Date: December 6, 2016

To: CAMPUS HEALTH & SAFETY COMMITTEE

Anita Barker, Intercollegiate Athletics & Recreational Sports
Jamie Clyde, Associated Students
Stanely Crane, SETC
Kevin Doyle, Facilities Management and Services
Lauri Evans, Disability Support Services
John Feeney, University Public Safety Committee
Gloria Godinez, Worker's Compensation
Cindy Leonard, Agricultural Teaching & Research Center
Phillip Sacksteder, CSUEU
Timothy Sistrunk, California Faculty Association
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 December 6, 2016

Present: Anita Barker, Stanely Crane, Kevin Doyle, John Feeney, Gloria Godinez, Phillip Sacksteder, Timothy Sistrunk, Yvette Streeter, and Gloria Torbeck

Absent: Jamie Clyde, Lauri Evans, Cindy Leonard and Michael Swithenbank

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 – August 30, 2016

The minutes of August 30, 2016, were approved as submitted.

Review of Accidents

Mr. Pratt presented to the Committee members a summary of reported accident/injuries from July – September 2016. The summary represented injuries by department; type of accident; and first aid, medical, or informational only. The type of injuries reported were lacerations; bulging disks; chest pains; injured lower back; debris in eyes; and slip, trip, and falls.
Review of Inspections

Mr. Pratt presented to the Committee members a report on building inspections and surveys from July - September 2016. The report covered Acker Gym, Performing Arts Center, and Student Health Center.

Findings included issues regarding on stage lighting, use of power strips, doors propped open, and miscellaneous safety issues discussed with occupants during hazardous waste pickups.

Mr. Pratt noted that during the months of October, November, and December, the new Deputy State Fire Marshal has been working with Ms. Streeter on inspecting Ayres Hall, BMU, Butte Hall, Laxson Auditorium, Performing Art Center, Physical Science Building, Stadium, and the Farm. DSFM Carter’s goal is to have all building inspections completed in 2017 and then every 3-years after that.

Mr. Pratt explained after each building inspection:

- The Department of Environmental Health and Safety receives an “EN-11- Fire Safety Correction Notices” for that building.
- EHS is given a time frame in which to respond by letter to the DSFM outlining the correction, or in the case of larger issues, our intended correction plan.
  - The response letter list all of the items noted in the EN-11 and the corrective action taken is listed immediately after each item.
- EHS forwards a copy of the EN-11 to the Building Managers.
- EHS works with the appropriate building occupants to get all deficiencies corrected.
- Once all deficiencies have been corrected Fire Clearance is granted.

Great California ShakeOut

Ms. Streeter reported that “The Great California ShakeOut” was held on Thursday, October 20, 2016, at 10:20 a.m. and is the largest earthquake drill world-wide. Last year more than 10.6 million people were registered to participate. Ms. Streeter noted this event occurs annually on the third Thursday of October.

While California is more likely to have earthquakes than other States, they can take place almost anywhere. The Great ShakeOut is an annual opportunity to educate and become aware on how to be safe during an earthquake by “Drop, Cover, and Hold On.”

- **Drop** to the ground
- **Cover** by getting under a sturdy desk or table
- **Hold On** to the table until the shaking stops

The Great ShakeOut encourages individuals, schools, and the community to review and update emergency preparedness plans and supplies, to educate on how to secure your home and office, and how to prevent damage and injuries.

If driving, pull over to a clear location, stop, and stay in your vehicle, seatbelts remain fastened until the shaking has stopped.
If outdoors, find a clear area away from trees, buildings, streetlights, and power lines.

Ms. Streeter noted on Campus participation is still less than desired.

Ms. Streeter noted the participation has grown from the 7,188 Butte County participants in 2012 to 23,686 Butte County participants in 2016.

**EHS Home Website – Seasonal Safety Tips**

Mr. Pratt advised that during the holiday seasons the Department of Environmental Health and Safety website offers seasonal safety tips from October through December on office and home decorating, hosting or attending festive gatherings, travel, and cooking.

All the extra cooking, traveling, shopping, celebrating, and decorating can result in potentially serious hazards at home, in the office, and on the road. Know the risks and how to help avoid injuries, theft, and damage to property through the holiday seasons.

**Other**

- **Compliance Training**

  Mr. Pratt stated Friday, December 6, 2016, is the Campus deadline for all employees and student employees to be 100 percent complete on compliance training. After December 6th Human Resources will report on completion status to the Vice-Presidents, compliance of each Campus by calculating the percentage of employees who are overdue at the end of the calendar year.

  The Campus is asking:

  - All employees should review their training assignments and complete any outstanding compliance training.
  
  - Managers, Chairs, and Leads to review compliance training status of their employees that report to them.
    
    - Managers and Leads should send reminders to their employees to be in compliance with CSU, State and Federal mandates by Friday, December 16, 2016.

**Winter Weather Considerations – Appropriate Footwear, Walkways, Floors, Walk-off-mats**

Mr. Pratt advised with the rainy season upon us to be aware of and use appropriate footwear with non-slip soles. Wet and slippery surfaces, such as entry/exit ways, hallways, sidewalks, and parking lots can cause slips, trips, and falls due to a loss of traction between the shoe and the walking surface. Outdoor surfaces can change considerably when weather conditions change. Those conditions can then affect indoor surfaces as moisture is tracked in by pedestrian traffic.
Take the following precautions:
- Wear appropriate footwear, shoes with non-slip soles and no heels.
- Use building walk off mats, wipe your feet.
- Shake off wet coats and umbrellas at the door or on the mats.
- Clean-up small liquid puddles.

Timothy Sistrunk asked about the concern incident with the Glass Lab floor.

Mr. Pratt responded that because the floor has an epoxy coating, when molten glass drops on the floor, the floor catches on fire. As soon as the glass is lifted off the floor, it self-extinguishes. There is no potential for exposure to smoke from the small spot fire due to the large exhaust system pulling air across the floor, under the heat shields, and out of the building with the glass furnaces. Due to the spot fire issue, the floor will be replaced this summer with concrete.

There being no further business, the meeting adjourned at 2:45 p.m.