

Memorandum

Date: July 12, 2023

To: Steve Perez, President
Cabinet

From: Elaina Baird, Chair
Campus Health and Safety Committee

Subject: Campus Health and Safety Committee Annual Report 2022/23

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 2022/23 the Campus Health and Safety Committee continued to meet on a quarterly basis. During this fiscal year, the Committee welcomed new members:

- Mary Cox – Accessibility Resource Center
- Jennifer Owen – Agricultural Teaching & Research Center
- Lieutenant Christopher Shippen – University Police Department

Review of Accidents

Heather C. Long, Occupational Safety Manager, 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 types of injuries reported included injuries due to moving heavy items and moving a body from a gurney to a freezer in the Anthropology Department. Ways to make the moving of bodies easier were discussed with the injured employee. Other employees working out of class were counseled to submit a request with FMS for movers in the future. Injuries also included toilet cleanser splashing in eye, repetitive motion injuries, cuts on hands, fingers getting caught in a door, University Police officers injured while taking combative individuals into custody, and an auto accident. It was noted slips, trips, and falls continue to be the most reoccurring injury. When an Accident

Investigation Summary is completed, it is sent to Workers Compensation and the employee's supervisor.

The Department of Environmental Health and Safety was without an Industrial Hygienist for a portion of the year. Due to this, EHS contracted with Entek Consulting Group, Inc. to perform Office Ergonomic Evaluations during this period. Entek Consulting completed 45 Ergonomic Evaluations. In addition to the Evaluations conducted by Entek Consulting, our Industrial Hygienist(s) completed 21. Most of the Ergonomic Evaluations were done prior to employees reporting they were suffering any pain or discomfort. This is ideal as the prevention of the injury is far better for the employee's wellbeing, productivity, and potential lost time, then trying to correct the ergonomics of the workstation post-injury.

Review of Inspections

Ms. Long presented at each meeting a summary of quarterly reported building inspections and surveys done during this period. The reports covered the Park II roof, Science Building, Whitney Loading Dock, FMS Yard, O'Connell, Ayres, and Plumas Halls.

Among the findings were missing receptacle covers, potential fall concerns, double doors not closing and latching properly, outlets needing repair, ADA auto opener not working, damaged electrical outlet box, and an electrical room being used as a custodial closet and temporary waste storage room. FMS work orders were placed to correct problems.

CSU EHS Program Evaluation Initial Analysis

The CSU EHS Program Evaluation Initial Analysis, provided by the Systemwide Risk Management Office, shows how Chico State compares to other campuses. We are doing well with our accident rate. Chico State is low on EHS staffing. EHS would like to hire an Emergency Manager. EHS could also benefit from hiring a consultant to handle one big project at a time. By increasing staffing, EHS can be more proactive rather than reactive to what is happening on campus.

Update on COVID-19 EHS

Cal/OSHA moved away from the emergency temporary standard to a permanent standard effective January 1, 2023. This will be in place for two years. It still requires COVID cases to be reported to the University. The labor code now allows us to use a process of posting information on a webpage, which allowed EHS to move to an online notification process. This move lifted a heavy burden off of the EHS department which was spending on average 6-8 labor hours per day on COVID case notifications to the campus community. People can now check reported COVID cases on a daily or hourly basis as needed.

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
- Emergency Action Plan
- Hearing Conservation Program
- Illness and Injury Prevention Plan
- Medical Monitoring Program
- Medical Waste Management Plan
- Pesticide Management Plan
- Respiratory Protection Plan
- Stormwater Management Plan

Currently due for review:

- Aerosol Transmissible Diseases
- Chemical Hygiene Plan
- Confined Space Program
- Exposure Control Plan (Bloodborne Pathogen Program)
- Fall Protection Program
- Fire Prevention Plan
- Hazard Communication Plan
- Heat Illness Prevention Plan
- Hot Work Program
- Laser Safety Plan
- Lockout/Tagout Program – The Control of Hazardous Energy
- Medical Waste Manual
- Respirable Crystalline Silica Exposure Control Plan

According to Executive Order 1039 all plans should be reviewed at least every three years, if the review period is not included in the regulations. Some reviews are past due because of EHS change in staff.

Moonlight Safety Walk

The Moonlight Safety Walk was scheduled for March 7, 2023. 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 for on-campus corrections noted during the walk are passed onto Facilities Management and Services, for correction. Suggestions for off-campus corrections are forwarded to the appropriate off-campus entity for consideration/correction.

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 2022 Staff Safety Award was presented to Thomas DuSell, Garden Specialist with Facilities Management and Services.

