

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of February 5, 2019**

**Committee Members:**

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

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	Bob Wren attended the meeting for Mike Williams	
<b>2. Agenda Review</b>		
<b>3. Review Group Memory – January 8, 2019</b>	Reviewed and approved the minutes.	<b>Andie will post on the website</b>
<b>4. WC Claims for January – Andie</b>	The WC Claims for January of 2019 were reviewed with the committee.	
<b>5. Hazard Reports – Staff Lot B/ Pedestrians – Lighting Walkway on the Southside of Building 4</b>	Risk received a hazard report from an employee who was almost hit walking to their car in staff parking lot B in front of building 4. This is a topic that the committee has discussed in past meetings. There is a concern that the lot does not have any marked pedestrian walk areas or speed bumps to slow down the speed of the cars going around the corners. Mike Williams was going to follow up and see if there were plans to place speed bumps and or striping but Mike could not attend the meeting today to give any update. Andie in Risk did email Matt Thatcher about the	<b>Mike Williams to provide an Update at the next meeting on staff lot B.</b>  <b>Ken will report back to the committee</b>

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	<p>concern and has not gotten a response yet.</p> <p>Another concern that was brought to the attention of Risk is the lighting in the staff lot B. Temporary lighting have been placed while the source of why the lighting is out is being investigated. Ken reported to the committee that the contractor is scheduled to be out tomorrow to investigate the problem.</p>	<p><b>the results of the contractor's investigation of the light issue.</b></p> <p><b>IIIB</b></p>
<p><b>6. Emergency Management Updates – Melonee</b></p>	<p>The April 11<sup>th</sup> spring drill is coming. The evacuation plans are due for all buildings involved. Training will be mandatory for those with roles in the evacuation plans. They will be held in February and March. Evacuation chair training will be scheduled as well.</p> <p>Duetta informed the committee that the development of the Emergency Operations Plan (EOP) is in process. The college is working with West Coast Consulting Group to help get the EOP up and running. It has been approved by the President. There will be mandatory online training that specific employees will need to complete in 30 days and it will start on 3/1/19. Emergency response team (ERT) training will be given which is made up of specific management roles. West Coast Consulting will also help make sure the college is in compliance with all agencies. There will be more communication to follow.</p> <p>Building 27 &amp; 3 need the assembly area maps, Melonee will follow up with Joe on those.</p>	<p><b>Melonee will get the assembly maps for building 27 &amp; 3 to Joe.</b></p> <p><b>IIIB</b></p>

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<p><b>7. Roundtable</b></p>	<p>Marti shared with the committee that the campus now has all G5 AED machines which are different from the older models. They do defibrillate on their own. Training is in process for the new G5 machines. Marti has not heard back from the Natural Sciences division about training for the AED's and taking them on field trips. Duetta will follow – up with Matt Judd.</p> <p>Health Services has first aid kits for field trips for faculty to check out.</p> <p>The topic of the smoking policy came up which is currently under review with PAC. At this time the appeal process is not happening and citations are being dismissed. The question presented to the committee is, how we update the appeal process to make it effective. Skateboarding is the same issue. The campus is not going to be a smoke free campus as per conversations Duetta has had with the VP. The smoking is hard for Duetta to quantify to present a case to the VP but skateboarding claims can be discussed to see about what can be done.</p>	<p><b>Duetta will follow – up with the Natural Sciences to get the identified employees trained for the AED's.</b></p> <p><b>Duetta will talk to Mike about the Skateboarding policy and appeals process.</b></p> <p><b>IIIB</b></p>
<p><b>9. Future Action Items:</b> <b>Identification Badges-AP7121</b> <b>TB Exposure Standard</b> <b>Operating Procedures</b></p>		<p><b>TB Exposure meeting pending – Duetta to follow up.</b></p>

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

- March 5, 2019
- April 2, 2019
- May 7, 2019
- June 4, 2019