Memorandum

Date: July 6, 2022

To: Gayle Hutchinson, President Cabinet

From: Elaina McReynolds, Chair Campus Health and Safety Committee

Subject: Campus Health and Safety Committee Annual Report 2021/22

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 2021/22 the Campus Health and Safety Committee continued to meet on a quarterly basis. During this fiscal year, the Committee welcomed new members:

- Jessie Mendoza – CSUEU
- Terry Quinto – Accessibility Resource Center
- Keith Crawford – Associated Students
- Kimberly Fawns – Agricultural Teaching & Research Center

At the September 10, 2021 meeting Eddie Vela volunteered for the vacant position of Vice-Chair. Dr. Vela was elected on a voice vote.

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 auto accident whip lash, cuts, repetitive motion injuries, back strain, debris falling into eyes, hernia pain, possible allergic reaction,
bleach on the skin and injuries related to moving livestock at the farm. It was noted slips, trips, and falls continue to be the most reoccurring injury. Marvin Pratt, Director of Environmental Health and Safety, reported that slips, trips and falls can be dependent on multiple factors such as the type of shoes, or looking at phones while walking. EHS requested that Facilities increase the length of the walk off mats in our buildings to decrease the number of slips, trips and falls.

When an Accident Investigation Summary is completed, it is sent to Workers Compensation and the employee’s supervisor.

The Industrial Hygienist completed fifty Office Ergonomic Evaluations during this period. Most the Ergonomic Evaluations were done prior to employees reporting they were suffering any pain of discomfort. This is ideal as the prevention of the injury is far better for the employee’s wellbeing, productivity, and potential lost time, than trying to correct the ergonomics of the workstation post-injury.

**Review of Inspections**

The Occupational Safety Manager presented at each meeting a summary of quarterly reported building inspections and surveys done during this period. The reports covered Holt Hall, Langdon Hall, Glenn Hall, Whitney Hall, Trinity Hall, Shurmer Gymnasium, FMS Yard, University Village, Bell Memorial Union, Boiler Chiller Plant, Lassen Hall, Wildcat Recreation Center and the Science building.

Among the findings were a cable crushed in a door jamb, pesticide product found where it didn’t belong, explosion in science lab, mold in dorm rooms, chemical spill, water leaks, open ventilation covers in ceiling, natural gas/sewer odor in restroom, door not closing properly, non-empty containers of paint left out, low overhead area needing signage, fire extinguishers not being checked monthly and e-waste was found in a dumpster.

One subject of inspections which EHS worked with University Housing (UH) and Facilities Management and Services (FMS) on was mold and mold concerns in the residence halls. A number of different rooms raised the concern of mold in their rooms to the UH office. The UH staff immediately reached out to EHS to take the lead on these inspections. In one instance EHS identified mold in a resident’s room related to condensation on the interior of the window which made its way to the window sill and then down the wall where lack of air movement did not allow for the moisture to dry out.

The other concerns related to potential mold were centered around the individual room air handing units in Whitney Hall. The initial complaint was that black mold was present behind the air handling unit’s grate. Unfortunately, these complaints spread through a number of rooms and then to parents who posted about the “mold issue” on an unofficial parents Facebook page. Upon a thorough investigation with FMS staff, it was determined that the “black mold” was not mold, but rather was years’ worth of grime which had built up on the air return grill. The FMS staff immediately cleaned the units in the rooms which had complained, as well as many as they could clean during the week of spring break. The remaining units will be cleaned during the summer months. In addition, in the future the work orders to replace the filters in the units will
include instructions to clean the supply and return grills as part of the normal preventative maintenance work.

**Environmental Health and Safety Programs-Plans**

The Programs-Plans which have been reviewed by the Committee, EHS Staff, and uploaded to the EHS website:

- Asbestos Management Plan
- Chemical Hygiene Plan
- Confined Space Program
- Emergency Action Plan
- Exposure Control Plan (Bloodborne Pathogen Program)
- Fire Prevention Plan
- Hazard Communication Plan
- Hearing Conservation Program
- Heat Illness Prevention Plan
- Hot Work Program
- Illness and Injury Prevention Plan
- Laser Safety Program
- Lockout/Tagout Program – The Control of Hazardous Energy
- Medical Monitoring Program
- Medical Waste Management Plan
- Pesticide Management Plan
- Respirable Crystalline Silica Exposure Control Plan
- Respiratory Protection Plan
- Stormwater Management Plan

Currently under review by EHS staff:

- Aerosol Transmissible Diseases
- Fall Protection Program
- Radiation Safety Manual

Mr. Pratt reported that Executive Order 1039 has been updated. The update will allow EHS to follow Cal/OSHA requirements which state some program plans need to be reviewed annually, some periodically. All plans should be reviewed at least every three years.

**Moonlight Safety Walk**

The Moonlight Safety Walk was scheduled for February 23, 2022. It was hosted by the Associated Students and involved faculty, staff, students, the City of Chico and the Associated Student’s officers. During the walk the Campus Health and Safety Committee is most concerned with the physical hazards on campus. The campus looks different at night. Suggestions noted during the walk are passed onto Randy Southall, Director of Operations for Facilities Management and Services, for correction.
**Update on COVID-19 EHS**

The COVID Hotline was set up and keeps up with daily reports. The University conducts exposure investigations as required by Cal/OSHA. When a call comes into the Hotline, EHS, Human Resources and departments are notified. There is a notification to infected employees done by Human Resources. In addition to notifying employees of their rights, there are a number of other notifications required. These notifications are completed by EHS. Employees and contractors who were in the areas with the infected individual must be notified. The union representatives of the positive employees as well as the employees were in the area of the infected employees are also notified. Finally, classroom notifications are sent to the faculty teaching the courses positive students have reported attending class. The classroom notification serves to notify the faculty member as well allow the faculty member to share with the students in course for their knowledge.

