California State University, Chico
Chico, California 9 5 9 2 9 - 0 0 1 9

M E M O R A N D U M

Date: May 4, 2011

To: CAMPUS HEALTH & SAFETY COMMITTEE

Anita Barker, Intercollegiate Athletics & Recreational Sports
Mike Bates, University Housing & Food Service
Kevin Brennan, CSUEU
Lauri Evans, Disability Support Services
Brian Exparza, SETC
Elaina McReynolds, APC
Brian Miller, Agricultural Teaching & Research Center
Neil Nunn, Facilities Management and Services
Kirby Pierson, Facilities Management and Services
Jody Strong, Associated Students
Michael Swithenbank, University Police Department
Matt Thomas, UPSAC
Linda Vidovich, Disability Programs and Worker's Compensation
Jillian Ruddel, Women's Center – Associated Students

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

Subject: CAMPUS HEALTH & SAFETY COMMITTEE MEETING MINUTES OF MAY 4, 2011

Present: Lauri Evans, Brian Exparza, Elaina McReynolds, Kirby Pierson, Jody Strong, Matt Thomas, Neil Nunn, and Marvin Pratt

Absent: Anita Barker, Mike Bates, Kevin Brennan, Brian Miller, Michael Swithenbank, Linda Vidovich, and Jillian Ruddel.

The Campus Health and Safety Committee meeting commenced at 9:00 a.m. in Student Services Center, Room 306.

Welcome and Introduction

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

Approval of Minutes – February 7, 2011

The minutes of February 7, 2011, were approved as submitted.

Presentation of the Public Safety Committee's Activities
Including the Moonlight Safety Walk (October 19th) – Matthew Thomas

Ms. Strong introduced Matthew Thomas, Chair of the Public Safety Advisory Committee.

Mr. Thomas advised that per Executive Memorandum 79-18 the Public Safety Advisory Committee acts as an advisory body to the President, Cabinet, and Academic Senate. The Committee promotes, examines, and recommends matters of public safety; identifies current public safety issues; notifies and addresses issues facing law enforcement throughout the CSU system and the State of California; liaison between constituents and the CSU, Chico Police department; changes in current polices/practices or matters that may impact the privacy or civil liberties of members of the academic community.

Mr. Thomas advised that in the event of an emergency, contact the University Police Department at 911 or by using the Blue Light Phones located on the exterior buildings at various locations. University Police Department offers a Campus Connection Shuttle Service for faculty, staff, students, and visitors to drive them to the Student Health Center.

Mr. Thomas reported on the 6th Annual Moonlight Safety Walk conducted on October 19, 2010. 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. The Committee addressed inadequate lighting, Blue Light Phones not working or low volume (are now working); (60) lights were out; (25) areas were identified as needing light; (8) trim hazards; (8) tripping hazards; and (3) miscellaneous. These locations were addressed as areas of concern for faculty, staff, and students walking in these areas during evening hours.

It was noted that the lighting between Kendall Hall, Colusa Hall, and Selvester's Café will be enhanced and that there is now lighting at the Boiler Chiller.

Mr. Thomas noted anyone interested in the Moonlight Safety Walk is welcome to participate.

Mr. Pratt noted that Disability Support Services provided a cart for those who would like to attend but are unable to walk.

Mr. Nunn advised the FMS crew, when possible, will drive around Campus during early morning hours to look for lights that are out and in need of repair and any other type of hazards. The FMS crew does a pre-walk of the Campus before the start of each semester.

Mr. Nunn stated that faculty and staff can log onto the Facilities, Management & Services website to submit a "Request Service" http://fms-iservicedesk.csuchico.edu/fms_home.html for Non-Emergency Requests to report broken or malfunctioning equipment such as non-working light poles. On the "Select Facility" located in the lower right click on "Non Building/Outdoor Request for trees, sidewalks, parking lots, bridges, and ground maintenance. He noted that FMS would like to put thermal labels on the light poles for identification purposes. Once the work order is submitted the individual entering the request will receive an e-mail with a Work Order number.

Recruitment of Committee Members

Ms. Strong advised that on April 15, 2011, a letter of invitation was forwarded to Anne Morrissey, Physicians Steward; Darrell Bartlett, CSUEU Unit 9 Representative; Diana Askea, CSUEU Chief Steward; Pat Heath, CSUEU President; Curtis Peldo, Lecturer Representative; and Beau Grosscup, Faculty Rights Chair; to attend the meeting to fill their Unit's vacancy on the Committee, or a member of their Unit who is interested in filling the 2-year appointment.

As of this date Ms. Strong has received no responses.

EHS Update on Major Projects and Efforts – Marvin Pratt

Mr. Pratt advised that during construction of the Performing Art Center, Room 144 will remain open and that all exits into the Courtyard will not be accessible. Two areas will be affected by this change; the exit adjacent to PAC 102 located on the north side of the Courtyard, and PAC 144. PAC 144 will have two exits during construction, an exit on the north end of the stage and an exit to Second Street. These exits have been marked in accordance and with guidance from the State Fire Marshal and will remain in place until all construction activities are complete. To exit the building, occupants will need to exit towards the east end of the corridor. The stairwells will not be affected.

The State Fire Marshal has placed restrictions on the use of PAC 144 in that occupancy is reduced to 300. Prior to use, EHS must be notified to communicate the use of the room to the State Fire Marshal; only on-campus groups will be allowed to use the room; there must be a presentation to the audience, once they are seated, discussing the temporary changes to the facility and proper egress procedures; and there will be no deviations to conditions without prior written approval from the State Fire Marshal.

The State Fire Marshal has completed Title 19 inspections on Butte, Langdon, and Tehama Halls, and Meriam Library.

Asbestos Program - the asbestos program has been transferred from Facilities, Management & Services to Environmental Health and Safety. The database was developed in 2002 by FOCUS Environmental in conjunction with the Asbestos and Lead Programs. EHS has contracted with FOCUS to merge the database with FacilitiesLink

Confined Space Program – there is a written Confined Space Program for the main Campus dated 2001 and the Farm dated 2010. At the time these programs were established, the confined spaces were classified, and procedures for entering these spaces were developed. Environmental Health and Safety has contracted with NES to review the confined spaces on Campus and Farm to confirm they are properly classified and update the program.

Learning Management System (LMS) – Mr. Pratt has been working with Interactive Communications Solutions Group (ICS) on updating the LMS to the new Inquisiq R3 version.

Lockout/Tagout – Mr. Pratt will be meeting with CSU, Chico, SETC Safety Committee and will discuss setting up a date and time for training. Grainger Industrial offers a live training at no cost to the University.

Next Scheduled Meeting

The next scheduled meeting of the Campus Health and Safety Committee is Thursday, August 18, 2011, at 2:00 p.m. in Kendall Hall, Room 207.

There being no further business, the meeting adjourned at 10:00 a.m.