Memorandum

Date: September 8, 2021

To: Gayle Hutchinson, President
   Cabinet

From: Elaina McReynolds, Chair
   Campus Health and Safety Committee

Subject: Campus Health and Safety Committee Annual Report 2020/21

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 2020/21 the Campus Health and Safety Committee continued to meet on a quarterly basis. During this fiscal year, the Committee welcomed new Members:

- Nereyda Rivera – Union of American Physicians and Dentists
- Eddie Vela – Academic Deans
- Eri Roman – CSUEU
- Kat Johns – CSUEU replacing Eri Roman on committee
- Robert Mallow – Teamsters

At the December 9, 2020 meeting Elaina McReynolds was re-elected as Chair of the Campus Health and Safety Committee to serve a two year term ending December 1, 2022. Robert Henry, Vice-Chair of the Campus Health and Safety Committee, retired in April 2021. The Vice-Chair position is vacant.

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 fainting, knee injuries, finger injuries, falls, twisted ankles, slips, strain of pectoral muscle, shoulder strain, repetitive motion injuries, bicep injury, eye injury, car accident whip lash, head injury and hernia inflammation. It was noted slips, trips, and falls continue to be the most reoccurring injury. The Industrial Hygienist completed seven Office Ergonomic Evaluations and five virtual ergonomic reviews during this period.

Jody Strong in the Workers’ Compensation office stated that due to the on-going Coronavirus (COVID-19) situation, the closure of Campus, and employees telecommunicating, any accident/injury occurring at home should be reported to the manager/supervisor and Workers’ Compensation. The manager/supervisor is responsible for completing the Work-Related Injury and Illness Incident Report (301).

Marvin Pratt, the Director of Environmental Health and Safety, commended the team effort of EHS, FMS, IMC, Academic Space and Facilities, and University Communications on the installation of COVID-19 safety communication and decal markings in all Campus buildings.

**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 the Performing Arts Center, Arts and Humanities, Holt Hall, Kendall Hall, Ayres Hall, Langdon Hall, Glenn Hall, Whitney Hall, Trinity Hall, Plumas Hall, Acker Gymnasium, Yolo Hall, Farm Repair Shop, Modoc Hall and the Science building.

Among the findings were exit signs not properly illuminated, monthly fire extinguisher inspections not occurring, doors propped open, ADA push buttons not working properly, chairs and table in hallways, flaking paint, missing outlet covers, unresolved issues in shared use lab, electrical cords deteriorated, low overhead sign and paint needed, missing electrical plates and insulation falling from ceiling.

**Environmental Health and Safety Programs-Plans.** The Programs-Plans that have been reviewed by the Committee, EHS Staff, and uploaded to the EHS website:

- Emergency Action Plan
- Exposure Control Plan (Bloodborne Pathogen Program)
- Fire Prevention 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
- Respirable Crystalline Silica Exposure Control Plan
- Respiratory Protection Plan
Currently under review by EHS staff:

- Fall Protection Program

Mr. Pratt stated in the Health and Safety Audit it is recommended that EHS establish a process to ensure health and safety plans/programs include elements required by applicable regulations and the plans/programs are reviewed and updated annually to ensure compliance with federal and state regulations.

**AED (Automated External Defibrillator) Placement on Campus.** The Director of Environmental Health and Safety reported to the Committee there are now 52 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 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.

After the retirement of the Emergency Preparedness and Occupational Safety Manager, Holly Swan, Industrial Hygienist and Environmental Program Manager, along with the EHS Student Assistant completed and documented the monthly and annual AED unit inspections and maintained records of pad/battery replacement. Heather Long, Manager of Business Services and Bus reservations, was also in attendance on the AED inspections.

The cost per unit, including an alarmed cabinet, is $1,514; pads are replaced every 2-years at a cost of $60 each; and batteries are replaced every 4-years at a cost of $358.20 each.

