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M E M O R A N D U M

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Date: August 18, 2008

To: CAMPUS HEALTH & SAFETY COMMITTEE

Anita Barker, 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: Lorraine Hoffman, Vice-President for Business and Finance

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

Subject: CAMPUS HEALTH & SAFETY COMMITTEE MEETING OF AUGUST 18, 2008

Present: Anita Barker, Mike Bates, Scott Dickerson, Lauri Evans, Chris Gardner, Mari English for John James, Kirby Pierson, Robert Stevens, Matt Thomas, and Lori Beth Way.

Absent: Kevin Brennan, David Buckley, Carol Ebel, David Houchin, Eric Partika, Jody Strong, and Luci Yanow.

The Campus Health and Safety Committee meeting commenced at 2:00 p.m. in the President's Conference Room 103 at Kendall Hall.

Welcome and Introduction

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

Approval of Minutes – April 22, 2008

Member Thomas advised that he was listed under both Present and Absent. The minutes were corrected to reflect Member Thomas as absent.

The minutes of April 22, 2008, were approved as corrected.

## 2008 Annual Report to the President and Cabinet

Mr. Sator reported the 2008 Annual Report was submitted to the President on June 1, 2008. The report is submitted in accordance with Executive Memorandum 07-19 that directs that the campus President and Cabinet be provided an annual Campus Health and Safety Committee report.

Mr. Sator advised that the Annual Report can be viewed on the Environmental Health and Safety website located under Health and Safety Committee.

## Emergency Notification System at University Police Department – Lt. Matthew Hansen

The Emergency Notification System is a service that the campus uses to contact faculty, staff, and students in the event of an on-campus emergency or crisis situation. The system will allow notification by voice-mail, text message, or e-mail alerts. The system does not use the personal emergency contact information maintained in the Student Center for students or Human Resources Self Service for faculty and staff. The emergency notification system is maintained by the University and will only be used in case of an emergency or during periodic testing of the system. The emergency contact information is safeguarded and not shared with anyone.

During an emergency situation, the notification system notifies 7,500 users, contacting only 200 users at the same time. The system will begin cycling through your contact information and deliver a detailed message about the event. When you receive the message, confirm receipt. If no confirmation is received, the emergency notification system will continue cycling through your contact information in an attempt to reach you. The system will contact you by all methods that you have provided in your contact information.

Currently, there is no broadcast system for classrooms.

- Emergencies are determined by the University Police Department, the University President and Vice Presidents established by state and federal emergency services.
- You can choose to receive notifications by telephone, text message, or e-mail.
- You can change your contact preference.
- This is a free service offered by the University.
- You can sign-up by logging onto the University Police Department website under Emergency Notification System and using your portal ID and password.

## Analytical Test Results on Floor Tile in Butte Hall, Room 531

Mr. Sator reported that a 12" beige floor tile located in Butte Hall, Room 531, had wear marks due to the continuous use of a chair on rollers. On July 30, 2008, a sample of the tile was forwarded to Asbestech in Carmichael, California, for analysis. The findings are 1-2% chrysotile (a less dusty material, dense and non-friable material that forms in metamorphic rock, and is more easily eliminated from the human body) and no yellow mastic. Richard Perrelli, Environmental Program Coordinator, followed with an air-sampling for air borne asbestos. Result, no air borne asbestos was detected.

### Environmental Health and Safety Statistics

Mr. Sator presented to the Committee statistic charts on hazardous materials, accidents (worker's comp); training; ergonomic evaluations; food vending permits; and respirator fit testing for fiscal year 2007/08.

The type of accident/injuries reported are injuries to knees, wrists, hip, neck, and back; injured hands; injured lower backs; minor puncture wounds or lacerations; injured ankles or knees; and injury to eyes.

### Next Scheduled Meeting

The next scheduled meeting of the Campus Health and Safety Committee is Monday, December 8, 2008 at 1:30 p.m. in Kendall Hall, Room 209.

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