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# M E M O R A N D U M

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Date: December 9, 2010

To: CAMPUS HEALTH & SAFETY COMMITTEE

Anita Barker, Intercollegiate Athletics & Recreational Sports  
Mike Bates, University Housing & Food Service  
Kevin Brennan, CSUEU  
Lauri Evans, Disability Support Services  
Brian Exparza, SETC  
Elaina McReynolds, 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  
Jillian Ruddel, Women's Center – Associated Students

From: J. Marvin Pratt, Interim-Assistant Director of Environmental Health and Safety

**Subject: CAMPUS HEALTH & SAFETY COMMITTEE MEETING MINUTES OF DECEMBER 9, 2010**

Present: Anita Barker, Elaina McReynolds, Kirby Pierson, Jody Strong, Linda Vidovich, Jillian Ruddel, and J. Marvin Pratt

Absent: Mike Bates, Kevin Brennan, Lauri Evans, Brian Exparza, Brian Miller, Neil Nunn, Robert Stevens, Michael Swithenbank, and Matt Thomas.

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 – September 15, 2010

The minutes of September 15, 2010, were approved as submitted.

### Update Discussion on Accident/Injury Statistics (No Charts)

Mr. Pratt stated the Committee previously discussed to refine the EHS statistic chart information to allow the Committee to better understand patterns or lack of patterns of accident causes and injuries sustained by employees.

Mr. Pratt advised that he will review the 2010 OSHA 300A injury log to assist in reporting injuries by type, job classification, and department. Mr. Pratt expressed he would like to remove first aide type injuries. He also noted the charts may be presented every 6-months versus quarterly.

### Discussion on Future Topics, Concerns, Guest Speakers

Mr. Pratt expressed he would like to invite Brian Mohs, University Occupational Health and Safety Coordinator, as a guest speaker at the next meeting. Mr. Mohs manages the building audit program; Fire Prevention Plan; general safety; annual health and safety training; new employee training; lockout/tag out; fire extinguisher use; maintains the IIPP Manuals; and is the liaison to CalOSHA, City of Chico Fire Department, and State Fire Marshal.

The Committee also discussed inviting Catherine Felix to discuss current issues; Dawn Frank with Safe Place; Mimi Bommersbach with Counseling and Wellness Center or Chela Patterson with Student Support Services Program, and Clarice Reutlinger with Faculty and Staff Assistance.

### Other

Ms. Strong advised that she forwarded an announcement to the members whose 2-year commitment on the Committee was officially up as of June 30, 2010. Ms. Strong asked the representatives to provide her with either the name of the individual that has been selected to represent their unit/area for the next two years, or the name of the individual who is responsible for making the selection on behalf of their unit/area. As of this date, no responses have been received.

The following units/areas are Unrepresented Memberships:

- Representative for the California Faculty Association (Lori Beth Way)
- Representative for Unit 2 - California State University Employees Union (Carol Ebel)
- Representative for Unit 9 - California State University Employees Union (Kevin Brennan)
- Representative by the United Auto Workers
- Representative for the California Federation of the Union of American Physicians & Dentist
- Representative for Academic Dean or designee

The following are current Represented Memberships:

- J. Marvin Pratt, Interim Assistant Director of Environmental Health and Safety
- Elaina McReynolds representative for Academic Professionals Council
- Brian Exparza, representative for Unit 6 - State Employees Trade Council
- Kirby Pierson, Representative for Unit 5 – California State University Employees Union
- Michael Swithenbank, representative for CSU, Chico Police Association
- Linda Vidovich and Robert Stevens, representative for Workers Compensation Program Coordinator or designee.

Mike Bates, representative for Director of University Housing and Food Services  
Brian Miller, representative for the University Farm Manager or designee  
Lauri Evans, representative for Director of Disability Support Services  
Anita Barker, representative for Student Activities – Athletics  
Jody Strong, representative for Associated Students  
Neil Nunn, representative for Facilities Management and Services  
Jillian Ruddel, representative for the Women's Center  
Matt Thomas, representative for the University Public Safety Committee

The following Represented Membership is 3-year terms beginning July 1, 2008 with the Membership term ending June 31, 2011. After the first 3-year terms are completed the membership becomes a 2-year term.

Representative for Academic Professionals of California  
Representative for Unit 7 - California State University Employees Union  
Representative for Unit 9 - California State University Employees Union  
Representative by the United Auto Workers  
Representative for Workers Compensation Program Coordinator or designee.  
Representative for the University Farm Manager or designee  
Representative for Director of Disability Support Services  
Representative for Associated Students  
Representative for the Women's Center

Ms. Strong stated she will ask Matt Thomas to report on the Moonlight Safety Walk at the next meeting.

Mr. Pratt reported that a representative from Disability Support Services attended the Safety Walk to assist in identifying ADA issues during evening hours.

Discussion followed regarding path-of-travel; cracked, broken, and sloping sidewalks; ADA; lighting; obstacle free paths and sidewalks; path-of-travel for wheelchairs and walkers; and the University Police PA system and safety cameras for employee safety on-Campus.

Mr. Pratt stated that he and Richard Perrelli, Industrial Hygienist/Environmental Program Coordinator, have received numerous e-mails from staff and faculty regarding cigarette smoking and debris on-Campus, primarily near Meriam Library.

Per Executive Memorandum 02-108 smoking is prohibited within 25-feet of doorways, windows, breezeways, awnings of buildings, and air supply intakes (travel of airflow). The EM authorizes CSU, Chico Police to cite violators of the smoking policy with penalties similar to those for roller-skating or skateboarding on-Campus.

Discussion followed regarding educating staff, faculty, and students on the policies of smoking; enforcing the smoking penalties; smoke free posters/signs; and designating smoking areas by relocating cigarette receptacles away from buildings and installing outdoor seating areas with umbrellas for shade.

Several issues of concern were discussed that when cigarette receptacles are relocated away from buildings, the receptacles are knocked over; individuals throw their cigarette butts on the ground, and vandalism of the seating area and umbrellas.

Mr. Pratt advised that he will talk with Eric Reichel, University Chief of Police, regarding this issue and work on a joint effort on educating the staff, faculty, and students on the smoking policy.

#### Next Scheduled Meeting

The next scheduled meeting of the Campus Health and Safety Committee is Tuesday, February 7, 2011, at 3:00 p.m. in Kendall Hall, Room 207/209.

There being no further business, the meeting adjourned at 10:00 a.m.