**Moonlight Safety Walk.** Randy Southall, Director of Operations, Facilities Management and Services, stated there were 62 work orders and all have been completed and closed. One (1) was closed with no labor – no work performed on the task, and 11 were cancelled – no FMS action needed. Due to the Coronavirus COVID-19 situation in Butte County the Moonlight Safety Walk was cancelled for 2020.

**Bollards in the Bike Path.** A pilot program was established for a bike/skateboard path designated along an east/west route through campus; however, within the bike path are bollards that are not clearly visible. Mike Guzzi, Associate Vice President of Facilities Management and Services, stated there is a plan to cover or paint
the bollards with a high contrast color for visibility during daylight, dusk and dark hours. Funding has been identified to complete the project by relocating the bike path to the north side of Holt Hall access road. It was noted warning lights can be a tripping hazard and require pavement repairs. Mr. Guzzi advised that due to the Coronavirus (COVID-19) situation and the California fires state-wide this project is temporarily on-hold.

**RSS (Risk & Safety Solutions) Implementation.** Mr. Pratt reported on the software package Risk and Safety Solutions (RSS). It includes modules (Assessment, Inspection, and Chemicals) which focus on different aspects of lab and shop safety. The software has been made available on all 23 campuses. First, EHS had to learn it, then it had to be introduced to the labs and shops. It continues to be rolled out. Holly Swan is helping Chemistry set up their inventories in the new Science building. Ms. Swan is also working with Biology, Kinesiology and Psychology. Ms. Swan has been working with the EHS staff to create a shop inspection checklist. Mr. Pratt is looking forward to accelerating the implementation process of RSS in the fall of 2021.

**Update on COVID-19 EHS.** Environmental Health and Safety is in the process of reviewing AB 685 and California Code of Regulation, Title 8, section 3205 COVID-19 Prevention to make sure the University as an employer is in compliance. Mr. Pratt reported all markings have been installed on Campus doors (enter/exit only), hallway and stair markings, and floor markings for social distancing. Once the new Science building becomes the property of the University all markings will be installed in the new building. The University is in a good position with safety-in-place.

Human Resources is to provide a written notice, within one day, to affected employees of COVID-19 cases on campus, the timeframe, and information related to their leave and benefits.

It is the responsibility of Environmental Health and Safety to notify the Union who represents the affected employee. It is not the responsibility of EHS to maintain personal information of the employee. EHS only needs to know the location, date and time reported to immediately close the work area to prohibit any entry. All personal or medically related information of the affected employee will be held by Human Resources, or the WellCat Health Center as appropriate.

The information cannot be of public record/information as it is the responsibility of the employer to protect the employee.

The WellCat Health Center notifies the Butte County Public Health Department.

The WellCat Health Center has a COVID-19 hotline to answer faculty, staff and student questions regarding a variety of COVID-19 related topics, symptoms, guidance and prevention to assist in the slowing of spreading COVID-19. It is also the COVID-19 positive case reporting site. Positive cases reported to the hotline initiate the campus response efforts.

The WellCat Health Center offers COVID-19 testing for students experiencing symptoms or have confirmed exposure. The Center is working on expanding the testing program to provide on-going testing for students coming to campus for in-person classes or labs and students in University Housing.

The EOC continues to work with departments and employees returning to campus; continues to review department Return to Campus Workplace Assessments and prevention protocols before employees are permitted to return for on-campus work.
The checklist is reviewed by Environmental Health and Safety, and if needed, Facilities Management and Services. EHS processed more than 350 Return to Work Risk Assessments.

Mr. Pratt stated an announcement was sent to the Campus community advising that Butte County Public Health has placed a priority on the vaccination of active Chico State faculty and staff. Vaccination appointments were scheduled with Enloe Medical Center. In addition, the announcement addressed “Safety Precautions” such as wearing a mask, washing hands, social distancing, cleaning shared equipment and/or furniture.

