

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of January 7, 2020**

**Committee Members:**

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

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	The committee introduced themselves to guest Johnny Armendariz from the Custodial Group.	
<b>2. Agenda Review</b>	Reviewed	
<b>3. Review Group Memory – December 3, 2019</b>	Reviewed and Approved	<b>Andie will post to the website.</b>
<b>4. WC Claims – December – Andie</b>	Andie reviewed the Worker’s Compensation Claims with the committee for December.	
<b>5. Hazard Reports – Duetta</b>	The double doors on the second floor in building 4 that open both ways near the mail room. These door could be a safety issue when you can’t see who is on the other side. May times someone is almost hit due to not seeing the other person on the other side.	<b>Duetta and Bill will look into see what can be done to prevent an injury happening.</b>  <b>IIIB</b>

Health and Safety Committee  
Group Memory

<p><b>6. Emergency Management Updates – Duetta</b></p>	<p>The position for the Emergency Manager was posted and will close in about 10 days. Risk has been work on updating contacts and lists needed for the campus’ Emergency Operation’s Plan (EOP).</p> <p>Duetta plans on working on a Crisis management plan.</p> <p>Risk is collecting information on traffic controls.</p> <p>Duetta will meet with Event Services regarding Incident Action Plans doe planned events.</p>	<p><b>IIIB</b></p> <p><b>Mike Williams should know information on a possible date regarding a table top on traffic control in the next couple weeks.</b></p> <p><b>Duetta will meet with Event Services</b></p>
<p><b>7. Campus Camera Updates</b></p>	<p>Alertus has conducted the audit and are completing the recommendation report. We are upgrading the current camera on campus. Vector is assisting with the Stadium and parking lots.</p>	<p><b>IIIB</b></p>
<p><b>8. Roundtable – Duetta</b></p>	<p>ASCIP upcoming trainings will be posted to the Risk website. ASCIP is having a HAZmat training in January if anyone wants to attend.</p> <p>An email went out in December regarding campus vehicle use and mandatory training needed in order to use a campus vehicle. The two trainings are and distracted driver training. Duetta is proposing updates to AP4350 Student Travel Guidelines and AP6530</p>	

Health and Safety Committee  
Group Memory

	<p>College Vehicles/ Transportation. It will be updated to employee and students.</p> <p>Duetta is also working on updating BP 6750 Traffic and Parking Regulations with Campus Hours that she discussed with the president. Certain hours campus will be closed to the public and only authorized personnel is allowed. It was brought up that some non-students have been given a permits or have arrangements with Campus Safety regarding staying on campus. There is a SUV by building 23 that has been there for months and possibly has an arrangement with campus safety.</p> <p>Gabriel informed the group of an incident that happen over the holiday break at the pool with Brea Aquatics. Risk Management was not aware of this situation. The question of do we need signage with guidelines up and or require Brea Aquatics to bring their own monitors and provide guidelines? Duetta is working with Kevin Owen with usage agreements and will review.</p> <p>Guest: Johnny Armendariz from the custodial group attended the meeting as a guest and wanted to provide feedback regarding the Safety Slogan the custodial group has been asked to participate in making. Johnny wanted to pass the message on that it is such a busy time and they are short staffed so he is suggesting that we hold off on the slogan until the custodial group has completed their hiring needs and at that point there will be more participation from the</p>	<p><b>Duetta will work on updates to the AP's and BP's</b></p> <p><b>Duetta will follow up with Kevin Owen about usage agreements.</b></p> <p><b>Duetta will follow up with the custodial group in a few months about the Safety Slogan.</b></p>
--	---	--

Health and Safety Committee  
Group Memory

	group. Duetta agreed to discuss the Safety Slogan at a later date.	
<b>9. Future Action Items: Identification Badges-AP7121 TB Exposure Standard Operating Procedures</b>		

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

February 4, 2020

March 3, 2020

April 7, 2020

May 5, 2020

June 2, 2020

No July Meeting