

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of November 7, 2017**

**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 checked="" type="checkbox"/> Steve Shull             |
| <input checked="" type="checkbox"/> Patricia Swint (Keenan) | <input type="checkbox"/> Marti Whitford           | <input checked="" 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 type="checkbox"/> Javier Pedroza                     | <input checked="" type="checkbox"/> Joe Jennum    | <input checked="" type="checkbox"/> Ken McAlpin    |   |
| <input checked="" type="checkbox"/> Joanne Franco           | <input type="checkbox"/> Bill Asher               | <input checked="" type="checkbox"/> Sandi Horn     | <input checked="" type="checkbox"/> Andie Solorzano (Notes) |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>		
<b>2. Agenda Review</b>		
<b>3. Review Group Memory – Oct 3, 2017</b>	No Changes	<b>Approved</b>
<b>4. WC Claims for October – Andie</b>	<p>The 8 open WC claims from the month of October were shared with the group on what type and from which areas we were seeing injuries.</p> <p>Types: 2 trip and falls (right toe and left shoulder)            2 contusions (fingers)            4 Strains (back/ upper extremity)</p> <p>Areas: 2 in Grounds, 1 in IT, 1 Student Worker, 1 in Custodial, 1 Faculty, 1 Lab Tech and 1 in Student Services</p>	
<b>5. Safety Inspection/ Respiratory Program (POMS) – Duetta</b>	<ul style="list-style-type: none"> <li>• Looking at a third party to come to conduct Safety Inspections and come up with a Respiratory Program through ASCIP and POMS. With it being so busy this will help with the process and help with it being successful. ASCIP</li> </ul>	<b>POMS will speak at 12/5/17 meeting</b>

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	and POMS will be out to speak to the group at the next meeting on 12/5/17. More to come.	
<b>6. Hazard Reports- Duetta</b>	<p>2 Hazard Reports were submitted to the Risk Management Department.</p> <ol style="list-style-type: none"> <li>1. A tree root that caused a WC claim. It was located in the grass area between the Mountie Café and the library. The employee tripped on a large tree root that was lifted from the ground during the Emergency Preparedness Fair. Fracture to the right big toe. The hazard was shown to grounds and they are working to see what the remedy is. Risk to follow up.</li> <li>2. LOT M – report of it being a hazard due to no gate or chain up since it was redone. Late at night and on weekends racing and possible illegal activity going on. A temporary chain has been put up to keep from these activities taking place.</li> </ol>	<b>Risk Management to follow up on the tree root hazard. Report back once completed.</b>
<b>7. Smoking Policy – Duetta</b>	<ul style="list-style-type: none"> <li>• The Explosion in bldg. 67 on 9/25/17 created lots of question in regards to smoking on campus. The policy is being updated. Smoking will not be allowed on campus. Added definitions and Vape was added too. Appeal policy – hearing – student court</li> <li>• Working on Student Handbook – need to go through Koji – Student Life.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Regarding employees it would go through evaluations, warnings, providing smoking sensation promotions and programs to help them with quitting.</li> <li>• Melonee asked about other items like hover boards? I-phones? At this time we don't have any knowledge on the hover boards with the lithium batteries. The phone batteries are very small and not a concern at this time.</li> <li>• It was also asked on why HAZMAT was not called when the explosion took place and it was because the LA fire department did call. Dave follow up with them and they had no idea what a vape pen was.</li> </ul>	
<p><b>8. OS1 Training Follow –up – Duetta</b></p>	<ul style="list-style-type: none"> <li>• Duetta and Ken attended the OS 1 training in Utah. Custodian's program. They have used for 10 years now. It's a great program has all tools and resources needed but they do need to be used in order for the program to run smoothly. Custodial staff to be retrained. Texas University was at the training and said that it had to be introduced at least 3 times until working successfully. Ken and Duetta scheduled to meet and discuss next steps training and rolling out again to the staff.</li> </ul>	<p><b>Ken and Duetta to meet about next steps</b></p>
<p><b>9. Emergency Management Update- Melonee</b></p>	<ul style="list-style-type: none"> <li>• Melonee is working with cabinet regarding whole campus evacuation divided into 2 (spring and fall). Provided a map of campus</li> </ul>	