Mr. Pratt reported President Gayle Hutchinson set a goal to have almost every office on campus open for business on June 7, 2021. Mr. Pratt said everyone needs to submit a Return to Campus Part 1 (which outlines staffing) electronically, even if they have been submitted in the past. Administrative offices must complete a Return to Campus Part 2. Faculty departments must complete a Return to Campus Part 3. These will be submitted to EHS for review, not approval.

All employees have been assigned a 20-minute COVID-19 in the Workplace Training.

Students are assigned training regarding the use, care, and wear of face masks on campus. If students do not wear face masks the issue is addressed with Student Affairs. If faculty and staff do not wear face masks it is addressed as a performance evaluation.

Governor Gavin Newsom set a date of June 15, 2021 for his Beyond the Blueprint plan. This did not affect our COVID procedures on campus. CSU, Chico follows the regulations of Cal/Osha that were passed on November 30, 2020. These regulations will expire on October 1, 2021. These regulations supersede the Beyond the Blueprint plan and anything the CDC says. Cal/Osha met on May 20, 2021. EHS was able to comment on the proposed changes to Cal/Osha regulations and how they affect higher education. Their proposed changes increase the employer responsibility to know which employees are vaccinated or not. Mr. Pratt sent All Announce emails to update campus on these requirements.

**Padding on Bleachers.** The padding on the bleachers, located in Acker Gymnasium, have been replaced with heavy duty, high quality canvas material. It was noted when the bleachers are extended, they tear into the wall padding at shoulder height creating a safety concern for the players using the courts. This issue is being addressed by FMS and Athletics.

**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 2020 Staff Safety Award was presented to Blain Wells.

**Title 19 Fire/Life Safety Inspections.** Committee members had questions about fire EHS and State Fire Marshal Inspections. Ms. Streeter reviewed with the Committee: Title 19 is the primary regulation relating to fire and life safety involving various occupancy classifications under the authority of the State Fire Marshal requiring all buildings to have Title 19 inspections.

Upon completion of all building inspections:

- The State Fire Marshal forwards to Environmental Health and Safety an EN-11 Fire Safety Correction Notice listing all building deficiencies and occupancy issues. EHS enters the EN-11 into a log to follow-up on all occupancy and building repairs.
- EHS notifies the departments of any occupancy issues that need to be addressed, such as improper location/removal of heat producing appliances, improper use of extension cords and daisy chaining; improper installation of bookshelves, excessive storage, blocked path of egress travel, etc.
- EHS forwards a copy of the EN-11 to FMS on building deficiencies such as improper use of door stops, missing ceiling tiles, placement of fire extinguishers, tripping hazards, occupancy signs, light covers and light switch cover; sprinkler heads; fire rated doors, walls, and windows; exposed electrical wiring; unrepaired walls.
- Once the corrections have been corrected, Environmental Health and Safety forwards a written response to the state Fire Marshal advising of the corrections made and date corrected.

**Signage of New Science Building.** COVID-19 markings will be installed before the start of the fall 2021 semester. EHS elected to wait to mark the building as there is not a lot of people in the building yet, but there are a lot of photographs being taken of the new building which will look much better without unnecessary COVID-19 markings.

Signage required by the State Fire Marshal has been installed. Areas containing radioactive materials must have “Caution” signage and the radiation symbol must be posted on doors, laboratory entrance signs, support rooms, and storage signs, as these are essential to the safety of lab users, visitors, and emergency responders, alerting to specific hazards in the labs.

**Review of JSAs.** Job Safety Analysis (JSA) is a review of a task – how the task is completed and what safety elements are included. If we do not understand how the equipment is being used, we may not understand the potential safety hazards. Many of our JSAs currently “require” the use of N95 masks. EHS wants to review the JSAs for this reason. Maybe an N95 is not required but recommended. The workers should have a very clear understanding of what is expected of them. The JSAs are always living documents. Heather Long and Holly Swan are working to update them.