



M E M O R A N D U M

Date: January 17, 2008

To: CAMPUS HEALTH & SAFETY COMMITTEE

Lau Ackerman, Agricultural Teaching & Research Center
Anita Baker, Intercollegiate Athletics & Recreational Sports
Mike Bates, Facilities Management and Services
Kevin Brennan, CSUEU
David Buckley, Associated Students
Carol Ebel, CSUEU
Scott Dickerson, CSUEU
Lauri Evans, Disability Support Services
Chris Gardner, SETC
David Houchin, University Housing & Food Service
John James, APC
Eric Partika, University Police Department
Robert Stevens, Workers Compensation
Jody Strong, Associated Students
Matt Thomas, UPSAC
Luci Yanow, Women's Center – Associated Students
Lori Beth Way, CFA

Cc: Dennis Graham, Vice-President for Business and Finance

From: Kenneth L. Sator, Director of Environmental Health and Safety

Subject: CAMPUS HEALTH & SAFETY COMMITTEE MEETING MINUTES OF OCTOBER 25, 2007

Present: Lau Ackerman, Anita Barker, Mike Bates, Kevin Brennan, Scott Dickerson, Carol Ebel, Lauri Evans, Chris Gardner, David Houchin, Eric Partika, Kirby Pierson, Robert Stevens, Jody Strong, Matt Thomas, Linda Vidovich, and Lori Beth Way.

Others Present: Richard Perrelli, Kenny Wahl, and Brian Mohs

Absent: David Buckley, John James, and Luci Yanow

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

DISCUSSION ITEMS

Welcome and Introduction

Mr. Sator, Director of Environmental Health and Safety opened the meeting by welcoming and introducing the Committee members.

Approval of Minutes – October 25, 2007

On Page 2, Membership, a correction was made to Item c. “Representative for Academic Professional Council” was corrected to “Representative of Academic Professionals of California” Unit 4.

The minutes of October 25, 2007, were approved as corrected.

Introduction of the Department of Environmental Health & Safety (EH&S) Staff

Mr. Sator advised there are five (5) Staff members and two (2) student assistants in the Department of Environmental Health and Safety and introduced the Staff members.

Mr. Sator stated there are approximately 30 Regulatory Agencies that EH&S communicates with on a weekly and monthly basis such as: Board of Equalization; Butte County Air Quality Management District; City of Chico and Butte County Fire Departments; California Department of Health; California Occupational Safety and Health Administration (CalOSHA); Occupational Health and Safety Administration (OSHA); Certified Unified Program Agency (CUPA); Department of Health Services-Medical Waste; Department of Justice; Department of Transportation (DOT); State Fire Marshal; and U.S. Department of Agriculture.

Marvin Pratt, Assistant Director, Radiation Safety Officer (RSO), and Manager of Vehicle Reservations, manages the Web Based Training/Learning Management System; lead on employee accident/injury investigations; radioactive waste; is the liaison to the Department of Health Services (DHS) Radiation Health Branch/DHS X-Ray Branch/and Nuclear Regulatory Commission; Radiation Safety Program and Training; Radiation Manual; radioactive waste disposal; reviews and maintains the Increased Controls, Records of Radiation Surveys, Leak Tests and Wipe Samples, Radiation License and Medical Use License Renewals; RSO for the Radiation Safety Committee; and Vehicle Reservations Management (supervision, Defensive Driver Training, budget, schedules, leases, RFP, vehicles, buses, Class B Drivers).

Kenneth E. Wahl, Hazardous Materials Manager, manages the electronic waste management; all hazardous waste and materials; universal waste; medical waste; electronic waste and electronic recycling; biological waste; hazardous waste tracking cradle to grave; hazardous waste biennial reports; annual summary of recycled materials; Hazardous Materials Release Response Plan and Inventory (Business Plan), University Farm Business Plan, Warehouse Business Plan, Chemical Facility Anti-Terrorism Standard; spill responses; Materials Safety Data Sheets; and is the liaison to the Department of Toxic Substance Control, Department of Transportation, and Board of Equalization.

Richard E. Perrelli, Industrial Hygienist and Environmental Program Coordinator, manages the fume hood testing (there are 103 fume hoods that need to be tested regularly); respiratory protection sampling; indoor air quality monitoring; air toxic emissions; assist employees with ergonomic evaluations; approves food vending permits; health and safety food inspections; disease control and prevention; hazard communications; hearing conservation; respiratory protection; medical monitoring; water quality and well monitoring; underground storage tanks; air permitting; Materials Safety Data Sheets; Chemical Hygiene Program; SPCC Program; Carcinogen Use Program; and is the liaison to the Butte County Air Management District, Center for Disease Control, and Drug Enforcement Agency.

Brian P. Mohs, Occupational Health and Safety Coordinator, manages the building audit program; fire safety; fall protection; Fire Prevention Plan; hand tool safety; general safety; the annual health and safety training; new employee training; regulatory training; lab safety; personal protective

equipment; design review; electrical safety; lockout/tag out; asbestos; construction safety; fire extinguisher use; maintains the IIPP Manuals; Emergency Action Plan; Confined Space Program; and is the liaison to CalOSHA, City of Chico Fire Department, and State Fire Marshal.

Kathy Kinch, Office Manager, serves as the administrative assistant to the Director and Staff of Environmental Health and Safety, Property Management, Vehicle Reservations, and when needed assist Warehouse Operations and Mail Services. Manages the entire EH&S office, Employee Safety Award Program, Safety Shoe Program, maintains websites for all Departments under the Director; maintains the on-line directory for the Departments; budget and BRIO for EH&S, Property Management and Vehicle Reservations; travel expenses; monthly expenditures and transfers; contracts; purchases; department hiring process; preparation of documents for staff and faculty for DMV Medical and Respirator examinations; student payroll; and take and transcribe minutes for the Radiation Safety Committee and Campus Health and Safety Committee.

Mr. Sator advised the current EH&S projects are:

- Fume hood testing to comply with new OSHA Regulations
- Ergonomic considerations in the new Student Health Center
- Web Based Training
- Chemical Facility Anti-Terrorism Standard
- Major and Minor Capitol construction projects
- Vehicle Reservations – bus and rental fleet program

Mr. Sator reported on the on EH&S 2007/08 Statistics for accident investigations, training, ergonomic reviews, building audits, electronic waste, biological, medical, hazardous, and universal waste.

The Committee requested they would like to see a graphic chart of the last several years on the statistics items as reported above.

Next Scheduled Meeting

The next scheduled meeting of the Campus Health and Safety Committee is Tuesday, April 22, 2008, at 2:00 p.m. in Kendall Hall, Room 209.

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