



Memorandum

Date: July 31, 2019

To: Gayle Hutchinson, President
Cabinet

From: Elaina McReynolds, Chair
Campus Health and Safety Committee

Subject: Campus Health and Safety Committee Annual Report 2018/19

Introduction

This report is submitted in accordance with Executive Memorandum 07-19 which directs the Campus President and Cabinet be provided an annual Campus Health and Safety Committee report. The Committee is an advisory committee on matters of health and safety, to increase health and safety awareness among all members of the Campus community, and aid in the implementation of health and safety provisions contained in the collective bargaining agreements. The Committee will make recommendations to assist the Department of Environmental Health and Safety in achieving the University's goal of creating a safe environment that is most conducive to the mission of the University.

❖ Campus Health and Safety Committee

Fiscal Year 2018/19 the Campus Health and Safety Committee continued to meet on a quarterly basis. During this fiscal year, the Committee welcomed new Members:

- John Reid, Chief of Police
- Joseph DeCarlo, Associate Director, University Housing
- Holly Hunt, Director, Accessibility Resource Center
- Jody Strong, Worker's Compensation and Benefits

On December 7, 2018, Elaina McReynolds, Academic Professionals of California, was elected for the position of Chair.

On January 18, 2019, Robert Henry, Teamsters, was elected for the position of Vice-Chair for the Campus Health and Safety Committee.

❖ Review of Accidents. The Department of Environmental Health and Safety Staff presented at each meeting a summary of quarterly reported accident/injuries during the fiscal year. The summary represented injuries by department; type of accident; and first aid, medical, or informational only.

The type of injuries reported were upper body strain; lacerations; contusions; debris in eyes; injured lower back; injuries to hand, wrist, knees, legs, and hip; skin irritation; slip, trip, and falls; and repetitive motion injuries (and ergonomics). The Industrial Hygienist completed 63 Office Ergonomic Evaluations during this period.

The Director of Environmental Health and Safety reported on an incident which occurred on March 26, 2019. A professor was attempting to insert a glass pipette into a pipettor. After several attempts, the pipette suddenly broke. The jagged end thrust up into the palm of the hand holding the pipettor. The pipette was clean and empty at the time of the incident. The Professor was transferred to UC Davis Medical Center for surgery.

Also, on May 9, 2019, a Groundsworker was trimming a large hedge adjacent to Yolo Hall using a gas powered hedge trimmer. While the employee was standing on an orchard ladder his left pinky finger, ring finger, and part of the middle finger came into contact with the shears of the trimmer. The employee was using the equipment improperly for the task "cutting overhead" and was not wearing leather gloves. The employee was wearing long pants, long sleeves, and safety glasses. The employee was transferred to California Pacific Hospital in San Francisco, California.

Due to both incidents being serious injuries and requiring hospitalization, EHS was required to notify Cal-OSHA. OSHA subsequently responded to the Campus to investigate both incidents. EHS has not received the final reports from OSHA on either accident.

❖ Review of Inspections. The Emergency Preparedness & Occupational Safety Manager presented at each meeting a summary of quarterly reported building inspections and surveys done during this period. The reports covered Ayres Hall, Gateway Science Museum, Meriam Library, Plumas Hall, Sapp Hall, and Whitney Hall.

Among the findings were power strip mountings; improper chemical labeling and segregation; chemical storage; machine guarding; tripping hazards; electrical cord issues; housekeeping; items stored in exit paths; a non-permitted type of lock on an exit door; and inspection of secondary container labeling. Also were building-wide laboratory safety surveys; inspection of labs that have been completely emptied, reorganized, and updated; and hazardous waste pickups and safety items.

The Emergency Preparedness & Occupational Safety Manager surveyed new exhibits and a new space for First Year Experience Program.

❖ Statewide EHS Audit. The Director of Environmental Health and Safety reported to the Committee the State Auditor's Office will audit all 23 Campus' in 2019. CSU, Chico's audit began on April 15, 2019. The final report has not been issued.

In May the Auditor met with department Chairs to discuss lab/stockroom/foundry safety, hazardous materials and chemicals, inspections and inventories, laser use, and policies and procedures, and student and employee training. The auditor also met with Shipping and Receiving to discuss the process for receiving, storing, distributing hazardous materials and chemicals, including a physical walkthrough of their space.

The auditor also requested copies of student contracts and training documentation.

