



M E M O R A N D U M

Date: May 6, 2013

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 MAY 2, 2013.

Present: Lauri Evans, Brian Exparza, Yvette Streeter, Gloria Torbeck, and Linda Vidovich.

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

Others Present: Richard Perrelli.

The Campus Health and Safety Committee meeting commenced at 2:30 p.m. in the EHS Training Room located in Park II.

Welcome and Introduction

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

Approval of Minutes – January 23, 2013

The minutes of January 23, 2013, were approved as submitted.

Discussion on 2012 Staff Safety Award

Mr. Pratt reported the Department of Environmental Health and Safety received one (1) nomination for the 2012 Staff Safety Award. The nomination is for Shelley Laya, Josh Faylor, and Katie Nicca. These individuals are nominated for their quick response and teamwork in saving a young man's life.

"It started as a normal Monday evening at the WREC Center Gymnasium, and then suddenly, the evening turned into a life threatening situation. On November 26th a student collapsed while working out and was found unconscious on the floor.

Assisted by an off-duty volunteer firefighter/student, the three student employees responded and immediately started CPR, then quickly utilized the Automatic External Defibrillator (AED) which successfully revived the student.

Quickly working together and using the step-by-step instruction, the AED was applied to the chest of the student, allowed to analyze the victims heartbeat, and administered shock in 66 seconds.

The student, who had experienced a cardiac arrest, is alive and well today thanks to the efforts and training of the student employees and the off-duty volunteer firefighter/student who assisted them."

The nomination was submitted by Teresa Clements, Assistant Director at the Wildcat Recreation Center. Environmental Health and Safety will be contacting Ms. Clements to make arrangements for the award presentation. EHS will also invite President Zingg and Joe Wills.

It was by majority vote of the Committee members to award Shelley Laya, Josh Faylor, and Katie Nicca with the 2012 Staff Safety Award.

Environmental Health and Safety will keep all Committee members informed on the upcoming award presentation.

Discussion of Injury / Accident Statistics

Mr. Pratt reported on the statistical charts and information on injuries reported from the 2012 OSHA 300A log. The charts represented injuries by department; body parts; month; and ergonomic. The type of injuries reported are injuries to wrists, shoulders, back or lower back; hands; ankles, and knees.

The charts also provided information on the total number of employees, the number of employees by department, hours worked, and number of accidents per hour.

Discussion on the Globally Harmonized System

Mr. Pratt advised that OSHA has passed several changes to the Hazard Communication Standard which is to be phased in over the next few years. The HazCom Standard covers the labeling of chemical containers and the Material Safety Data Sheets. The updated regulation is referred to as Globally Harmonized System or GHS, which will standardize chemical labeling and MSDS's.

The first requirement is for the University to train employees, including student employees, on how to read the new labels and “safety data sheets”. EHS will introduce this training in the early Fall Semester to allow employees time to complete the short online training in time to meet the deadline. Academic Departments will have the additional requirement of training students in their respective areas.

The second requirement will be for the University to ensure that all chemical containers are labeled with the appropriate GHS-Hazcom labels. While newly purchased chemicals will soon be shipped with the new labels, chemicals already in stock, which do not meet the new criteria, will be required to be re-labeled within the next couple of years, if they are not used or disposed of prior to the applicable deadlines.

EHS will be hosting a workshop on May 30th from 3:00 p.m. to 4:00 p.m., in Ayres Hall, Room 120 where the requirements of the regulations, the Campus implementation plan, and some current labeling software and hardware options will be presented.

Discussion on Daily Attire - Lab Workers and Others

Mr. Pratt reported that although the University’s environment is often considered a casual working environment, there is a minimum level of daily attire that is appropriate for many areas at the University.

California OSHA addresses this in the General Industry Safety Orders, Section 3383(b), which in part states, “Clothing appropriate for the work being done shall be worn.” The publication *Prudent Practices in the Laboratory* produced by the National Research Council, has become an industry standard, is incorporated in the University’s Chemical Hygiene Plan, and is widely recognized by OSHA as detailing acceptable practices. Appropriate daily wear is detailed as:

- Clothing that fully covers the body.
- Shoes that cover the entire foot, provide a stable platform, and have rubber or similar slip resistant soles.
- Socks that cover the ankle.
- Lab coats (considered PPE).

Physical Hazards. As mentioned, there is no specific daily clothing requirements detailed in Cal-OSHA regulations in regards to physical hazards present in the workplace, with the exception of the electrical safety regulations. However, there are numerous potential hazards that are or could be present in the non-administrative workplace, such as sharp tools, sharp materials, insect bites, and handling or holding materials close to body.

In the last few years there have been several injuries that could have been prevented if employees were dressed in appropriate daily attire. With the requirements of the Cal-OSHA regulations and the commitment of the University to provide a safe working environment, employees shall be required to adhere to the following daily attire:

Custodians:

- Long sleeved shirts, long pants.
- Socks that cover the ankle.
- Shoes that cover the entire foot and provide a stable platform.
- Shoes that are slip resistant.*

Grounds, landscape, and outdoor workers:

- Sleeved shirts, long pants (sleeves should not be “loose” (CCR8, 1522, 3383)).
- Shoes that cover the entire foot and provide a stable platform.
- Shoes with protective toes (steel or composite toe).*

Trades workers:

- Sleeved shirts, long pants (sleeves should not be “loose” (CCR8, 1522, 3383)).
- Shoes that cover the entire foot and provide a stable platform.
- Shoes with protective toes (steel or composite toe).*

Electricians:

- Must remove all conductive jewelry prior to work shift.
- 100% Cotton clothing that fully covers the body, including arms and legs.**
- Shoes that cover the entire foot and provide a stable platform.
- Shoes with protective toes (steel or composite toe) and possess an appropriate Electrical Hazard (EH) rating.*

Shop and mechanical area workers:

- Sleeved shirts, long pants (sleeves should not be “loose” (CCR8, 1522, 3383)).
- Shoes that cover the entire foot and provide a stable platform.
- Shoes with protective toes (steel or composite toe).*

Any deviations in the appropriate daily attire can be established by the appropriate manager conducting, reviewing, and/or approving a job hazard analysis for each task that employees are likely to attempt during their work shift. If employees are expected to change clothing between tasks, appropriate arrangements should be made prior to modifications to the appropriate daily attire.

The manager or supervisor who oversees the area should review daily attire for science lab areas (any areas where lab type work is being performed or chemicals are being stored) for appropriateness to ensure that increased levels of clothing or PPE are not required. Personal Protective Equipment is equipment or clothing that the employees would not typically wear when they leave the work area, and would include items like lab coats, eye glasses, face shields, aprons, and like equipment. Employers provide PPE at no cost to the employees.

Emergency Preparedness for new Employees

Mr. Pratt advised that per Executive Order 1056 all new employees will receive Emergency Preparedness Program training within 12-months of their hire date. This course is an introduction to employee's potential roles in an emergency, the campus' Emergency Operations Center, the Incident Command Structure, the National Incident Management System as well as the Standardized Emergency Management System.

We also encourage the entire Campus community to take the on-line training.