

**Minutes of Risk Management Advisory Board Meeting
Friday, October 31, 2008**

Members: Herman Ellis, Karen Finley, Richard Jackson, Leslie Nix-Baker, Sally Parenti, Rick Rees, Eric Reichel, Kenneth Sator, David Stephen, Michael Thorpe, and Patricia Edelman, Chair.

Present: Sally Parenti, Rick Rees, Kenneth Sator, Michael Thorpe, and Patricia Edelman, (Chair)

Absent: Herman Ellis, Karen Finley, Richard Jackson, Leslie Nix-Baker, Eric Reichel, and David Stephen.

The Risk Management Advisory Board Meeting commenced at 9:06 a.m. in the Student Services Center, Room 306.

I. Approval of Minutes of September 26, 2008 Meeting

The Minutes of the September 26, 2008 meeting, will be approved at the next Risk Management Advisory Board meeting tentatively scheduled for February 6, 2009.

II. Discuss Identified Departments for Risk Assessment

Mr. Thorpe distributed to the committee members a spreadsheet listing eight (8) departments that have been identified for further risk assessment. Mr. Thorpe noted that Big Chico Creek Ecological Reserve and Butte Creek Ecological Preserve have been added to the list.

Mr. Sator expressed safety concerns regarding the Forebay Aquatic Center, such as being open to the public, equipment rentals, inspection logs, inspection of equipment, reports, and insurance. The Aquatic Center is a collaborative effort between the Associated Students and the California Department of Parks and Recreation, Water Resources, and Boating and Waterways for water based activities. The Forebay is located at the Thermalito North Forebay State Park, Oroville, California.

Dr. Edelman expressed a concern regarding Material Safety Data Sheets (MSDS).

Mr. Sator responded that MSDS shall accompany all purchases of hazardous materials. If an MSDS did not accompany the product, the department must contact the vendor for product information. The department safety representative will maintain an inventory and update annually the department's hazardous materials inventory file and forward a copy to the Department of Environmental Health and Safety. Under the Hazard Communication Regulation law MSDS must be available to all staff, faculty, and student employees during the employees work hours, of potentially harmful substances handled in the workplace. MSDS can be made available to the employees by paper form or electronic. There are over 100 free sites available on the internet, software, or internet subscription services. If the electronic version is made available to the employee, the employee must have knowledge on how to access the computer and information.

Mr. Sator advised the Department of Environmental Health and Safety maintains a master paper file.

Dr. Edelman asked if there are regulations requiring student training on the use of MSDS.

Mr. Sator responded students are required to adhere to safety practices presented by faculty, technical staff, student assistants, graduate assistants, or other authorized individuals. They are also expected to report suspected and known hazards to a University authority or other responsible parties. There is no regulation requiring a demonstration or training to students on the use of MSDS. Students are required to read and sign Laboratory Safety Rules.

Mr. Sator advised individuals may be held criminally liable and the University can be fined for violations of applicable laws and regulations. Chemicals cannot be disposed of in the sink or the trash cans no matter how dilute or harmless. The Department of Environmental Health and Safety should be contacted for policy and procedures on proper identification, labeling, storage, and disposal of chemicals.

Mr. Rees asked if the Community Action Volunteers in Education (CAVE) Program has been notified of the registered sex offenders' on-campus. He noted that CAVE should have access to this information.

Mr. Thorpe responded he is working with Lt. Matthew Hansen and Lt. Robyn Hearne regarding access to this information and will meet with David Buckley, Executive Director of Associated Students.

Mr. Rees expressed a concern regarding faculty not utilizing CAVE when placing students in classrooms. He noted that faculty needs to be aware of proper policy and procedures.

Discussion followed regarding the Memorandum of Understanding between Chico Unified School District and California State University, Chico, where CUSD performs background checks on students before placing within classrooms.

Mr. Reese commended the Special Events Committee, the Department of Environmental Health and Safety, Risk Management, in working with students and making the special events process successful.

III. Review Questions for Identified Departments for Risk Assessment

Dr. Edlmann advised the members to obtain the answers to the questions on the hand-out, but is not limited from asking further questions as needed.

Mr. Sator stated he would like to know the number of students and individuals who drive that are not authorized to drive.

IV. Assign Members of Board to Conduct Risk Assessment

Dr. Edlmann: Art Department
Big Chico Creek Ecological Reserve
Butte Creek Ecological Preserve
Natural Sciences

Sally Parenti: Adventure Outings

Rick Rees: Recreational Sports

Michael Thorpe: Athletics – Transportation
Children's Center

Meeting Adjourned at 9:45 a.m.
Next Meeting: February 6, 2009 (Tentative)