

**Mt. San Antonio College
Health and Safety Committee
Group Memory of August 2, 2016**

Committee Members:			
X Dave Wilson	X Marti Whitford	X Peter Gonzalez	Steve Shull
Aneca Nyuda (Student)	X Melonee Cruse	Carlos Duarte	X Duetta Langevin
Donna Lee	Joe Terreri	Timothy Engle	X Kathy MacDonald (sub for Carlos)
Manuel Marquez	X Joe Jennum	X Ken McAlpin	X Doris Torres (Notes)
	X Bill Asher	X Patricia Swint	
ITEM	DISCUSSION/COMMENTS		ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> 		<p>Introductions were started by Duetta Langevin introducing herself to committee members that were not present in June.</p> <p>Katherine MacDonald introduced herself as the rep for Carlos Duarte</p> <p>Introduction for Doris indicating she replaced Beth.</p>
2. Agenda Review	<ul style="list-style-type: none"> No addition 		
3. Review Group Memory - June 7, 2016	<ul style="list-style-type: none"> None 		
4. Committee Goals and Progress Report	<ul style="list-style-type: none"> Duetta lead discussion indicating that this is an annual update to the President's offices for each committee Goals: <ul style="list-style-type: none"> -1. Committee website up to date 		Duetta will update and send out to committee for review before sending it to President's office

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	<p>-2. Committee will review and update annually the Injury and Illness Prevention Program (IIPP) in compliance with applicable OSHA regulations and state laws - taskforce for individual pieces of the IIPP may be necessary</p> <p>3. No change</p> <p>4. No change</p> <p>5. deleted</p> <p>6. Stayed the same – with some discussion on integration with Risk – determined that will happen on a case by case basis</p> <p>7. remained the same – Duetta discussed the ergonomic plan and that it is in draft form currently she is reviewing to finalize – some new forms coming on this piece as well.</p> <p>8. No change</p> <p>9. No change</p> <p>10. Changed to SDS discussions of the availability of an online system for field to be able to access in the field</p>	
<p>5. Emergency Management update</p>	<ul style="list-style-type: none"> • Melonee discussed new reporting location to Public Safety • Great Shakeout event on October 20 – Dave recommended that we could possibly coordinate the time with the rest of the state. • Emergency preparedness month is October – another week for preparedness is in draft stages • CERT training now have two staff members that are trained – CERT training is set for October the first three Saturdays of the month 	

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	<ul style="list-style-type: none"> • Hazard Communication Plan- draft form • Marti commented on the EM drills involving their staff and buildings, Melonee indicated that she breaking the Campus down by sections and performing them. 	
	<ul style="list-style-type: none"> • 	
<p>6. Title 8 Safety Items</p>	<ul style="list-style-type: none"> • Reviewed the WC injuries that happened in June and July – Duetta discussed the Injury review Process form – this is a form that would outline recommendations to the supervisor and employee to prevent a re-occurrence from happening – committee felt that would be a positive reinforcement – Duetta also commented on the need to have the physical abilities in the job descriptions and that is a discussion that is currently happening in the weekly HR meetings with Risk and HR – committee agreed from many aspects that is beneficial for the employee as well as the college to have added to the job descriptions – • Hazard Report Log- Duetta asked what the process is – Ken indicated typically risk would receive the form then would trigger a work order (preferred method) Risk should be entering the work order anytime they receive any report that has a hazard identified. • Bill indicated that when a work order is submitted there is a safety box that can be checked to indicate it is a safety hazard. Work order system does allow for reports to be run. 	<p>Duetta will create a form and bring to the next safety meeting.</p> <p>Hazard Report log- no information received for the month of June/July. IIPP Update – Duetta will review and bring change recommendations to the committee for review and approval. Duetta will work with Bill on possibly providing a closure report of work orders as they relate to safety or hazard reports that are submitted.</p>

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<p>7. AED Bi-Annual review</p>	<ul style="list-style-type: none"> • Marti indicated that Dr. Peek is the chair of this program she presented the annual report – a report out on how many AED’s are on campus and where they are located. Outlined the structure of the program for the committee- AED’s are in Marti’s budget. • Drug and Alcohol Policy Campus, has been updated and needs to be posted on the Health and Safety website – there is a compliance factor on this regulation for faculty and staff – Duetta indicated we may be able to solve that with Keenan Safe Colleges 	<p>Marti asked Duetta about the AED bags for the Athletics division – Duetta will follow up with Safety credits for them.</p>
<p>8. Update to Risk Website and forms</p>	<ul style="list-style-type: none"> • Duetta reviewed the forms and talked about some updates to them. • Joe asked about the mgr. form and if that is necessary to have the ssn and dob on the form – • Joe commented on a form or section for the employee to describe the incident – we will add a section to the Manager form for the employee to fill out date and sign. • Kathy commented on the importance for the employee to recognize why the incident happened 	<p>We will update the Manager form by removing the ssn and date of birth. We will add a space to the Manager form for the employee to describe how the incident occurred. Once updated Duetta will share for a review with Committee and then post.</p>

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	<p>as well.</p> <ul style="list-style-type: none"> • Marti asked about the afterhour’s facility and comment that the staff in her division fills out a student form for the employees when they are seen on campus. 	
9. Mandatory Flex Days	<ul style="list-style-type: none"> • Duetta indicated two Safety trainings that will be held during the session on August 12th – • Ergonomics and body mechanics • Heat Illness Prevention training • Discussions about Active Shooter – Bob Wren is campus trainer on this topic – Dave commented on the video also available on the Mt Sac website 	<p>Keenan to present on Heat Illness Duetta to present on Ergonomics and Body Mechanics</p>
10. Allegion Security Review	<ul style="list-style-type: none"> • Kathy presented on behalf of Carlos 	<p>They have 6 more building to review – they are only auditing at entrance, exit, classroom and offices doors at this time- once the report is ready it will be sent</p>

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<p>11. Trainings</p>	<ul style="list-style-type: none"> • Duetta presented the information available through Keenan Safe Schools online, ASCIP DVD and online options. • Ken asked about individuals that have multiple injuries – this is key to training and also document the training – because at some point it will lead to a performance issue but without documentation it is difficult to address • Most staff has had some form of active shooter training- Duetta indicated she is also working with HR on a new hire orientation that would include active shooter • Joe asked about Bloodborne pathogen training for the athletic trainers – maybe a reminder training • Melonee indicated accident investigation training would be good for all supervisors and managers as well. 	<p>Duetta to provide a copy to the committee members This is an ongoing project with regards to safety training</p>
<p>12. Housekeeping items:</p>	<ul style="list-style-type: none"> • Exterior lighting during power outages – • Farm safety walk • Drug Free • PPE in Labs/on Campus • Ergonomic Plan • Respiratory Protection Plan – Marti commented that we have several resources on campus that can assist with this plan. 	<p>Duetta will obtain more info on this Duetta updated members on the items that have been addressed – Duetta is going to individually follow up with Matt Marti indicated the BP is in place AP under construction Duetta will follow up with Donna Lee and Matt Judd Duetta is reviewing and updating Committee members agreed we need a taskforce group to develop this</p>

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	<ul style="list-style-type: none">• Bloodborne Pathogens Plan -	Duetta will review and update
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<http://inside.mtsac.edu/organization/committees/safety/>

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

TBD, 2016