Our Housing cases are well below what was anticipated. Social media messages went out to the students to stay home if they have any symptoms. The testing site on campus performs tests each day, seven days a week, twelve hours a day. Vaccination clinics were held on campus.

Mr. Pratt reported that common area high touch surfaces are being cleaned at least once a day. Bathrooms are cleaned twice a day in the residence halls. If an infected student is identified in the residence halls, the areas are cleaned when the student is relocated for quarantine or isolation. The Center for Disease Control (CDC) says if the positive case has been more than twenty-four hours in the area, than normal cleaning is suggested. If it has been more than seventy-two hours, no extra cleaning is required.

Cal/OSHA defines a COVID outbreak as three cases in fourteen consecutive days in the same workspace. When cases are reported, EHS takes the lead on determining the “workspace” and the determination of potential outbreaks as well. By the end of the academic year, there had been only one outbreak on campus. The Pandemic Management Team watched the CDC announcements on the Omicron variant. Omicron is very contagious but the symptoms are milder in vaccinated people. Mr. Pratt reported that in our residence halls where 1800 students live, approximately thirty are unvaccinated. The unvaccinated students are tested weekly.

Mr. Pratt provided an update on the Emergency Temporary Standard (ETS) for Cal/OSHA. It is Cal/OHSA’s regulation that they wrote for COVID safety specifically. Periodically the Emergency Temporary Standards (ETS) are amended. The Cal/OSHA Standards board meeting in late April recommended that we follow California Department of Public Health guidelines. Cal/OSHA reported that the ETS will expire on January 1, 2023. We are in a COVID surge and Mr. Pratt reminded us that we are not done with COVID. There are still OSHA requirements in place that employers will need to follow.
**Staff Safety Award**

Each year the University issues a Staff Safety Award to honor a staff member or employee group whose outstanding contribution to safety, safe working practices, safety on the job, and employees who take an active role to improve safety for themselves and their co-workers.

Those not eligible:

- A Staff member has a clear and specific primary responsibility for the department safety program as part of their normal job requirements.
- MPP or Faculty member.
- Current EHS Staff member.
- Current member of the Campus Health and Safety Committee.
- Has received the Staff Safety Award within 2 years and based on the same acts of safety.

The 2021 Staff Safety Award was presented to Pete Austin a technician with the Theater Production area in the Performing Arts Center.

**EHS Training Courses**

EHS has 89 training courses in CSU Learn. Custodians, for example, receive 12-15 Cal/OSHA training courses assigned to them. The more technical an employee’s job is, the more training they will typically receive. 1,288 employees completed COVID training in the 2020-2021 year. Training is an evolving program. Chico State has had online training since 2006.

Face to face training is hard to do with the EHS staffing level. Face to face training is normally the preferred training method, but not always necessary. When it comes to very technical training, such as fall protection, EHS brings in consultants in order to provide the training.

**Proper Disposal of Surplus Items**

Per the Committee’s request, EHS sent an email to the department Administrative Support Coordinators on campus with instructions for proper disposal of surplus items. A work order is required to be submitted to FMS for pick-up of surplus items. The item needs to be kept in the office until picked up, not stored in a hallway.

Mr. Pratt reported that the findings in labs on campus is that people are holding onto stuff - old glassware, old chemicals, old equipment. The cost of disposal, especially in labs and technical settings, gets more expensive as time passes. It is recommended that if items haven’t been used in a couple of years, consider disposing of it. Holding on to items for the sake of saving money, often has the unintended consequence of costing the University more money in the long run.
**Donations**

It can be expensive to receive donations that will not be used, but then need to be disposed of correctly at a cost. Mr. Pratt reminded the committee to please be cognizant of the unintended consequences of accepting someone’s gifts. Mr. Pratt shared several examples of Departments who have accepted donations from outside entities, but ultimately used very little of the donated material/equipment. This resulted in significant expenditures to properly dispose of the remaining portions of the donations. The committee members were asked to remind their constituents to closely evaluate the usability of future donations and to not be afraid to turn away “free” donations which may have hidden costs to the University.

**Update on Executive Order 1039**

Executive Order 1039 is the EO which lays out the CSU base safety policy. The update on EO 1039 was finalized in December 2021. There were some significant updates. There is a plan to roll out the update. It will be presented to the cabinet. Mr. Pratt emailed the committee the EO 1039 Update Brief. One key thing we will have to increase are the inspections by departments and EHS. We have been in the process of establishing the use of Risk and Safety Solutions (RSS) software which will aid in tracking inspections in the lab areas. EHS is evaluating the ability to add general work area inspection checklists to RSS which would also aid in scheduling and tracking inspections.

**Changes to EHS Staff**

Heather C. Long is the permanent Occupational Safety Manager with EHS effective July 1, 2022. Marvin Pratt explained the Safety Manager oversees all the occupational safety programs at Chico State. EHS has fourteen written programs in place. While Ms. Long doesn’t have to oversee all the programs, she does have to oversee a portion of them. Fire/Life safety is a portion of her job along with the AED program on campus.

Since EHS and Risk have merged an Administrative Analyst Specialist (AAS) position for EHS has been created. When EHS gets the AAS position hired, the position will work on producing and/or automating CSU Learn and RSS compliance quarterly reports which can be sent to Managers on campus to track training and compliance. The AAS will also handle the documentation and reporting of student training.