MEMORANDUM

Date: May 3, 2017

To: CAMPUS HEALTH & SAFETY COMMITTEE

Anita Barker, Intercollegiate Athletics & Recreational Sports
Jamie Clyde, Associated Students
Lauri Evans, Disability Support Services
John Feeney, University Public Safety Committee
Gloria Godinez, Worker’s Compensation
Mike Guzzi, Facilities, Management, and Services
Cindy Leonard, Agricultural Teaching & Research Center
Robert Henry, SETC
Chris Rhoda, University Housing
Phillip Sacksteder, CSUEU
Timothy Sistrunk, California Faculty Association
Yvette Streeter, Environmental Health and Safety

From: J. Marvin Pratt, Director of Environmental Health and Safety

Subject: Campus Health and Safety Committee Meeting of May 3, 2017

Present: John Feeney, Gloria Godinez, Mike Guzzi, Robert Henry, and Yvette Streeter.

Absent: Anita Barker, Jamie Clyde, Lauri Evans, Cindy Leonard, Phillip Sacksteder, and Timothy Sistrunk.

Other: Jessica Verardi for CSUEU

The Campus Health and Safety Committee meeting commenced at 1:30 p.m. in the Training Room located in Park II, Room 119.

Approval of Minutes – January 17, 2017

The minutes of January 17, 2017, were approved as submitted.

Review of Accidents

Mr. Pratt presented to the Committee members a summary of reported accident/injuries from January to March 2017. The summary represented injuries by department; type of accident; first aid; medical; or informational only. The type of injuries reported were lacerations, debris in eyes, missing a step descending stairs, injury to hand, injured lower back, hyperextension, and slip, trip, and falls.
Review of Inspections

Ms. Streeter presented to the Committee members a report on building inspections and surveys from January to March 2017. The report covered Acker Gymnasium, Performing Art Center, and the Physical Science Building.

Findings included issues regarding roll down door held open, review of room for relocation of physics equipment, review of climbing wall, and review of egress and seating arrangement for upcoming events.

Election of new Vice-Chair

On May 3, 2012 Gloria Torbeck was elected as Vice-Chair of the Campus Health and Safety Committee. On Thursday, April 13, 2017, Ms. Torbeck retired from the University.

It was the consensus of the Committee to continue this item to the next scheduled meeting.

Introduction of Mike Guzzi – Director of FMS

Mr. Pratt welcomed and introduced Mike Guzzi, the new Director of Facilities Management and Services. Mr. Guzzi came to the University on April 17, 2017.

Introduction of new member Robert Henry (SETC)

Mr. Pratt welcomed and introduced Robert Henry, Facilities Management and Services as the new representative for SETC. Mr. Henry is replacing Stanley Crane.

Mr. Pratt advised the Committee meets quarterly in January, May, August, and December.

Because the Committee is now comprised of several new members, Mr. Pratt gave a brief background on the reporting of accidents/injuries and building inspections.

In February 2014 the University received an OSHA Citation and Notification of Penalty for the Injury Illness Prevention Program. A Letter of Appeal was sent to Cal/OSHA appealing the Citation.

Citation 1, Item 1, is for the Illness Prevention Program and states:


   The Safety Committee was not in compliance:

   a. Half of the members did not attend the meetings from January 2012 to July 2013;
   b. Facility/Department inspections were not reviewed as required; and
   c. Injury and illness investigations were not reviewed as required.

Response: Citation 1, Items 1a and 1b - The University has no administrative control over a majority of representatives on the Committee, and therefore, are not guaranteed a majority of members attending the meetings. The Committee has made numerous attempts to ensure participation.
In 2011 the Committee Chair sent a letter of invitation to the unrepresented units, with no responses. Also, when a member notifies the Committee they are no longer able to fulfill their obligation as a unit representative on the Committee, the representative is asked to inform the Committee Chair the name of the new representative.

**Risk Management and EHS Joint Memorandum to Provost regarding Academic Spaces**

Mr. Pratt stated that due to the incidence in the Glass Lab, the offices Risk Management and Environmental Health and Safety submitted a memorandum to Provost Larson regarding “after hour use of high risk Academic spaces.”

High risk academic spaces included, but not limited to, laboratories or other spaces that involve high risk activities and/or use of potentially hazardous machinery, electrical, chemicals, or other hazards.

It was recommended that Schools and Colleges with high risk academic spaces implement practices that addressed access, training, and supervision.

- Access – between 10:00 p.m. and 7:00 a.m. - no one shall conduct work in a high risk academic space unless the work is directly related to a course or program. The Police Department is to be notified when students are scheduled to work; and any door that allows access from the exterior of the building should not be propped open.

- Training – students shall be appropriately trained on equipment use, emergency procedures, and personal protective equipment. All training shall be documented.

- Supervision – When an employee is not available to oversee the activities, a responsible student may be identified. Students should not be allowed to work alone. Adequate or appropriate levels of supervision should be determined by the Schools, Colleges, and/or department for each academic space.

**2016 Staff Safety Award**

Mr. Pratt advised Environmental Health and Safety did not receive nomination requests for the 2016 Staff Safety Award. Mr. Pratt asked the Committee Members to follow-up with their Units, co-workers, and departments, to see if anyone may have a nomination.

There being no further business, the meeting adjourned at 2:30 p.m.