

**Mt. San Antonio College
Health and Safety Committee
Group Memory of January 12, 2017**

Committee Members:			
X Dave Wilson Patricia Swint (Keenan)	X Melonee Cruse X Marti Whitford	X Peter Gonzalez Carlos Duarte Timothy Engle Ken McAlpin	X Steve Shull Chris Shen X Duetta Langevin (Chair)
X Donna Lee Manuel Marquez Joanne Franco	X Joe Terreri Joe Jennum Bill Asher	X Sandi Horn	X Doris Torres (Notes)
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME	
1. Welcome/Introductions	No Changes		
2. Agenda Review	Additions: Rollover protection, Sweeping of Parking Lots, Health & Safety Committee Reps, EEO Director – Shoka Song	Removed Lock Project Update	
3. Review Group Memory – December 6, 2016	No Changes		
4. Hazardous Log Form	Duetta – Discussed with committee: One hazardous issue to report. Stairwells in building 60-61. When it rains stairwell is very slippery Discussion on pool lights Dave – Parking lights issue on lot D3, welding and pool area	Email/Report has been sent to Bill Asher and Gary Nellesen on stairwell issue. They will be taking care of it. Add signs (slippery stairwells when wet) Pool Lights – Inverter will be installed in pool area for safety	

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		Dave will facilitate extra patrol on lot D3. Facilities is also aware of Lot D3 issue and will be taking care of the problem
5. Quarterly Inspections – Accreditation Requirement	Duetta – Discussed with committee: Steve provided sample of a check list. This list maybe helpful to Mt SAC.	Meeting with Keenan to discuss what the program looks like and what Mt SAC is doing vs other colleges
6. Emergency Preparedness	Melonee – Discussed with committee: Building Summary, Emergency Procedures, Building Evacuation at the farm, building 80 and 40, Training for executive policy group	<p>Melonee has developed a summary shows evacuation assembly areas, emergency procedures, contact building manager or building marshal for more information</p> <p>On January 25th building evacuation is scheduled at farm, and horticulture bldg., along with building 80.</p> <p>Emergency Alert notification will be located in the presidents notes</p> <p>Duetta link Emergency Procedures on Risk website along with Emergency Preparedness website</p>
7. Rollover Production	Duetta - Discussed with committee: forklift training, roll over protection on vehicles	Yadira will write down which pieces of equipment currently have rollover protections and seat belts

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<p>8. Sweeping of Parking Lots</p>	<p>Duetta – Discussed with committee: Sweeping is done on a daily basis, however; not every lot is swept daily they are swept weekly, unless debris is heavy from either rain or wind or a specific work order is put in for a specific area. They have been monitoring the motorcycle class parking lot.</p>	<p>Some of the issue is the Parking lots are just plain old and need to be replaces versus repairing.</p> <p>Bill Asher does have a parking lot program in place to replace parking lots moneys from the parking meters are also providing some funding for parking lots.</p>
<p>9. Workers Compensation Claims Review</p>	<p>Duetta - Discussed with committee: W/C injuries in December 2016</p>	
<p>10. Health and Safety Committee representatives</p>	<p>Duetta – Discussed with committee how was Health and Safety committee formed? Are all the right people in place? Should there be a representative from every division who needs to participate?</p>	<p>Duetta to generate a list of Vice Presidents, Reps, Divisions, Miscellaneous, and Specialty Groups. This list will be discussed with the committee and then provided to Mike for final approval. Mike may want to provide the information to President’s cabinet.</p>
<p>11. EEO Director Sohka Song</p>	<p>Sohka Song was hired as EEO Director in Human Resources. He will be able to assist with some of the accommodations, Some Disability issues, and employment issues that pertain to work and medical leave.</p>	

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<p>12. Round the Table</p>	<p>Duetta – New student worker orientation Keenan does provide training out of Mt SAC – who is involved in that training all student workers? Marti – Student Equity Program Dave – discussed – 1st notification from Public Safety Marti - Has cabinet addressed evacuation of parking lots? Dave provided some insight to this question and he is taking the lead on working with outside vested groups to insure traffic flow. Sometimes the flow of traffic may be impeded by the catastrophe itself.</p> <p>Melonee – Having communication problems with student services, when it comes to building Marshall information and building manager information.</p>	<p>February 10th New student orientation – Duetta will follow up to see who is attending that training</p> <p>Duetta will share training dates with appropriate divisions. Donna mentioned the training for chemicals the farm may benefit from that training. Duetta will also notify facilities, in case employees want to attend</p> <p>Dave is meeting with the new Captain at Walnut Station to discuss parking lots when an emergency happens.</p> <p>Public safety will take care of internal parking lot on campus (example Parking lot F will be taken care by public safety and empty parking lot H). Traffic control is still needed. Public safety will be purchasing 3 trailers for traffic direction</p>
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<http://inside.mtsac.edu/organization/committees/safety/>

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

February 7, 2017

March 7, 2017

April 4, 2017

May 2, 2017

June 6, 2017

July 4, 2017