



M E M O R A N D U M

Date: December 8, 2008

To: CAMPUS HEALTH & SAFETY COMMITTEE

Anita Baker, Intercollegiate Athletics & Recreational Sports
Kevin Brennan, CSUEU
Carol Ebel, CSUEU
Scott Dickerson, CSUEU
Lauri Evans, Disability Support Services
Chris Gardner, SETC
David Houchin, University Housing & Food Service
John James, APC
Robert Stevens, Workers Compensation
Jody Strong, Associated Students
Matt Thomas, UPSAC
Linda Vidovich, Disability Programs and Worker's Compensation
Luci Yanow, Women's Center – Associated Students
Lori Beth Way, CFA

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 DECEMBER 8, 2008

Present: Anita Barker, Kevin Brennan, Carol Ebel, Lauri Evans, Chris Gardner, David Houchin, John James, Jennifer Pavone, Kirby Pierson, Robert Stevens, Jody Strong, Matt Thomas, and Linda Vidovich.

Absent: Scott Dickerson, Luci Yanow, and Lori Beth Way

The Campus Health and Safety Committee meeting commenced at 1:30 p.m. in Room 209 at Kendall Hall.

Welcome and Introduction

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

Approval of Minutes – August 18, 2008

The minutes of August 18, 2008, were approved as corrected.

Canary Island Pine Cones located near the Main Campus Vehicle Bridge – Kevin Brennan

Mr. Brennan stated the Canary Island Pine trees grow to be approximately 70 to 80 feet in height, has a 20 foot spread at maturity, and produces 6 inch oval to oblong brown cones. The cones drop

in the spring, falling on the pedestrian walkway near the Campus vehicle bridge. Mr. Brennan expressed a concern on the possibility of someone getting seriously injured by a falling cone. He noted that to-date there is no report of anyone being hit or injured by a falling cone.

Ms. Evans noted the area is a heavily traveled by pedestrians.

Mr. Sator stated he will contact Joseph Han, Director of Facilities Management and Services, regarding the pine tree and cones and report back to the committee.

DSS Student Driving and Parking on-Campus – Kevin Brennan

Mr. Brennan stated the staff and students from Disability Support Services are parking in designated disabled parking.

Mr. Sator responded on-campus driving and parking is addressed at the Public Safety Committee. All vehicles should park within designated parking stalls, and should not be driven or parked on pedestrian walkways, campus sidewalks, or service roads without prior authorization. All vehicles shall not exceed 5 miles per hour while driving on-campus or parking lots. He also advised that staff or students utilizing a handicap parking space must display a handicapped parking placard or display a temporary disabled parking permit.

Mr. Sator advised visitors and vendors are now required to purchase parking permits to park on-campus. Visitors can purchase parking permits from various locations, Normal Avenue parking lot, the Parking Structure, and Stadium parking lot. Vendors may obtain a parking permit at the University Police Department.

Ms. Evans stated she will meet with Sandy Parsons-Ellis, Director, regarding this issue and to notify staff and students.

Inadequate lighting between Sylvester's Café and Holt Hall – Lauri Evans

Ms. Evans stated the lighting between Sylvester's Café and Holt Hall is inadequate and expressed a concern for faculty, staff, and students who walk in this area during evening hours.

Mr. Sator advised that a Non-Emergency Service Request (work order) should be submitted to Facilities Management and Services for broken or malfunctioning equipment, and defective lighting.

Ms. Evans asked if proper lighting is addressed at the Moonlight Safety Walk, and asked if the results of the 2007 and 2008 Moonlight Safety Walk could be presented at the next meeting.

Mr. Thomas advised that on October 13th the 4th Annual Moonlight Safety Walk was conducted. The Walk begins at 7:30 p.m. and ends at approximately 9:00 p.m. Participants of the Walk are divided into four (4) teams that walk throughout the campus to identify safety hazards, such as inadequate lighting, lights that are out, or overgrown brush.

Unsafe striping on main stairs in the Student Services Building – Lauri Evans

Ms. Evans stated that the first three (3) steps of the main stairway, located by the Admissions Desk in the Main Lobby, does not have a handrail and that the safety strips on the steps are not clearly visible. Because the strips are of the same color as the steps, it is difficult to identify the edge of the step when ascending and descending.

Mr. Sator stated that Brian Mohs, University Occupational Health and Safety Coordinator, will review the area and will work with Facilities Management and Services to resolve the issues.

Mr. Sator advised that the Department of Environmental Health and Safety has a confidential/concern telephone line, 1-877-TELL EHS (835-5347). This number is another means for CSU, Chico faculty, staff, and students to voice a health or safety concern on-campus. The caller will be able to leave an anonymous message, or if they wish, they can provide their name and contact number, and EHS will be glad to follow-up with the caller.

New Executive Order 1039

Mr. Sator advised that there have been significant changes made in that campus deans and department chairs are responsible in promoting healthy and safe classrooms and evaluate the need for student health and safety training such as personal protective equipment, safety glasses, exposure to biological, chemical, and/or physical hazards, and documentation of training.

The Campus Health and Safety Committee will report annually to the President and Cabinet on issues that have been addressed by the Committee.

Mr. Sator also advised that the Department of Environmental Health and Safety Web Based Training/Learning Management System (LMS) meets the needs of the University by being able to allow management and supervisors to deliver, automatically track, and receive detailed documentation of employee training of compliant driven requirements. The LMS has increased its ability to serve faculty, staff, and students by adding courses from Staff Development, the Center for Excellence in Learning and Teaching, Faculty and Staff Assistance, University Police, and Risk Management. The Department of EH&S worked diligently with instructors and the Departments offering training to allow FERP'ed, retired faculty and even the dependents of employees to register for courses online.

The Department of Environmental Health and Safety will continue to offer regulatory compliance training in March 2009, that is required by law, for faculty, staff and student employees in all areas of campus to include University Farm and University Housing and Food Services.

Questions or comments on EH&S Charts

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 2008/09

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.

Ms. Evans asked what steps can be taken to get an individual to the Student Health Center if they faint or have been injured.

Mr. Sator responded in the event of an emergency, someone would need to contact University Police Department at 911 or by using the Blue Light Phone. University Police Department offers a Campus Connection Shuttle Service for faculty, staff, students, and visitors to drive them to the Student Health Center. The Blue Light Phones are emergency call boxes on the exterior buildings at various locations on-campus which automatically dial 911.

Next Scheduled Meeting

The next scheduled meeting of the Campus Health and Safety Committee is Wednesday, February 11, 2009, at 2:00 p.m. in Kendall Hall, Room 209.

There being no further business, the meeting adjourned at 2:30 p.m.