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# M E M O R A N D U M

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Date: August 22, 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  
Matt Thomas, UPSAC  
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 AUGUST 18, 2011**

Present: Lauri Evans, Kimberly Edmonds, Mario Mena, Matt Thomas, and Marvin Pratt

Absent: Anita Barker, Mike Bates, Brian Exparza, Elaina McReynolds, Brian Miller, Neil Nunn, Kirby Pierson, Michael Swithenbank, and Linda Vidovich.

The Campus Health and Safety Committee meeting commenced at 2:00 p.m. in Kendall Hall, Room 207.

## Welcome and Introduction

Ms. Evans, Chair, opened the meeting by welcoming and introducing the Committee members. Ms. Evans introduced the newest members Mario Mena, representative for CSUEU, Unit 5, (formerly represented by Kevin Brennan) and Kimberly Edmonds, Women's Center – Associated Students (formerly represented by Jillian Ruddel).

## Approval of Minutes – February 7, 2011

The minutes of May 4, 2011, were approved as submitted.

## Introduction and Welcome of new Chair Lauri Evans

The Committee welcomed new Chair Lauri Evans.

Ms. Evans is the Support Services Coordinator in the Accessibility Resource Center (formerly Disability Support Services). Ms. Evans has served as Vice-Chair of the Campus Health and Safety Committee since 2007.

On July 1, 2011, Ms. Evans will begin a two-year term as Chair until June 30, 2013.

Former Chair, Jody Strong, completed her two year term on June 30, 2011.

## Election of new Vice-Chair

It was the consensus of the Committee to elect Kirby Pierson as Vice-Chair of the Campus Health and Safety Committee. Mr. Kirby was not in attendance; therefore, the Committee will present this to him at the next scheduled meeting.

## Changes in Department of Environmental Health and Safety – Marvin Pratt

Mr. Pratt stated that Brian Mohs, University Occupational Health and Safety Coordinator, left the University in February 2011, and Teresa Arnold, the Emergency Preparedness Coordinator, will be retiring on October 7, 2011.

A new position has been developed, Emergency Preparedness and Occupational Safety Coordinator, and will be part of the Department of Environmental Health and Safety.

This position will plan, coordinate, train and 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 serving on the Public Safety Advisory Committee. In the event of an emergency this person will report to the Incident Commander as the EOC Coordinator.

Mr. Pratt noted that in August/September 2012, the Department of Environmental Health and Safety and the Emergency Operations Center (EOC) will be relocating to the new building/parking structure. EHS will manage the EOC, which will serve as the EHS/UPD training room when not in use as an EOC.

Mr. Pratt stated EHS is in the process of hiring an emergency hire to update and merge the three (3) databases in the asbestos program. The database was transferred from Facilities, Management & Services to Environmental Health and Safety. The primary database was developed in 2002 by FOCUS Environmental in conjunction with the Asbestos and Lead Programs. EHS has contracted with FOCUS to assist in the merging of the databases.

Mr. Pratt stated that 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. All state-owned vehicles must have service, maintenance, and inspections performed regularly by the Campus Vehicle Inspector.

Pursuant to Chancellor's Office policy and CSU, Chico, procedures, each department that uses State-owned vehicles in the conduct of state business must provide:

- Written authorization for vehicle use specifying which vehicle(s) each employee is permitted to drive
- Employee certification statement regarding their driving record and possession of a valid driver's license
- Monthly Operator Checklist
- Use tracking sheets or logs

Additionally, departments with custody of state-owned vehicles must develop and implement procedures to control and monitor the use of the vehicle by documenting specific driver(s) use of a state-owned vehicle on the Department Vehicle and Authorized Driver form or through the use of a State Vehicle Tracking Sheet for vehicles used by multiple drivers.

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

#### JSA Project – Marvin Pratt

Mr. Pratt advised that the Job Safety Analysis (JSA) identifies hazards associated with any job or task that has the potential to cause serious injuries, how to control the hazards, review of personal protective clothing, and produce written tools that can be used to train staff. Supervisors will be responsible for writing the JSA's, keeping them on file within their department, and training affected staff. EHS will start working with various departments within the next month.

#### Update on State Fire Marshal Visits – Marvin Pratt

Mr. Pratt stated EHS is working with a new State Deputy Fire Marshal, Carol Jordan. Ms. 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. The State Fire Marshall has inspected Ayers Hall, Butte Hall (3-days), Esken Hall, Gateway Natural History Museum, Konkow Hall, Langdon Hall, Laxson Auditorium, Mechoopda Hall, O'Connell Hall, Siskiyou Hall, Student Health Center for accreditation, Sutter Hall, Tehama Hall, and University Village.

A few issues that have been addressed are heat producing appliances such as toasters, plate and cup warmers, and floor heaters; providing fire extinguishers; combustible loads; book and paper load/collection; improper installation of shelving; approved storage cabinets and containers for combustibles; repair of strobe lights; repair and proper signage of fire rated doors; use of extension cords for permanent wiring; panic hardware; cover plates for electrical junction boxes; exit lights; removal of lint filters in dryer vents in laundry rooms; provide smoke detectors; etc.

#### Others

The next Moonlight Safety Walk is Thursday, October 20, 2011, at 6:30 p.m. to 9:00 p.m. and will meet at the Sylvester's Café Facility Staff Dining Room (facing the creek).

#### Next Scheduled Meeting

The next scheduled meeting of the Campus Health and Safety Committee is Monday, December 5, 2011, at 2:00 p.m. in Kendall Hall, Room 209.

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