



M E M O R A N D U M

Date: December 5, 2011

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, Lauri Evans, Elaina McReynolds, Marion Mena, Neil Nunn, Linda Vidovich, and Marvin Pratt.

Absent: Mike Bates, Brian Exparza, Brian Miller, Kirby Pierson, Michael Swithenbank, and Kimberly Edmonds.

The Campus Health and Safety Committee meeting commenced at 2:00 p.m. in Kendall Hall, Room 209.

Welcome and Introduction

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

Approval of Minutes – August 18, 2011

The minutes of August 18, 2011, were approved as submitted.

Mario Mena – 2010 Staff Safety Award

Mr. Pratt stated that Mario Mena is the recipient of the 2010 Staff Safety Award.

“On December 5, 2010, Custodial Supervisor Mario Mena arrived at work and was asked if he knew about a tree branch that had fallen in front of Mechoopda Hall. Mr. Mena was advised that the fallen branch was reported in hopes someone would be able to assist with this potentially tragic situation. Mr. Mena being diligent and pro-active followed up with the individual on duty to make sure the fallen tree branch had been removed. Unfortunately, when Mario called he was told that the residents could still enter the building and “it was not that bad.” It was at that moment true instinct set in and Mario inspected the situation for himself. Once Mario arrived, his first thought was someone should have come out to remove the tree. The tree was barely hanging on by the rain gutter located at the front entrance of Mechoopda Hall. If the rain gutter was to give way, or a resident was to simply jump and hang from the branch baring their weight, it would have come crashing down. Mr. Mena tried to reach his Supervisor, and to no avail, he grabbed a chain saw and went back to make the situation safer. Mr. Mena removed only what was needed to get the tree off of the rain gutter and onto the ground. He removed a few limbs to clear the entrance for the residents so they could enter and exit safely. He then roped off the area until someone could physically remove the tree.”

Mr. Pratt noted that nominees for the Staff Safety Award must have been a staff member during part of the previous calendar year and have made an outstanding contribution to safety on the job. A staff member is not eligible for the safety award if he/she has a clear and specific primary responsibility for the department safety program and if the safety deed is part of his/her normal job duties.

Discussion regarding New Vice Chair

Mr. Pratt stated at the August 18, 2011 meeting, the Committee elected Kirby Pierson as Vice-Chair of the Campus Health and Safety Committee. Mr. Kirby was not in attendance at the meeting.

Because Mr. Pierson was not in attendance at this meeting, Mr. Pratt will continue this item to the next scheduled meeting.

Introduction of Yvette Streeter, Emergency Preparedness & Occupational Safety Coordinator – Marvin Pratt

Mr. Pratt stated with the departure of Brian Mohs, University Occupational Health and Safety Coordinator, in February 2011, and the retirement of Teresa Arnold, the Emergency Preparedness Coordinator, on October 7, 2011, there was a reorganization within the Division of Business and Finance. A new position was developed, Emergency Preparedness and Occupational Safety Coordinator, and became part of the Department of Environmental Health and Safety.

Yvette Streeter, Emergency Preparedness and Occupational Safety Coordinator, was hired on November 1, 2011. 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.

This 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.

Further discussion continued regarding the Chico State Emergency Notification System. Several of the Committee members stated they signed up to receive notices of on-campus emergency situations, but did not receive notifications of the recent emergency.

The University sends alert notifications of on-campus emergencies to student, faculty, and staff by home, office, or mobile phone numbers, and e-mails through the Campus Emergency Notification System. To update your contact information, you can log-in at the University Police website at www.csuchico.edu/up/

Ms. McReynolds ask if there is a program for faculty, staff, and students who have emotional distress from serious and dangerous situations; such as employees and students re-entering a building after being declared clear from the situation.

Mr. Pratt responded the Faculty and Staff Assistance Program is a confidential counseling program that provides assessment, assistance, and referral to additional services.

Update on State Fire Marshal Visits – Marvin Pratt

Mr. Pratt stated State Fire Marshal Carol Jordan is very thorough when inspecting each building. If Ms. Jordan notices the same issue in multiple locations within the same building, Ms. Jordan will write every room individually.

A few issues that have been addressed are heat producing appliances such as toasters, plate and cup warmers, and floor heaters; improper use of extension cords, and housekeeping (such as improper installation of bookshelves, excessive book and paper collections).

Discussion on Defensive Driver Training – Marvin Pratt

Mr. Pratt stated that as of August 2011, he was appointed the manager of the Vehicle Use Program.

As a result of a recent audit by the Chancellor's Office, the University has updated and revised several campus procedures related to Motor Vehicle Maintenance and Usage which pertain to all state-owned vehicles.

Each department that uses State-owned vehicles in the conduct of state business must provide a written Authorization for Vehicle Use specifying which vehicle(s) each employee is permitted to drive and defensive driver training status. EHS will review each of the forms to verify that the employees have current defensive driver training on record. If an employee is not current, EHS will send notification to their department.

Update on Moonlight Safety Walk

Mr. Pratt reported the 7th Annual Moonlight Safety Walk was conducted on Thursday, October 20, 2011. The walk began at 7:30 p.m. and ended at approximately 9:00 p.m. Approximately 60 participants were 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.

Mr. Nunn stated the FMS crew has repaired lights that were out, trimmed shrubbery, and will be repairing sidewalks.

Other

Mr. Pratt stated that Matt Thomas, representative for the Public Safety Committee, has accepted a new position, Acting Director of Graduate Studies. Mr. Thomas has relinquished his seat on the Public Safety Committee and the Campus Health and Safety Committee.

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