

**Mt. San Antonio College
Health and Safety Committee
Group Memory of December 6, 2016**

Committee Members:			
X Dave Wilson	X Melonee Cruse	X Peter Gonzalez	X Steve Shull
Patricia Swint (Keenan)	Marti Whitford	X Carlos Duarte	Chris Shen
X Donna Lee	X Joe Terreri	Timothy Engle	X Duetta Langevin (Chair)
Manuel Marquez	X Joe Jennum	Ken McAlpin	X Stephanie L (sub for Marti)
X Joanne Franco	X Bill Asher	Sandi Horn	X Doris Torres (Notes)
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME	
1. Welcome/Introductions	Introduction by all in attendance. Stephanie – Student Health – sat in for Marti Whitford.	None	
2. Agenda Review	Security Escort Delay – Aerobics Student Added	Agenda Approved and submitted	
3. Review Group Memory – November 1 , 2016	Updated #2 – S/B Rollover Protection instead of Rollout Protection – Updated #4 on Action/Outcome to read MT SAC instead Mt Sac – Updated KAD Division	Memory updated and approved	
4. Hazardous Log Form	Building 9E Lamp Posts, Pool Area lighting due to power outage. First Aid Kit or Flash Light in pool area, Building 6 Library area Emergency lighting system	Bill – Working on lamp posts, 20 minute inverter for pool lights Duetta – To meet with Event Services on First Aid Kit and possible flash light for vendors using our facilities	

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<p>5. Quarterly Inspections – Accreditation Requirement</p>	<p>Sub Committee reported out Train the Trainer, Develop an inspection program, Goal to be ready for the Managers meeting in March discussion about parking lots being part of building inspection process</p>	<p>Duetta - MT SAC will partner with Keenan to assist on Train the Trainer for entire Health and Safety Committee – should be completed by March 2017 for the Manager to be presented the inspection program also in March 2017</p>
<p>6. Emergency Preparedness</p>	<p>Melonee shared the draft trifold on Emergency procedure guide, Building Managers and Building Marshals update. Evacu Chairs follow up, Melonee met with Student Services to discuss how to include students in on disaster preparedness activities, shooter training, Evacuation Drill dates and volunteers needed Emergency procedures guide (What Will You Do) has been updated.</p>	<p>Melonee – Has sent out a list on who is the Building Managers on campus. January 25th & April 13th Evacuation Drill scheduled</p> <p>Duetta – Request to have the Building Marshals & Floor Captain names</p> <p>Committee agreed to post somewhere in the portal so only employees have access to information on building plan</p> <p>IT maybe able to assist with Building Manager/Building Marshals contact update with regards to being able to send reminders notices to staff requesting the information</p>
<p>7 Ergonomics</p>	<p>No Changes</p>	

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<p>8. Security Escort Delay – Aerobics Student</p>	<p>Committee discussed Escort Delay – Public Safety assisted on a timely manner</p>	<p>Dave - indicated contact phone number is 4555 and there is a possibility to pay student workers an extra ½ hour to assist with escort service</p> <p>Carlos - indicated dispatch is available or use emergency phones available if students do not have phone available for escort service,</p>
<p>9. Workers Compensation Claims Review</p>	<p>Duetta – Discussed Open Claims, there were a couple parking lot injuries from slipping and falling maybe parking lots should be a part of building inspection process</p>	<p>Joanne and Duetta will research further information on the law for minors.</p> <p>Duetta – will follow up with Ruben on Sweeping of lots</p>
<p>10. CANRA – The California Child Abuse & Neglect Reporting Law</p>	<p>Committee Report out College Training, Program called KIDS at Community Ed, Adult Basic Ed Program, All have Minors, Joanne indicated we do have on the job descriptions designating them as mandated reports</p>	<p>Who should be receiving the training</p> <p>Determine program guidelines</p>
<p>11. Round the Table</p>	<p>Committee discussed - Rollover protection, California Child Abuse and Neglect Reporting Law and Act, New Hire Orientation, Student Worker Orientation, Utility Cart Training, Sweeper trucks, MT SAC IIPP, Safety Manuals, Duetta – Asked a questions on what RM Connect looks like before and proposal for what it should look like now</p>	<p>Duetta - Patricia from Keenan will get a list on safety equipment we have and which forklifts need rollover protection and which ones need update and will work with Keenan on list needed.</p> <p>Duetta to meet with HR on New Hire orientation Risk Training</p> <p>Student worker orientation Risk</p>

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		<p>Training will be done in February 2017</p> <p>Committee agreed to separate IIPP and Safety Manuals. Duetta will review for updates</p> <p>RM Connect Duetta will present with the old & the newly proposed version</p> <p>Carlos – Will provide lock project update - Roger</p>
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<http://inside.mtsac.edu/organization/committees/safety/>

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

- January 12, 2017**
- February 7, 2017**
- March 7, 2017**
- April 4, 2017**
- May 2, 2017**
- June 6, 2017**
- July 4, 2017**