Date: September 24, 2009

To: CAMPUS HEALTH & SAFETY COMMITTEE

Anita Barker, Intercollegiate Athletics & Recreational Sports
Darrell Bartlett, CSUEU
Mike Bates, University Housing & Food Service
Kevin Brennan, CSUEU
Carol Ebel, CSUEU
Lauri Evans, Disability Support Services
Brian Exparza, SETC
John James, APC
Brian Miller, Agricultural Teaching & Research Center
Neil Nunn, Facilities Management and Services
Kirby Pierson, Facilities Management and Services
Robert Stevens, Staff Human Resources
Jody Strong, Associated Students
Michael Swithenbank, University Police Department
Matt Thomas, UPSAC
Linda Vidovich, Disability Programs and Worker’s Compensation
Lori Beth Way, CFA
Women’s Center – Associated Students

Cc: Lorraine B. Hoffman, Vice-President for Business and Finance

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

Subject: CAMPUS HEALTH & SAFETY COMMITTEE MEETING MINUTES OF SEPTEMBER 24, 2009

Present: Darrell Bartlett, Mike Bates, Carol Ebel, Lauri Evans, Brian Exparza, Brian Miller,
Neil Nunn, Kirby Pierson, Kenneth Sator, Robert Stevens, Jody Strong, Linda Vidovich,

Others Present: Catherine Felix, Director of Student Health Services

Absent: Anita Barker, Kevin Brennan, John James, Michael Swithenbank, Matt Thomas, and
Women’s Center Representative.

The Campus Health and Safety Committee meeting commenced at 9:05 a.m. in Kendall Hall,
Room 209.

Welcome and Introduction

Ms. Strong, Chair, opened the meeting by welcoming and introducing the Committee members.
Approval of Minutes – May 5, 2009

The minutes of May 5, 2009, were approved as submitted.

Information on Educating Faculty, Staff, and Students on H1N1
Presentation by Catherine Felix, Director, Student Health Services - Anita Barker

Ms. Strong introduced Catherine Felix, Director of Student Health Services.

Ms. Felix distributed to the Committee members a flyer on how to identify cold and flu symptoms; what to do if you get flu like symptoms; and emergency warning signs that require medical attention by your health care provider. This information is available on the Student Health Center website.

Ms. Felix advised that the Student Health Center (SHC) is awaiting the first doses of the H1N1 vaccine that will be offered to students, faculty, and staff. The SHC ordered 1,500 seasonal flu shots, providing 220 shots per day. As of this date, the seasonal flu shots have been depleted.

Since the beginning of the semester, the SHC has taken approximately 40 tests for Type A and Type B, confirming 20 Type A. Specimens should be collected within the first 24-72 hours of symptoms. Because the SHC does not have the capability of testing for the H1N1 virus, the tests are sent to the California Department of Public Health located in Richmond, California, and takes approximately 3-weeks to receive test results.

Ms. Felix noted two (2) students, who were tested in August, were confirmed with the H1N1 virus and now are healthy students. Individuals who are 25 years of age and younger are more susceptible to getting the virus.

To help prevent the spread of influenza the Student Health Center (SHC), with the assistance of the Department of Environmental Health and Safety, will be distributing two posters (500 each). The posters are 18” x 24”. One poster will have four (4) blocks for coughing, sneezing, wash hands, and avoid contact. These posters will be placed in offices, labs, conference rooms, etc. The second poster is wash hands frequently and will be placed in restrooms.

The seasonal flu and H1N1 viruses can spread from person to person through coughing or sneezing, or become infected by touching an object such as a surface and then touching their mouth, nose, or eyes. The most effective way to prevent the seasonal flu and H1N1 virus is to wash your hands frequently during the day and saying “Happy Birthday” twice.

The Center for Disease Control and Prevention (CDC) recommends four (4) ways to keep from getting sick with the flu:

1. Wash Hands – practice good hygiene by washing your hands often with soap and water, especially after sneezing or coughing. Alcohol-based hand sanitizers are also effective.
2. Cover your mouth and nose with a tissue when coughing or sneezing. If you do not have a Kleenex, use your elbow or shoulder – not your hands.
3. Stay Home for at least 24-hours. Staying away from others can prevent others from getting sick.
4. Talk to your health care provider to find out if you should be vaccinated for the seasonal flu or H1N1.

