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M E M O R A N D U M

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Date: November 1, 2007

To: CAMPUS HEALTH & SAFETY COMMITTEE

Lau Ackerman, Agricultural Teaching & Research Center  
Anita Barker, Intercollegiate Athletics & Recreational Sports  
Mike Bates, Facilities Management and Services  
Kevin Brennan, CSUEU  
Jody Strong, 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  
Mark Snelgrove, University Police Department  
Robert Stevens, Workers Compensation  
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, Scott Dickerson, Carol Ebel, Lauri Evans, Brian Farrell for Mark Snelgrove, Chris Gardner, David Houchin, Sandy Parsons, Jody Strong, Matt Thomas, and Lori Beth Way.

The Campus Health and Safety Committee meeting commenced at 9:00 a.m. in Room 209 at Kendall Hall.

### DISCUSSION ITEMS

#### Welcome and Introduction

Mr. Sator, Director of Environmental Health and Safety advised that as of April 24, 2006, he was appointed Director of Warehouse Operations and Mail Services, Property Management, and Risk Management, and as of October 29, 2007, he was appointed Director of Vehicle Reservations. Mr. Sator opened the meeting by welcoming and introducing the members.

Mr. Sator stated as per Executive Memorandum 07-19, the purpose of the Campus Health and Safety Committee is to act as an advisory committee to the Cabinet on matters of health and safety, to increase health and safety awareness to the campus community, report annually to the President and Cabinet, and aid in the implementation of health and safety provisions contained in the collective bargaining agreements. The Committee will make recommendations and reports to the Director of Environmental Health and Safety on training, policies and procedures to prevent and correct work-related health and safety issues. The Committee will focus on preventing, correcting, educating, and training the campus community on work-related health and safety issues. The Director of Environmental Health and Safety will address OSHA complaints, investigate complaints, and develop resolutions.

The Mission of the Campus Health and Safety Committee is to address work-related health and safety concerns stemming from working conditions. The Committee may assist Environmental Health and Safety in its role with the University Public Safety Advisory Committee and the University Police Department with issues that may include both work-related health and safety issues and public safety issues that concern law enforcement.

#### MEMBERSHIP:

- a. Kenneth L. Sator, Director of Environmental Health and Safety
- b. Lori Beth Way, representative for the California Faculty Association
- c. John James representative for Academic Professionals Council
- d. Chris Gardner, representative for Unit 6 - State Employees Trade Council
- e. Carol Ebel, representative for Unit 2 - California State University Employees Union  
Scott Dickerson, representative for Unit 9 - California State University Employees Union
- f. Brian Farrell for Mark Snelgrove, representative for CSU, Chico Police Association
- g. Representative by the United Auto Workers
- h. Representative for the California Federation of the Union of American Physicians and Dentist.
- i. Robert Stevens, representative for Workers Compensation Program Coordinator or designee.
- j. David Houchin, representative for Director of University Housing and Food Services
- k. Lau Ackerman, representative for the University Farm Manager or designee
- l. Representative for Academic Dean or designee
- m. Lauri Evans, representative for Director of Disability Support Services
- n. Anita Barker, representative for Student Activities – Athletics
- o. Jody Strong, representative for Associated Students
- p. Mike Bates, representative for Facilities Management and Services
- q. Luci Yanow, representative for the Women’s Center
- r. Matt Thomas, representative for the University Public Safety Committee

#### Discussion on “how the staggered terms will be allocated”

All membership terms (B through R) will be 2-year terms. After the first 3-year terms are complete the membership becomes a 2-year term.

- a. Director of Environmental Health and Safety (year round representation)
- b. Representative for the California Faculty Association  
Two (2) years beginning July 1, 2008 (term expires 2010)
- c. Representative for Academic Professionals of California  
Three (3) years beginning July 1, 2008 (term expires 2011)

