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# M E M O R A N D U M

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Date: December 6, 2012

To: CAMPUS HEALTH & SAFETY COMMITTEE

Anita Barker, Intercollegiate Athletics & Recreational Sports  
David Buckley, Associated Students  
Lauri Evans, Disability Support Services  
Brian Exparza, SETC  
Robyn Hearne, UPSAC  
Cindy Leonard, Agricultural Teaching & Research Center  
Mario Mena, CSUEU  
Neil Nunn, Facilities Management and Services  
Yvette Streeter, Environmental Health and Safety  
Michael Swithenbank, University Police Department  
Gloria Torbeck, University Housing and Food Services  
Linda Vidovich, Disability Programs and Worker's Compensation

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

Subject: CAMPUS HEALTH & SAFETY COMMITTEE MEETING MINUTES OF DECEMBER 5, 2012

Present: Lauri Evans, Mario Mena, Yvette Streeter, Gloria Torbeck, and Linda Vidovich.

Absent: Anita Barker, David Buckley, Brian Exparza, Robyn Hearne, Cindy Leonard, Neil Nunn, and Michael Swithenbank.

Others Present: Richard Perrelli.

The Campus Health and Safety Committee meeting commenced at 2:00 p.m. in the Student Services Center, Room 122/124.

### Welcome and Introduction

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

### Approval of Minutes – September 12, 2012

The minutes of September 12, 2012, were approved as submitted

## Update on "The Great California ShakeOut"

Ms. Streater reported that "The Great California ShakeOut" was held on Thursday, October 18, 2012, at 10:18 a.m. and is the largest earthquake drill world-wide. Last year more than 12.5 million people were registered to participate.

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. Streater registered California State University, Chico, to participate in this event.

There were 7,188 Butte County participants and 9,446,265 California participants in the 2012 ShakeOut.

## Automated External Defibrillator (AED) Use

Mr. Pratt reported there are 21 Cardiac Science PowerHeart G3 Plus Automatic Defibrillators and one Zoll AED Plus (Version 6.24) most of which are at publically accessible locations throughout the campus. Of these units, there are five (5) AED's in University Police Patrol vehicles and one (1) AED is located at the College of Agriculture (Farm.)

The AED Program has been established and managed in accordance with the California Health & Safety Code, Section 1797.796, and meets the guidelines set forth by the American Heart Association and the American Red Cross.

The AED Program is medically supervised by the Director of the Student Health Center, who verifies the University is compliant with applicable regulations, provides medical oversight for the program, and approves CPR/AED training. The AED Program Director conducts an incident review each time an AED is used.

The AED Program is managed cooperatively by the Department of Environmental Health and Safety (EHS) and University Police Department (UPD).

The Department of Environmental Health and Safety is responsible for ensuring that each defibrillator is maintained; maintains records of pad/electrode and battery replacement dates; and monthly and annual inspections are performed and documented by University Police

Community Service Officers (CSO's). Mr. Pratt noted that the CSO's are trained by the AED program manager in the proper inspection and testing of AED units.

EHS has provided to local Emergency Medical Service (EMS) providers the location, type, and number of AEDs that are at CSU, Chico.

Mr. Pratt advised that three (3) student employees at the WREC and an off-duty EMT/student came to the rescue of another student who had collapsed while working out at the WREC. The student was lifting weights, collapsed to the floor, and lost consciousness due to cardiac arrest. The students immediately started CPR and attached the AED to the student's chest; the AED unit, ran a diagnostic test and delivered a shock, which successfully revived the student. The WREC staff is trained in first-aid and the use of the defibrillator.

The student is alive and has made a full recovery.

### Emergency Preparedness Training coming in Spring

Mr. Pratt reported that in March 2011, Chancellor Reed signed Executive Order 1056 requiring the development, implementation, maintenance, and training of a campus emergency management program.

All employees are required to receive introduction to emergency preparedness training, and that all new hire employees are required to receive the training within one-year of their hire date. The training is approximately 20-minutes in length to complete.

The Department of Environmental Health and Safety, in conjunction with University Police, will release several announcements in mid-February announcing the upcoming training. In addition, EHS will work with both Human Resources units to ensure they are aware of the training requirements.

Mr. Pratt noted there are currently three (3) courses that are required by Cal-OSHA – Emergency Action Plan, Fire Prevention Plan, and General Safety for all employees. Each course is approximately 20-minutes to complete and should be done at work since they are work related.

These courses are a one-time training during employment, unless the programs are modified.

For more information regarding Executive Order 1056, please visit [www.calstate.edu/eo/EO-1056](http://www.calstate.edu/eo/EO-1056)

### Workplace Violence Training coming soon

Work Place Violence is violence or the threat of violence against workers or outside the work place, and can range from threats and verbal abuse to physical assaults. However, EHS is assisting University Police in the development of a more comprehensive workplace violence presentation that will be made available on-line.

Mr. Pratt reported Workplace Violence training is required by Cal-OSHA to be available as a resource (it is not mandatory training) to all faculty, staff, and students.

The Department of Environmental Health and Safety will release announcements of the 25-30 minute training as soon as it is available.

Mr. Pratt also noted CSU, Chico Executive Memorandum 12-025 "Policy on Campus Behavior and Violence Prevention."

#### Policy and Procedures for Bicycles On-Campus and in Buildings

Mr. Pratt reported that bicycles on-campus is enforced by the University Police Department.

Currently there is no policy prohibiting bicycles in buildings. However, bicycles cannot create an unsafe condition in hallways and doorways, and cannot block entrance and exits of a building. If a member of the campus community notices water or debris on the floor or in an area that causes an unsafe condition created by a bicycle, they should contact Facilities Management and Services if it is a cleanliness issue and EHS if the bicycle is causing a physical or hazard condition.

#### New Office Location for Department of Environmental Health and Safety

The Department of Environmental Health and Safety is now located in the new Park 2 building structure at the corner of Second and Normal Streets (across from the Performing Art Center.) The entrance is next door to the University Information office.

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