

M E M O R A N D U M

Date: February 10, 2012

To: CAMPUS HEALTH & SAFETY COMMITTEE

Anita Barker, Intercollegiate Athletics & Recreational Sports

Mike Bates, University Housing & Food Service

Lauri Evans, Disability Support Services

Brian Exparza, SETC Elaina McReynolds, APC Mario Mena, CSUEU

Brian Miller, Agricultural Teaching & Research Center Neil Nunn, Facilities Management and Services Kirby Pierson, Facilities Management and Services Michael Swithenbank, University Police Department

Linda Vidovich, Disability Programs and Worker's Compensation Kimberly Edmonds, Women's Center – Associated Students

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

Subject: CAMPUS HEALTH & SAFETY COMMITTEE MEETING MINUTES OF DECEMBER 5,

2011

Present: Anita Barker, Brian Exparza, Lauri Evans, Elaina McReynolds, Neil Nunn, Linda

Vidovich, and Marvin Pratt.

Absent: Mike Bates, Mario Mena, Brian Miller, Kirby Pierson, Michael Swithenbank, and

Kimberly Edmonds.

The Campus Health and Safety Committee meeting commenced at 2:45 p.m. in Kendall Hall, Room 107.

Welcome and Introduction

Ms. Evans, Chair, opened the meeting by welcoming and introducing the Committee members.

Approval of Minutes – December 5, 2011

The minutes of December 5, 2011, were approved as submitted

<u>Introduction of Yvette Streeter, Emergency Preparedness & Occupational Safety Coordinator – Marvin Pratt</u>

Mr. Pratt introduced Yvette Streeter, Emergency Preparedness and Occupational Safety Coordinator.

Ms. Streeter was hired on November 1, 2011. Ms. Streeter was the Fire Prevention Inspector with the Town of Paradise and has extensive background knowledge in fire response, life safety, and emergency preparedness.

Review of Injury / Accident Statistics

Mr. Pratt presented to the Committee members statistical 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.

<u>Update on State Fire Marshal Visits – Marvin Pratt</u>

Mr. Pratt stated State Fire Marshal Carol Jordan continues to be very thorough when inspecting each building. Ms. Jordan will be on campus Friday, February 24, 2012, to finalize the Holt Hall inspection.

2011 Staff Safety Award

Mr. Pratt reported 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 (GESA).

Ms. McReynolds asked what some of the past contributions are.

Mr. Pratt responded some of the past contributions are the development of a student safety handbook; implementation of the campus' Community Emergency Response Team (CERT); identifying potential safety hazards on campus; update of emergency evacuation procedures for entire building; employee was a first responder when another employee was accidently sprayed in the face by an aerosol chemical product; and smoke smoldering from debris in a gutter.

The 2011 Staff Safety Award nominations will be brought to the Committee for review and selection of a recipient.

There being no further business, the meeting adjourned at 3:30 p.m.