does the noise level effect activation?</p> <p>Bill – Is Amber Box have easy installation and what is the ampage it will draw</p> <p>Carlos – Amber Box website, download white paper and share with committee</p> <p>Carlos – discussed Student/Adjunct Faculty orientation incorporating. Adjunct counselor contacted public safety, she had a concern about a mental health student, she did not know how to access the forms, or who to speak with. HR should be directing Adjunct faculty where access is available in our portal or</p>	<p>Duetta will meet with Presidents cabinet on Tuesday April 18, 2017 to discuss Amber Box installation</p> <p>Duetta will find out about activation & Bills questions on ampage & installation of the Amber Box</p> <p>Duetta – will contact sales rep from Amber box to discuss installation Duetta – will find email that was presented, review and will discuss next meeting.</p> <p>Carlos – Locks on emergency phones on lot H can be fixed by installing an existing dispenser</p>
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	<p>student life website.</p> <p>Carlos - a report was emailed on new gates around building 2. This was presented to Health and Safety committee about fencing around the building 1A, 1C, 2, and 11. How and why did this get done on 2 and not the other areas</p> <p>Bill – not sure how or why, but it is complete</p> <p>Bill – Facilities and Campus Safety will be testing a newly installed, campus wide, Access Control lockdown button on Friday April 14, 2017</p> <p>Melonee – asked if Duetta has discussed the psyche student badge issue.</p>	<p>Duetta – Yes, requested the division to work within the means of the hospital contracted for clinical students should have same protocol as staff</p>
<p>13. Future Action Items: Identification Badges-AP7121</p>		

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

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