

**Actly Mt. San Antonio College
Health and Safety Committee
Group Memory of December 3, 2019**

Committee Members:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Mike Williams | <input type="checkbox"/> Ray Mosack | <input checked="" type="checkbox"/> Peter Gonzales | <input type="checkbox"/> Tatianna Alonso/ Student Rep |
| <input checked="" type="checkbox"/> Patricia Swint (Keenan) | <input type="checkbox"/> Marti Whitford | <input type="checkbox"/> Carlos Duarte | <input checked="" type="checkbox"/> Duetta Langevin (Chair) |
| <input checked="" type="checkbox"/> Donna Lee | <input type="checkbox"/> Sheila Wright | <input checked="" type="checkbox"/> Timothy Engle | <input checked="" type="checkbox"/> Andie Solorzano (Notes) |
| <input type="checkbox"/> Joanne Franco | <input type="checkbox"/> Joe Jennum | <input checked="" type="checkbox"/> Ken McAlpin | <input type="checkbox"/> Vacant (Emergency Manager) |
| <input checked="" type="checkbox"/> Chuck Clemente (ASCIP) | <input type="checkbox"/> Bill Asher | <input checked="" type="checkbox"/> Sandi Horn | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	Paul Miller attended for Mike Williams. JoAnne Bermejo attended for Marti Whitford.	
2. Agenda Review	Reviewed	
3. Review Group Memory – November 5, 2019	Reviewed and Approved – Added Updates to Action Items	Andie will post to the website
4. Worker’s Compensation Claims - November – Andie	Andie reviewed the Worker’s Compensation Claims with the Committee for November.	
5. Hazard Reports	A hazard report was submitted to Risk for Insufficient lighting, bulbs out – North of 9B, Front of 9A, West of 9A, Staff lot 1A. It was sent to Bill Asher and he is working on it.	

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6. Emergency Management Updates – Duetta	<p>The position for the Emergency Manager will be posted soon.</p> <p>In November the members that are part of the EOP met and did a table top on drafting an Incident Action Plan for a gas leak occurring off campus. This was due to the actual incident that happened on November 13th, 2019 off Grand Ave.</p> <p>Traffic control was a concern during the gas leak incident in November. A table top with the walnut sheriffs along with traffic controllers has been moved out several times. Mike Williams will be reaching out to see if it can be planned.</p> <p>The concern about how the campus will evacuate in an emergency off campus was brought up. In these situations evacuating by foot may be the only and best option. It was suggested to start a campaign to go by foot if an evacuation takes place. This could help get the word out.</p>	Mike will reach out to the Walnut Sheriffs about a table top.
7. Smoking Cessation Discussion with the President	<p>Duetta discussed with the president about possibly having a smoking cessation program. It is something that Duetta will bring to the wellness committee and discuss it as being part of the Employee Wellness Program.</p>	Duetta to discuss with wellness committee.

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<p>8. Campus Camera Update</p>	<p>Kevin Owen is working on a vendor to do an assessment of campus. Vector is familiar with our campus. The committee will be meeting to discuss.</p> <p>A club cart was stolen before Thanksgiving in front of building 4. There are no camera's to see what took place. Our insurance deductible is more than most carts so we may look into some sort of club or device to help the carts from being stolen.</p> <p>Duetta has discussed with the president the concern with people being able to come onto campus 24 hours a day and that public safety can't ask the these individuals to leave because we are open campus. It is a safety concern to employee that work over night. He agreed that we can work on initiating campus hours and have the campus closed from 12am-4am. Duetta will be working on updating a current AP/BP with the closed campus hours. This will allow Campus Safety to enforce and address individuals.</p>	<p>Duetta will work on updating an AP/BP on adding closed hours for the campus.</p>
<p>9. Round Table</p>	<p>Ken reported that the fence near building 30 is being fixed as it was brought up as a safety concern.</p> <p>Services Animals might need to be added to the student handbook with guidelines and direction. A couple incidents have occurred recently.</p> <p>The campus needs public sharps disposals available. If possible we can place them in certain bathrooms on and around campus.</p>	<p>Duetta will reach out to stericycle about the sharps containers.</p>

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10. Future Action Items: Identification Badges TB Exposure Standard Operating Procedures		

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

- January 7, 2020
- February 4, 2020
- March 3, 2020
- April 7, 2020
- May 5, 2020
- June 2, 2020