



Memorandum

Date: August 1, 2012

To: Paul Zingg, President
Cabinet

From: Lauri Evans, Chair
Campus Health and Safety Committee

Subject: Campus Health and Safety Committee Annual Report 2011/12

Introduction

This report is submitted in accordance with Executive Memorandum 07-19 that directs that the Campus President and Cabinet be provided an annual Campus Health and Safety Committee report.

The Campus Health and Safety Committee (Committee) was established due to new language in the CSUEU bargaining units' contract, effective January 2007, requiring a University-wide committee - Executive Memorandum 07-19. The Committee is an advisory committee on matters of health and safety, to increase health and safety awareness among all members of the Campus community, and aid in the implementation of health and safety provisions contained in the collective bargaining agreements. The Committee will make recommendations to assist the Department of Environmental Health and Safety in achieving the University's goal of creating a safe environment that is most conducive to the mission of the University.

The mission of the Campus Health and Safety Committee is to address work-related health and safety concerns stemming from working conditions. The Committee may assist the Department of Environmental Health and Safety in its role with the University Public Safety Advisory Committee and the University Police Department with issues that may include both work-related health and safety issues and public safety issues that concern law enforcement.

Campus Health and Safety Committee

Fiscal Year 2011/12 the Campus Health and Safety Committee continued to meet on a quarterly basis. During this fiscal year, the Committee addressed the following areas.

Welcome of New Chair, Vice-Chair, and Members

In June 2011 the Committee welcomed new Chair Lauri Evans. Ms. Evans, Support Services Coordinator in the Accessibility Resource Center (formerly Disability Support Services) accepted the role as Chair. Ms. Evans served as Vice-Chair of the Campus Health and Safety Committee since 2007.

- Ms. Gloria Torbeck, Associate Director with University Housing and Food Services, accepted the position of Vice-Chair.
- New members to the Committee are:
 - Mario Mena, representative for CSUEU, Unit 5,
 - Cindy Leonard, representative with the Agricultural Teaching and Research Center/University Farm,
 - Yvette Streeter with Environmental Health and Safety, and
 - Kimberly Edmonds, Women's Center-Associated Students.

❖ Yvette Streeter, Emergency Preparedness & Occupational Safety Coordinator was introduced to the Committee as the newest member of the Department of Environmental Health and Safety. Ms. Streeter was a Fire Prevention Inspector with the Town of Paradise and has extensive background knowledge in fire response, life safety, and emergency preparedness.

Ms. Streeter's position will plan, coordinate, train floor coordinators, schedule fire drills, direct the emergency preparedness and occupational safety programs and coordinate the Emergency Operations Center (EOC). Reviews facilities, written programs, employee's training histories to ensure compliance with all applicable requirements; and will be responsible for Emergency Preparedness, Occupational Safety training, EOC Coordination, maintaining data and reports, and all occupational safety programs. In the event of an emergency this person will report to the Incident Commander as the EOC Coordinator.

❖ Shannon Iris, Data Management Specialist, with the Department of Environmental Health and Safety, has updated and merged the three (3) databases in the asbestos program. The database was transferred from Facilities, Management & Services to Environmental Health and Safety. The primary database was developed in 2002 by FOCUS Environmental in conjunction with the Asbestos and Lead Programs. EHS contracted with FOCUS to assist in the merging of the databases.

❖ Carol Jordan, Deputy State Fire Marshal, is working with the Department of Environmental Health and Safety on building inspections of Ayers Hall, Butte Hall, Esken Hall, Gateway Natural History Museum, Konkow Hall, Langdon Hall, Laxson Auditorium, Mechoopda Hall, O'Connell Hall, Siskiyou Hall, Student Health Center for accreditation, Sutter Hall, Tehama Hall, and University Village.

A few issues that have been addressed are heat producing appliances such as toasters, plate and cup warmers, and floor heaters; providing fire extinguishers; combustible loads; book and paper load/collection; improper installation of shelving; approved storage cabinets and containers for combustibles; repair of strobe lights; repair and proper signage of fire rated doors; use of extension cords for permanent wiring; panic hardware; cover plates for electrical junction boxes; exit lights; removal of lint filters in dryer vents in laundry rooms; provide smoke detectors; etc.

❖ On August 2011, Mr. Pratt was appointed the manager of the Vehicle Use Program. The University has updated and revised several campus procedures related to Motor Vehicle Maintenance and Usage which pertain to all state-owned vehicles. All state-owned vehicles must have service, maintenance, and inspections performed regularly by the Campus Vehicle Inspector.

Pursuant to Chancellor's Office policy and CSU, Chico, procedures, each department that uses State-owned vehicles in the conduct of state business must provide:

- Written authorization for vehicle use specifying which vehicle(s) each employee is permitted to drive
- Employee certification statement regarding their driving record and possession of a valid driver's license
- Monthly Operator Checklist
- Use tracking sheets or logs

Additionally, departments with custody of state-owned vehicles must develop and implement procedures to control and monitor the use of the vehicle by documenting specific driver(s) use of a state-owned vehicle on the Department Vehicle and Authorized Driver form or through the use of a State Vehicle Tracking Sheet for vehicles used by multiple drivers.

❖ The Department of Environmental Health and Safety is working with various departments on establishing Job Safety Analysis (JSA) to identify hazards associated with any job or task that has the potential to cause serious injuries, how to control the hazards, review of personal protective clothing, and produce written tools that can be used to train staff.

❖ Moonlight Safety Walk. On October 20th the 7th Annual Moonlight Safety Walk was conducted. The Walk begins at 6:30 p.m. and ends at approximately 9:00 p.m. Approximately 60 participants are divided into four (4) teams to walk throughout the Campus to identify safety hazards, such as lights that are out, overgrown brush, and testing of the Blue Light Phones. The participants addressed inadequate lighting, Blue Light Phones not working or low volume (are now working); lights were out; areas were identified as needing light; and tripping hazards. These locations were addressed as areas of concern for faculty, staff, and students walking in these areas during evening hours.

❖ At the beginning of each year the Department of Environmental Health and Safety announces to the Campus Community that nominations are being accepted for the Staff Safety Award. In May 2012, the Committee selected Heather C. Long as the 2011 Staff Safety Award recipient.

Ms. Long, Administrative Support Coordinator, Bus Reservations, was instrumental in developing and implementing guidelines for:

- Accidents and mechanical breakdowns;
- Installing fire extinguishers, first aid kits, and weather kits on the buses;
- Creating "accident preparedness packets," quick reference, and contact information for the bus drivers and supervisor; and
- Developing a plan to provide rides for stranded passengers in the event of a breakdown.

Ms. Long was also nominated for the State Governor's Employee Safety Award that will be announced in October 2012.

❖ The Director presented EH&S 2011/12 Statistics charts on injuries reported from the 2011 OSHA 300A log. The charts represented injury reports by department; body parts; month; and ergonomic. The type of injuries reported are injuries to wrists, hip, neck, shoulders, back or lower back; hands; ankles, knees; and injury to eyes. Injuries are caused by slipping or tripping and falling; repetitive motion; improper lifting; bug bites; bee sting; and minor lacerations or puncture wounds.

Miscellaneous

The future goals of the Committee and current health and safety projects are:

- Refine the information presented to the Committee, to allow the Committee to better understand patterns or lack of patterns of accident causes and injuries sustained by employees.
- Continue to invite guest speakers to learn and receive information on current health issues, the Counseling and Wellness Center, student support programs, faculty and staff assistance, and Safe Place.
- Move forward with a proactive program to bring the awareness of safety to the Campus Community.
- Awareness and understanding on safety training and the LMS/Web Based Training.