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	<p>to get our thoughts on how to split the campus up for these evacuation drills.</p> <ul style="list-style-type: none"> <li>• It was asked if we had a target number of buildings for these groups.</li> <li>• Melonee was trying to just find a good point to split the campus.</li> <li>• In the end it was a line straight down along building 26 to separate into 2. West and East side from that point.</li> <li>• Each building has an evacuation plan. Except the Art division.</li> <li>• Donna asked about the wildlife sanctuary and planetarium plans. Melonee can touch base with Matt Judd as they should have these.</li> <li>• Evacuations done once a year.</li> </ul>	
<p><b>10. Round Table – AED5 – Health Services</b></p>	<ul style="list-style-type: none"> <li>• Replacing AED # 5 – A &amp; B side</li> <li>• OSHA follow up – Bldg 28 in Aeronautics with the roofing project. It turns out the ceiling material had Epson salt in it which is the white particles that were falling from the ceiling. OSHA did end up fining us for not having a respiratory program and Asbestos. We are appealing these fines and in the</li> </ul>	

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	<p>process.</p> <ul style="list-style-type: none"><li>• BP/AP Approved for cameras on Campus. They will be in high traffic areas and exteriors of buildings. Not a security programs they will not be monitored continuously.</li><li>• Paramedic programs in announcements – 40 seats for paramedics</li><li>• 12/1 from 1pm-3pm – Snakes, spiders, scorpions – Management of Envenomation – not on POD , you can notify Michelle Navarro</li><li>• Free Training with ASCIP available for free. Risk can provide dates and times (ex: HR roundtable on Misconduct, Annual Compliance reviews, WC roundtable, HAZMAT training)</li></ul>	
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<p><b>11. Guest Speaker: (10am-10:30am) Gary Gidcumb regarding the upcoming Foothill Transit Center</b></p>	<p>Gary arrived around 10:20am to discuss and inform the group regarding the Foothill Transit.</p> <ul style="list-style-type: none"> <li>• Still in the proposal stage with Foothill Transit</li> <li>• There are already existing bus stops on temple and Mt. Sac way / Bonita</li> <li>• Goal is to make one point and simplify where. Also help with pedestrian safety, eliminate student traffic</li> <li>• Proposed parking structure</li> <li>• New traffic signals/ triggered by bus</li> <li>• 10 plus bays</li> <li>• No plans to change bus routes – they will not be new lines</li> <li>• Pedestrian bridge from transit area to structure</li> <li>• In house committee with the regular process</li> </ul> <p>Concerns from the committee that were brought up to Gary.</p> <ul style="list-style-type: none"> <li>• Who does this benefit</li> <li>• Non- students coming on to campus</li> <li>• Will there be restroom facilities</li> <li>• Why only on temple</li> <li>• Transients in structure</li> <li>• Surveying traffic</li> <li>• Cameras</li> <li>• Additional campus &amp; police safety, who polices the transit</li> </ul>	<p><b>Gary to follow up with group on concerns and questions from this meeting.</b></p>
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	<p>Gary is to report back to the group on the following:</p> <ul style="list-style-type: none"><li>• Restrooms</li><li>• N&amp;S bus routes ridership</li><li>• Concern for trans in structure</li><li>• RISK benefit analysis</li><li>• Additional staff from Foothill</li><li>• Cameras</li><li>• Policing Agency</li></ul>	
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**12. Future Action Items:**

**Identification Badges-AP7121**

**First Aid Kits**

**TD Exposure Standard Operating Procedures - Marti and Duetta**

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

**December 5, 2017**