❖ Cal-OSHA Inspection. The Director of Environmental Health and Safety reported to the Committee on April 26, 2018, Cal-OSHA opened an investigation of CSU, Chico and revisited in June 2018.

The Inspector inspected labs, stockrooms, chemistry, biology, and Farm operations; interviewed employees; and requested documentation and training records.

The Director of Environmental Health and Safety and the President and Steward of Chapter 302, CSUEU, attended the inspections and interviews conducted by the Cal-OSHA Inspector. When visiting the Farm, SETC representatives also joined the inspection group.

The University received the final inspection report from Cal-OSHA issued on October 23, 2018. A total of three (3) citations were issued:

Their findings were in Chemistry and the Farm:

Citation 1, Item 1: Flexible cords and cables shall not be used as a substitute for the fixed wiring of a structure. (Chemistry)

Citation 1, Item 2: Flexible cords and cables shall not be used where run through doorways, windows or similar openings. (University Farm)

Citation 1, Item 3: Material, wherever stored, shall not create a hazard, it shall be limited in height and shall be piled, stacked, or racked in a manner designed to prevent it from tipping or falling. Prior to and during the course of the inspection, including, but not limited to, April 27th and April 30th, the employer failed to ensure boxes of meat in the Meats Lab freezer were limited in height and were piled, stacked, or racked in a manner designed to prevent them from tipping, falling, collapsing, rolling or spreading. (University Farm)

The cost for each Citation is \$600.00 for a total cost of \$1,800. All three (3) identified conditions were corrected by the time the final inspection was received.

❖ RSS (Risk and Safety Solutions) Software. The Director of Environmental Health and Safety reported the RSS software is comprehensive and includes modules on Assessment, Inspection, Chemicals, and Communication. The EHS Directors have been working with CSU Risk Management Authority to procure and implement portions of this software.

On August 7th and 8, 2018, representatives from UC Davis presented RSS software training for the College of Natural Sciences and Environmental Health and Safety and on “train-the-trainers.”

The Inspection module is set-up for lab safety. The Department of Environmental Health and Safety would like to add safety check lists for inspections on mechanical rooms, shops, offices, classrooms, labs, and other similar areas, as EHS staff perform announced and unannounced building/room inspections. The inspections are currently maintained in a log indicating our findings and corrections. EHS has a General Safety

Survey to assist departments with self-inspections of their offices, classrooms, and other similar spaces and retain the document with their departments.

❖ AED (Automated External Defibrillator) Placement on Campus. The Director of Environmental Health and Safety reported to the Committee there are now 51 Cardiac Science PowerHeart G3 and G5 Plus (bi-lingual) Automatic Defibrillators and one Zoll AED Plus. Of these units, there are five (5) AED's in University Police Patrol vehicles, one (1) traveling AED in Athletics, and (1) located at the College of Agriculture (Farm). The newest G5 AED was installed in Sutter Café in March 2019. Mr. Pratt reported that he polled the CSU's and of the responding campuses only San Diego had more AED's than Chico State. However, if factoring in the size of the campus, Chico State has a higher density of AED's.

The AED Program has been established and managed in accordance with the California Health & Safety Code, Section 1797.796, and meets the guidelines set-forth by the American Heart Association and the American Red Cross. The program has also received an endorsement from our base Hospital, Enloe Medical Center, and has been approved by the regional EMS agency authority, Sierra-Sacramento Valley Emergency Medical Services.

The Student Health Center Lead Physician, Dr. Kim Chappell, provides medical oversight for the program, and approves CPR/AED training. The AED Program Director conducts an incident review each time an AED is used.

The Emergency Preparedness & Occupational Safety Manager is responsible for ensuring each defibrillator is maintained, maintains records of pads/electrodes, battery replacement dates, and annual and monthly inspections are performed and documented by EHS.

The cost per unit, including an alarmed cabinet, is \$1,450; pads are replaced every 2-years at a cost of \$60 each; and batteries are replaced every 4-years at a cost of \$240 each.

Mr. Pratt reported there are no requirements on specific location/placement of an AED; however, there is a recommendation on where to have an AED, such as large assembly areas and sporting events. Mr. Pratt asked the Committee members to review the placement of AED's and for assistance in communicating campus awareness of AED locations within their areas.

The Committee completed a review and provided feedback on the placement of AED's. The feedback provided by the Committee members will be presented and discussed at the September 2019 meeting.

