Date: January 17, 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
- Cindy Leonard, Agricultural Teaching & Research Center
- Brannon Pruis, SETC
- Phillip Sacksteder, CSUEU
- Timothy Sistrunk, California Faculty Association
- David Sprague, Facilities Management and Services
- Yvette Streeter, Environmental Health and Safety
- Michael Swithenbank, University Police Department
- Gloria Torbeck, University Housing and Food Services

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

Subject: Campus Health and Safety Committee Meeting of January 17, 2017

Present: Lauri Evans, John Feeney, Gloria Godinez, Timothy Sistrunk, David Sprague, Yvette Streeter, Michael Swithenbank, and Gloria Torbeck

Absent: Anita Barker, Jamie Clyde, Cindy Leonard, Brannon Pruis, and Phillip Sacksteder.

The Campus Health and Safety Committee meeting commenced at 2:00 p.m. in the Training Room located in Park II, Room 119.

Approval of Minutes – December 6, 2016

The minutes of December 6, 2016, were approved as submitted.

Review of Accidents

Mr. Pratt presented to the Committee members a summary of reported accident/injuries from October - December 2016. The summary represented injuries by department; type of accident; and first aid, medical, or informational only. The type of injuries reported were falling from a ladder, lacerations, injured lower back, knee injuries, debris in eyes, hyperextension, and slip, trip, and falls.
Review of Inspections

Ms. Streeter presented to the Committee members a report on building inspections and surveys from October - December 2016. The report covered State Fire Marshal Inspections of Ayres and Butte Halls, Laxson Auditorium, Nettleton Stadium, BMU, Performing Art Center, and the Physical Science Building.

Findings included issues regarding electrical fire hazards such as extension cords, overloaded power strips, storage too close to the ceiling, combustible storage under bleachers, and doors propped open to corridors.

Introduction of new Members:

- David Sprague, Facilities Management and Services
- Brannon Pruis, Facilities Management and Services

Mr. Pratt introduced David Sprague, Assistant Director of Design, Construction, and Main with Facilities Management and Services. Mr. Pratt noted Kevin Doyle, Director of FMS, retired from the University in early January 2017.

Mr. Pratt advised Brannon Pruis, Metal Worker with Facilities Management and Services, is the new SETC representative replacing Stanley Crane.

Training

- Completion Numbers
- Learning Tracks
- Student Workers

Mr. Pratt advised when new faculty, staff, and student employees are hired they are assigned Cal-OSHA required training: Emergency Action Plan, Fire Prevention Plan, and General Safety. The Chancellor’s Office requires all employees to be assigned Emergency Management Orientation, Preventing Discrimination and Harassment, Ethics Regulations and the Conflict of Interest Code, and Data Security. Other training courses or Learning Tracks can be assigned to employees, based on their job classification, through the Development and Training System.

Mr. Pratt stated the CSU’s were given a deadline for all employees and student employees to be 100 percent complete on compliance training. A report was issued of each Campus showing the percentage of employees who completed their training and the percentage that are overdue at the end of the calendar year. The percentage shown was above 80 percent.

A Learning Track refers to a track with one or more courses of the same required training. For example, Chemistry Safety learning track consist of Bloodborne Pathogen, Hazardous Materials Emergency Information, and Personal Protective Equipment.

2016 Staff Safety Award Announcement

Mr. Pratt reported the 2016 Staff Safety Award has been announced with a deadline date of March 20, 2017. Each year the University issues a Staff Safety Award to a staff member or employee group who goes beyond their regular duties in promoting safety and making the work place safer. This could be a single act of safety or a continuous contribution to a safe work environment. The award recipient is presented with a plaque/certificate and a monetary award. Recipients may also be eligible to compete for the State Governor’s Employee Safety Award.
Mr. Pratt noted the 2015 Staff Safety Award recipient, Stanley Crane, was nominated for the State Governor's Employee Safety Award in August 2016, and as of this date no information has been received.

Other

Timothy Sistrunk asked if there was any further information regarding the incident at the Glass Lab.

Mr. Pratt responded there was a small explosion in the Glass Lab and EHS has been working with faculty who work in the area to determine the cause. A number of observations have been made that will be addressed, both in the glass blowing area and ceramics area.

As stated at the last meeting, the floor has an acrylic coating of methyl methacrylate, and when liquid glass drops on the floor, the liquid glass ignites the floor material and emits a thin black smoke. The glass cools rapidly, is lifted off the floor, it self-extinguishes the flame and eliminates the black smoke. EHS observed the small amount of smoke produced when the floor ignites the floor material, there is no potential for exposure to smoke. The rooms exhaust fans located at the rear of the lab are designed to pull furnace heat away from the user, effectively pulling the smoke emitted across the floor to the exhaust fans.

The equipment in this area is not specifically covered by OSHA regulations. In-lieu of a specific regulation, OSHA requires the University to comply with the following:

- Documented training - training is required of all operators using the ovens, including faculty, students, and others using the equipment and controls; determine who is trained and competent to use controls; and level of required training.
- Controls need to be locked or secured against unauthorized use. Lockout/Tagout procedures will need to be developed and documented for all equipment.
- A shop hazard assessment needs to be conducted to ensure engineering and administrative controls are put in place.
- A lab hazard analysis needs to be done to determine the appropriate minimum attire and Personal Protective Equipment, such as closed toes shoes, pants to cover legs, and no loose fitting garments.

The Department of Environmental Health and Safety can assist in determining what levels of training are required for the appropriate employees.

There being no further business, the meeting adjourned at 3:00 p.m.