

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of April 3, 2018**

**Committee Members:**

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| <input checked="" type="checkbox"/> Dave Wilson             | <input checked="" type="checkbox"/> Melonee Cruse | <input checked="" type="checkbox"/> Peter Gonzales | <input type="checkbox"/> Steve Shull                        |
| <input checked="" type="checkbox"/> Patricia Swint (Keenan) | <input type="checkbox"/> Marti Whitford           | <input type="checkbox"/> Carlos Duarte             | <input type="checkbox"/> Nicole Solis/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 type="checkbox"/> Joe Jennum               | <input checked="" type="checkbox"/> Ken McAlpin    | <input checked="" type="checkbox"/> Andie Solorzano (Notes) |
|   | <input checked="" type="checkbox"/> Bill Asher    | <input checked="" type="checkbox"/> Sandi Horn     |   |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	Joanne Bermejo sitting in for Marti Whitford	
<b>2. Agenda Review</b>	Reviewed	
<b>3. Review Group Memory – March 6, 2018</b>	Reviewed	<b>Approved</b>
<b>4. WC Claims for March 2018 – Andie</b>	Discussed WC claims from March with the committee.	
<b>5. Hazard Reports (2) Campus Access Control, Smoking area by Clark Theater – Duetta</b>	<p>Duetta went over a couple follow up from the last meeting before the Hazard reports.</p> <ul style="list-style-type: none"> <li>• Smoking policy was given to the president. Think it was approved already but Duetta will double check. She will also check to see if Isaac in Student life can still add to the handbook update. So NO vape cigarettes on campus. Duetta did meet with Isaac and was able to the skateboarding policy in handbook. Regarding the smoking policy, Bill Asher</li> </ul>	

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	<p>has been getting a lot of requests for more signs, different signs with pictures for those that don't speak English. Bill is wondering if there is a committee. Doesn't know if more signs are actually needed and where. Doesn't think it should be solely facilities making that decision. Duetta will bring up this concern to Mike G. Explained this might be hard to manage as there are so many different version that you can't even see when someone is holding it. Possibly an audit to see if signs are needed and where. Might be signs that show where you can smoke rather than NO smoking signs. Duetta will follow – up with Mike G.</p> <ul style="list-style-type: none"><li>• Blue Phones – Gary and Dale are working on this. Phones to be placed in LOT H.</li><li>• POMS Safety Inspections – The first inspection was done a couple of weeks ago. Did the BTC, 66, 67, 69, 29, 28, 27. Overall it went pretty well nothing that stood out. Building 28 with the workshop has always been a bit of a concern and has had past issues with OSHA inspections but there has been good progress. Duetta will be meeting with Jemma Blake- Judd on training for that area.</li></ul> <p><u>Hazard Reports:</u></p> <ul style="list-style-type: none"><li>• Smoking Area near Clark Theater was brought to Duetta's attention. Duetta shared pictures that she took and was able to see the group of smokers that congregate. Which have caused issues with the theater employees. Dave shared that some of those folks are not students and they deal with them on a regular basis. The campus is an open campus so</li></ul>	
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	<p>there is not much they can do about enforcing.</p> <ul style="list-style-type: none"><li>• Other areas were brought up as smoking area concerns. Between 60 &amp; 61 no sign on the east side of 61 – always tons of cigarette butts. Also the east side of building 6 has the same issue.</li><li>• Some ideas to find these areas and get the word out about smoking policy is possible Audits of areas – see where signs should go. Focus days with Campus Safety different times in different semesters. Dave has been pushing to get out and walk around – he will touch base with Sergeant Miller to possibly initiate audit and start outside the Theater.</li><li>• Duetta will double check on the approval of the smoking policy and research more on how to get the information out there. Pop ups on portal? Campus news, marketing?</li><li>• Deputy Wren sent out Campus Access Control information to Duetta. He had pictures of all the vulnerable access areas on campus for cars. It is a safety concern. Talked about having removable Bollard's in these areas as an Idea to help prevent any incidents. This brings up a concern for custodial, maintenance, warehouse and grounds having difficulty with access to campus.</li><li>• Duetta plans on having a threat assessment conducted for campus by a third party like Keenan to help with these concerns.</li></ul>	
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<p><b>6. Active Shooter Questions for 67A – Duetta</b></p>	<p>Discussed an email received by a professor in the nursing division regarding 67A. She is concerned about the preparedness in her area if there was an active shooter emergency. She asked if the windows were breakable and if they could have an emergency kit for the classrooms with Rope and these type of things to evacuate out the windows from the second floor. This is a concern and not sure if that would be the best exit option in an emergency situation. Duetta is going to work with Deputy Wren to come up with an Emergency/ Active shooter type of training for the area. Deputy Wren already facilitates Active Shooter training for the campus.</p>	
<p><b>7. Emergency Management Updates – Melonee</b></p>	<ul style="list-style-type: none"> <li>• Emergency Brochures are out – Melonee has been sending them out.</li> <li>• Posters are next to be out in areas of campus and classrooms</li> <li>• Melonee and 3 other individuals will be attending “Stop the Bleed” to be trained and will bring back to the committee to see if we need this and kits possibly on campus.</li> <li>• Melonee is working with Deputy Wren on Active shooter training – more workshop type of trainings the before and after of these active shooter incidents.</li> <li>• Melonee handed out the fall 2018 Evacuation Drill Map. Tentative date 10/11/18. It will be half the campus. Approx times 10:45am and 7:30pm. No announcement yet and please to not give out times.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Melonee plans on updating Building Marshall duties for the evacuation plans for each building. Ex: add check emergency supplies, radio drills twice a year, identify staff for needs, handle emergency supplies for building.</li> <li>• Hopefully soon there will be an electronic building evacuation plan for employees to access.</li> <li>• Sandy from purchasing shared that they have in her department a role sheet and specified place that the emergency supplies are available and accessible.</li> <li>• Two new bins coming for supplies</li> <li>• Melonee is working on updating assembly map to add disaster service gather points</li> <li>• Melonee will be calling a meeting for those interested in CERT. Workshops</li> </ul>	
<p><b>8. Roundtable</b></p>	<p>Update on ID badges? Duetta needs to look up the AP/BP on this. Several employees in custodial have requested badges. Ken found out that the process is this: Supervisor sends a memo to the Bursars office requesting the badge. HR does the collection if and when the employee is terminated or separates. This brings up concerns a processes in regards to lost keys and vendor check in's how does someone know who is allowed where. We need a consistent check in and out process for vendor's in all areas not just maintenance. Duetta will include these concerns in the threat assessment. Follow up at a later date.</p>	

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<b>11. Future Action Items:</b> <b>Identification Badges-AP7121</b> <b>First Aid Kits</b> <b>TB Exposure Standard</b> <b>Operating Procedures</b>		

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

May 1, 2018  
June 5, 2018