❖ Number of Related Non-Students Loitering near Campus Buildings. The Director of Environmental Health and Safety discussed with the Committee concerns expressed by a Committee member regarding the increase of trash, graffiti, broken windows, drug paraphernalia, loitering of non-students, with dogs, that continue to sit in front of and block exit (fire) doors on the east and north side of the Physical Sciences Building as shelter from the weather. The amount of time and cost spent to clean-up trash, graffiti, defecation, extensive clean-up in the Men's and Women's restrooms, and grounds.

The Chief of Police stated it is not a violation of policy or California code. If contacted, UPD will talk with them, encourage them to move along. It is considered a violation of law if using drugs or causing property damage.

Facilities Management and Services will be renovating this area and the recommendation is to install a fence along the sidewalk to reduce non-student loitering, damage, and the elimination of trash and drug paraphernalia.

❖ NFPA 70E Electrical Safe Work Practices Training. The Director of Environmental Health and Safety reported to the Committee that on September 25, 2018, Lewellyn Technology presented 2018 NFPA 70E Electrical Safety Work Practices training to 12 employees from Facilities Management and Services, University Housing, and the Farm.

❖ Gemba Walk. The Director of Environmental Health and Safety reported on October 3, 2018, the offices of Risk Management, Employee Leave & Workers Compensation, and Environmental Health and Safety held a Lean Safety Gemba Walk Workshop at CSU Sacramento. Gemba Walk is the term used to describe personal observation of work, where the work is happening; to observe the process, not to evaluate the people performing the process; team interaction; input and reflection. It is not to find fault in others while being observed, not time solve problems or make changes.

The Gemba Walk was attended by Yvette Streeter, Emergency Preparedness and Occupational Safety Manager, 2 University Housing custodians, and one Facilities Management and Services custodian.

❖ First Street Sidewalk Repair. The Director of Environmental Health and Safety reported on the First Street sidewalk, a major pathway/sidewalk adjacent to campus that is heavily used by students, staff, and FMS personnel.

Mr. Pratt reported to the Committee he contacted the City of Chico Department of Public Works regarding repairs needed to the sidewalk due to uneven surface. The City agreed the sidewalk is in need of repairs, and will work with homeowners regarding repairs that are the responsibility of the homeowner. The City stated they will add the sidewalk repairs to their project list, however, did not commit as to when the repairs would be completed.

❖ Discussion of Golf Cart Safety and New Golf Cart Training. Emergency Preparedness and Occupational Safety Manager reported carts and other similar utility vehicles are a necessary mode of transportation for many departments on campus. In an effort to keep employees, students, and visitors safe, and to avoid hazardous situations that may cause personal injury or damage to vehicles, the Department of Environmental Health and Safety has established a “Cart and Utility Vehicle Safety Guideline” and training.

The guidelines are to ensure that operators and passengers of carts and similar utility vehicles are aware of the hazards that exist when operating a cart or utility vehicle; that all users must wear seat belts (if equipped) while operating a vehicle, that users understand the expectations for safe use of these vehicles; and that the guidelines are to prevent injuries and unnecessary damage resulting from misuse or a lack of caution while using carts or similar utility vehicles.

The Emergency Preparedness and Occupational Safety Manager presented Cart and Utility Vehicle Safety training to employees and student employees of University Housing, Facilities Management and Services, Accessibility Resource Center, and Telecommunications.

The Committee discussed that carts are quiet and not always heard by everyone, especially those who may be hearing impaired; there are codes and regulations of the roadway that are specific to operating low speed vehicles on the road; and carts driven on the streets are considered a vehicle and are required to have seat belts.

❖ Raising of Drains at University Stadium (Football Field). The Director of Environmental Health and Safety discussed with the Committee a concern expressed by a Committee member regarding the drains at University Stadium. Before Commencement and other events, FMS temporarily marks all low spots that are at least 1-inch below ground level. Also discussed is the grate located next to the track, which is below ground level and creates a potential trip and fall hazard.

The Director of Facilities Management and Services will develop a cost quote to bring the grate and other low level areas up to ground level and bring all information back to the Committee.

❖ Inspections of Safety Related Equipment and Departments. The Director of Environmental Health and Safety discussed with the Committee a concern expressed by a Committee member regarding there being a considerable amount of items being stored in front of the eyewash stations in Ayres and Plumas Hall Labs.

Facilities Management and Services installed “Keep Clear” tape on the floor. FMS has continued to inspect the areas monthly, resulting in the areas remaining clear of storage and other items.