Mr. Sator stated the Department of Environmental Health and Safety, in conjunction with the Student Health Center, has made a one-time purchase of hand sanitizing fluid. The sanitizers, in 12 oz bottles, will be delivered to each Division’s Vice President and Provost office. Departments are asked to keep the bottles in the most frequently accessed areas within each unit since there will not be enough bottles available to allow for placement in each individual office.

This offer is intended to assist departments in their efforts to ensure good hygiene in the coming cold and flu season. Departments are encouraged to remind their employees to continue to practice good hygiene habits such as frequent hand washing and covering their cough. The Center for Disease Control offers a flyer that is printable and can be used to help remind employees and students about proper hygiene habits at: http://www.cdc.gov/flu/protect/pdf/covercough_hcp8-5x11.pdf

Ms. Felix advised Enloe Medical Center and Walgreens Stores are offering the seasonal flu shots.

Wendy Needels, Assistant Director in the Admissions Office, is coordinating with Enloe Medical Center to offer the seasonal flu shot to students, faculty, and staff at the BMU.

Christine Holt, Nursing Coordinator at the Student Health Services, will be giving a presentation at University Village on the seasonal flu and H1N1.

Darrell Bartlett expressed a concern that there are no wall mounted hand sanitizer dispensers available to individuals in labs, classrooms, restrooms, and food serving areas.

Discussion followed regarding the purchase of wall mounted hand sanitizer dispensers for the entire campus; who would be responsible for the placement and mounting of the sanitizers; responsible for purchasing the canisters and liquid sanitizers; responsible for the cost of daily monitoring and refilling, maintenance, cleaning, and repair of the canisters.

Portable hand sanitizer products available to the public are wipes, gels, liquid, and sprays.

**EH&S Charts**

Mr. Sator presented to the Committee members statistical charts on hazardous materials, accidents (worker’s comp); training; ergonomic evaluations; food vending permits; and respirator fit testing for fiscal year 2008/09, third quarter (January through March 2009).

At the May 5, 2009 meeting, Michael Switchenbank requested, if possible, that the accident (worker’s compensation) charts reflect the difference in type and number of accidents from the regular 8-hour work schedule and the newly implemented 4/10-hour summer work schedule such as repetitive stress injuries, heat illness, ergonomics, fatigue, etc.

Mr. Sator reported the only increase in injuries during the 4/10 summer work schedule was to the upper MSD such as improper lifting and moving of office furniture without the use of furniture moving equipment; standing on a chair; improper lifting techniques during training; lifting and moving large heavy equipment and large objects weighing more than 50 pounds without assistance. Other injuries were knees, wrists, hip, hands, etc., and reports of existing injuries that occurred mostly in May 2009 during the regular 8-hour work schedule.
Other

Mr. Sator advised that the Department of Environmental Health and Safety will be sending training enrollments through the Learning Management System (LMS) on General Safety and the Fire Prevention Plan. The training is designed to meet Cal-OSHA training requirements and is mandatory for all Faculty, Staff, and Student employees who have been identified in PeopleSoft as an employee at CSU, Chico, Associated Students, and the University Foundation. The training is a one-time requirement, unless the programs change. If your training history shows that you have completed these trainings, you are not required to retake them. Employees will be granted 60-days in which to complete the training.

Two separate training enrollments will be assigned to the Trades.

The Committee members discussed what services and information is available to staff, faculty, and students regarding the recent crimes on or near the Campus; and what can staff and faculty do to improve safety and reduce crime on Campus. The members asked if a representative from University Police Department could attend the next meeting to further discuss this item.

Ms. Strong stated that she will invite Eric Reichel, Chief of Police, or a representative of the University Police Department, to attend the December meeting to discuss and gain a more thorough understanding of criminal activity occurring on and around the Campus. Ms. Strong asked the Committee members to forward her specific questions, and she will forward those questions to Chief Reichel prior to the meeting.

Next Scheduled Meeting

The next scheduled meeting of the Campus Health and Safety Committee is Wednesday, December 2, 2009, at 9:00 a.m. in Kendall Hall, Room 209.

There being no further business, the meeting adjourned at 10:20 a.m.