

**Mt. San Antonio College
Health and Safety Committee
Group Memory of November 1, 2016**

Committee Members:			
X Dave Wilson	X Melonee Cruse	X Peter Gonzalez	X Steve Shull
Patricia Swint (Keenan)	Marti Whitford	X Carlos Duarte	X Chris Shen
X Donna Lee	X Joe Terreri	Timothy Engle	X Duetta Langevin
Manuel Marquez	X Joe Jennum	X Ken McAlpin	
X Joanne Franco	Bill Asher	X Sandi Horn	X Doris Torres (Notes)
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME	
1. Welcome/Introductions	No Changes	Introduction by each committee member. Welcomed New Representative for Associated Students – Chris Shen	
2. Agenda Review	Carlos added 2 items, Seat Belts – Rollout Protections, Parking Lot ID Signs		
3. Review Group Memory – September 6, 2016	No Changes	No changes to memory. Memory from September 6, 2016 approved as submitted and will be posted to the website	
4. Hazardous Log Form	Committee discussed Hazard Log Forms	Now fillable and posted to Mt Sac Risk Website	

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<p>5. Quarterly Inspections – Accreditation Requirement</p>	<p>Committee discussed inspections</p>	<p>Narrow down to inspections only Start with Safety Inspections, Train the Trainer. Safety committee will be in charge to ensure training process on a timely manner. Subcommittee will meet with Keenan to develop the program.</p>
<p>6. Risk Management Forms</p>	<p>Committee discussed Risk Management Forms, Public Safety contact along with 911 calls, Contact offsite facilities, OSHA after hours contact phone number, Offsite training, Cleary Act, Link needed to locate other forms housed in other areas of Mt Sac Website, which pertain to Risk</p>	<p>Viewed All Forms on Risk Website – Workers Compensation Policies & Procedures Workers Comp Manager’s Report Claims for Damages Field Trip and Study Abroad SOP, Alcohol and Other Drugs Prevention Program, Emergency Information Kit, Blank Ergonomic Workstation Evaluation Report, Ergonomic Handouts.</p>
<p>7. Ergonomics Account</p>	<p>Committee discussed Ergonomics</p>	<p>Ergonomic Budget now available for employee work stations</p>

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<p>8. Emergency Preparedness</p>	<p>Melonee discussed Emergency Management, Carlos discussed – Evacu chair is missing in Building 9E and Business Tech building</p>	<p>Melonee - Last month was Disaster preparedness month. First two weeks covered disaster service worker training, disaster survival training for grounds, facilities and general staff, Traffic and communication class, Red Cross shelter training, Melonee and Carlos trained on Evacu Chairs. (Evacu Chairs located on Risk Website under, Emergency Preparedness link) President’s cabinet had training, Bill, Steve and Dave were part of this training and will meet again in January. Melonee will meet with Access and Functional needs group American Disability Act. During Disaster preparedness month also had a drill for the Great Shake Out at Athletics and Facilities. Also will meet with Student Life to discuss on how to incorporate more student activities that involve the students.</p>
<p>9. Review of Training Information Provided to the committee</p>	<p>Committee discussed Training information, Carlos added student involvement. Have E-Board get involved on CPR training and allocate funding for training certificates</p>	

<p>10. Round the Table</p>	<p>Steve – Emergency Preparedness - discussed building evacuation plans, maybe we can support building managers to put the information out, it allowed us to update the floor captains, building marshals, and floor plans. Maybe we can move forward with this plan.</p> <p>Melonee – discussed she has as Risk Management share drive, has updated forms, there should be one page document for all.</p> <p>Donna – discussed building evacuation plans should be posted on Emergency Preparedness link for easy access for managers who work at multiple locations.</p> <p>Joe Jennum – Has a point person division who reached out to responsible parties to look at info making sure it’s accurate. Irene is a good contact person to communicate to Deans.</p> <p>Duetta – discussed, met with Abe wants to get involved with new hire orientation and safety plans.</p> <p>Carlos – discussed an employee skill set list, At Forklift Training that Keenan had she expressed all vehicles should have seat belts. If seat belt installed without a roll over protections we can be liable. Carts without seatbelts Trash Carts, John Deer Trash Carts, Golf Carts</p> <p>Also, discussed Parking lot ID signs – where is available funding to update signs? Also, discussed mandatory training on the CANRA California Child Abuse & Neglect Reporting Law. Who should receive this training?</p>	<p>Melonee - Will send Email out to identify Building managers, she also completed emergency procedures as a wall chart for classrooms, updated a trifold which will be given out to students, request committee to review</p> <p>Dave – will research further on how to update signs</p> <p>Duetta - will follow up on Seat Belts and Roll Over Protection</p> <p>Duetta – will follow up on Child Abuse & Neglect Reporting Law.</p>
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<http://inside.mtsac.edu/organization/committees/safety/>

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

November 1, 2016

December 6, 2016