- d. Representative for Unit 6 - State Employees Trade Council  
Two (2) years (term expires 2010)
- e. Representative for Unit 2 - California State University Employees Union  
Two (2) years (term expires 2010)
- Representative for Unit 5 - California State University Employees Union  
Two (2) years (term expires 2010)
- Representative for Unit 7 - California State University Employees Union  
Three (3) years (term expires 2011)
- Representative for Unit 9 - California State University Employees Union  
Three (3) years (term expires 2011)
- f. Representative for CSU, Chico Police Association  
Two (2) years (term expires 2010)
- g. Representative by the United Auto Workers  
Three (3) years (term expires 2011)
- h. Representative - California Federation of the Union of American Physicians & Dentist.  
Two (2) years (term expires 2010)
- i. Representative for Workers Compensation Program Coordinator or designee.  
Three (3) years (term expires 2011)
- j. Representative for Director of University Housing and Food Services  
Two (2) years (term expires 2010)
- k. Representative for the University Farm Manager or designee  
Three (3) years (term expires 2011)
- l. Representative for Academic Dean or designee  
Two (2) years (term expires 2010)
- m. Representative for Director of Disability Support Services  
Three (3) years (term expires 2011)
- n. Representative for Student Activities – Athletics  
Two (2) years (term expires 2010)
- o. Representative for Associated Students  
Three (3) years (term expires 2011)
- p. Representative for Facilities Management and Services  
Two (2) years (term expires 2010)
- q. Representative for the Women’s Center  
Three (3) years (term expires 2011)
- r. Representative for the University Public Safety Committee  
Two (2) years (term expires 2010)

## Structure of the Department of Environmental Health & Safety

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

- Marvin Pratt, Assistant Director, Radiation Safety Officer (RSO), Manager of Vehicle Reservations, and manages the Web Based Training/Learning Management System.
- Kenneth E. Wahl, Hazardous Materials Manager.
- Richard E. Perrelli, Industrial Hygienist and Environmental Program Coordinator.
- Brian P. Mohs, Occupational Health and Safety Coordinator.
- Kathy Kinch, Office Manager.

Mr. Sator advised that Mary Molthen and Staff (Vehicle Reservations) will be relocating to the Warehouse at 1205 West 7<sup>th</sup> Street. The buses, vans, and vehicle rentals will be picked up and stored at the Warehouse.

He also advised that in August 2007, Staff contacted Smith Systems Driver Improvement Institute, the nation's first professional driver training company with more than 50 years experience, and purchased a video on "Critical Point-Part 1 and Reversing the Trend", pamphlets on "Seat Belts are Cheap Insurance; No Accident Driver Guide; Shortcut to Experience; Substance Abuse and Driving"; and the "Course Comprehension Exam for Classroom Training." Staff is currently in the process of establishing a weekly two-hour defensive driver training course that will be offered on Tuesday mornings to staff, faculty, and student employees. The training course will be in-lieu of the Defense Driver Training Waiver Request and will meet the requirements of the 4-hour DDT course that is offered twice a year. Upon completion of the exams, credit will be given to the employees and Mary Molthen will keep the exams on file.

Smith Systems offers an on-line Defensive Driver Training course that cost \$50 per employee to access. The goal is to eventually offer the course on the EH&S Web Based Training.

Mr. Sator advised every month at New Employee Orientation there are approximately 30 new employees in attendance.

Member Barker expressed she would pay for the on-line training due to the difficulty of getting employees eligible to drive before the defensive driver training course is offered.

Mr. Ackerman asked if a staff member from the Farm could be trained on the defensive driver training to train the faculty and students at the Farm.

Mr. Sator responded due to liability issues, the defensive driver training program will be offered by Mary Molten in Vehicle Reservations, and/or Marvin Pratt. The training course will be offered every week for 1.5 hours to staff, faculty, and student employees.

### Election of Chair

It was the consensus of the Committee to elect Scott Dickerson as Chair of the Campus Health and Safety Committee.

### Election of Vice-Chair

It was the consensus of the Committee to elect Jody Strong as Vice-Chair of the Campus Health and Safety Committee.

### Election of Secretary

It was the consensus of the Committee to elect Kenneth L. Sator as the Secretary of the Campus Health and Safety Committee.

### Next meeting in January or February 2008

The next scheduled meeting of the Campus Health and Safety Committee is Thursday, January 17, 2008, at 2:00 p.m. in Kendall Hall, Room 209.

### Other

Member Thomas requested the EH&S Staff attend the January meeting to give a brief description of their roles and responsibilities.

The being for further business, the meeting adjourned at 10:00 a.m.