Warner Street Stop Sign

Thomas DuSell notified EHS that drivers roll through the stop sign located at Warner Street heading south. Marvin Pratt, Director of Environmental Health and Safety, reviewed the area and found it to be very busy with inadequate and/or confusing signage. Mr. Pratt contacted the Traffic Manager at the City of Chico to detail the University's concerns. The City installed a solar powered stop sign with blinking lights thus making this a much safer crosswalk.

EHS Training Courses

EHS has 70 training courses in CSU Learn. Some of these courses are assigned to all employees while others are assigned based on job duties. 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 be assigned. Training is an evolving program. Chico State has had online training since 2006 and is now used as a model by many of the CSU campuses.

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.

Research Animal Handler – Occupational Safety Program

Environmental Health and Safety has been working with Chico State Enterprises on a program required by a national organization called the Office of Laboratory and Animal Welfare (OLAW). One of the requirements is that employees with significant animal handling duties must be medically evaluated prior to being put in their position. This is to determine if the employee has allergies to the animals. It was challenging to find a medical provider for this program but one was found in San Diego who will do this testing for us. This testing will be for the research animals, not the husbandry animals

that they have at the University Farm. There will be 12-15 employees that need to be tested to start the program. The employees will not be required to travel to San Diego. The first level of evaluation is a questionnaire that will be completed with their medical history. If the responses to these questions give the medical provider concern, then a blood draw will be required. Normally, one in twenty or one in twenty-five people require a blood draw. This testing will not be required for pre-employment. It will be required of each employee every three years. EHS wants to get this testing implemented this summer.

General Campus Concerns related to Emergency Preparedness

Cal/OSHA requires us to have an Emergency Action Plan. This is for the individual employee. There are also Department Emergency Plans. Each department should hold a meeting to develop their Department Emergency Plan.

Employees want more frequent safety announcements so that communication improves. Implementing a color-coded alert system was researched. Because our campus is not a controlled environment like an elementary school, the recommendation is not to implement a color-coded alert system. Everyone is encouraged to sign up for Chico State Alerts instead.

There were forums in December, January and February to deal with safety and to test the alert system. There was great feedback from these forums. Many people learned they had to update their phone numbers in the campus alert system because they did not receive a phone call or text alert

Campus Safety Concerns in the Student Services Center

There were requests from employees in the Student Services Center (SSC) for increased safety. They asked for the layout of the Office of Admissions to be changed so that employees could go behind double doors in the case of a threat. President Hutchinson was supportive of this re-design. This project has been completed.

They also requested a UPD officer in the building and adding cameras to the SSC lobby. Some occupants of the SSC are pro camera and some are not for various reasons depending on their jobs. There is a recommendation to add cameras to the common spaces like the stairwells and lobby area. The corner of Second and Ivy Streets needs a camera. Funding is a challenge for the cameras. Grants are being looked at to cover the costs of the cameras. It has been suggested to contact the Alumni Association or Parent Association which may want to donate money for cameras.

Campus Safety Concerns in Holt Hall

Chris Nicodemus, University Police Department Chief of Police, reported that UPD has increased efforts to be visible at Holt Hall in plain clothes and police uniform. Key access from individuals has been removed. UPD is supporting the needs of campus regarding the safety at Holt Hall.

EHS is also working with Facilities Management and Services to determine the ability to install view ports in the doors in Holt Hall. Once the requirements are determined, they will be developed into a campus standard so that view ports can be installed across the campus much more quickly and efficiently.

Campus Safety Concerns in Meriam Library

There have been incidents where the employees of the library encounter individuals who need to be removed from the library. One man entered the library with a machete. Lieutenant Chris Shippen suggested that the library could possibly be kept as a locked building with only card access. This would require campus leaders to decide the balance between accessibility and security. What is the role of our committee in providing safety for the library employees? The Campus Health and Safety Committee is a platform because it blurs the lines of work safety, physical security and public safety. One suggestion was for an intercom system to be used to communicate with faculty/staff in different parts of the library. It was determined that a mass notification system in the library will not be feasible. There is a good portion of the library that already has radios. A sub-committee is being formed this summer to address library concerns. It was suggested that these concerns also be addressed with the Campus Violence Consultation Team. There are Community Service Officers posted in the library. In October 2022, an Active Shooter presentation was conducted by UPD in the library.

Summer Limb Drops

The Tree Management Program spends approximately \$150,000.00 per year to care for the 3,000 trees on campus. Every three years there is a survey of each tree and an action plan is developed for it. The goal in most instances is to save trees rather than cut them down. If trees pose too much of a risk, they are removed. If people see a limb that has fallen and is resting on other branches it should be reported to FMS.

Changes to EHS Staff

Environmental Health and Safety welcomed two new staff members. Cathy Fuller was hired in early August 2022 as a Program Analyst when Kathy Kinch retired as the Department's ASC. She works 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. Cathy also handles the documentation and reporting of student training.

Jana Gosselin was hired in early November 2022 as the Industrial Hygienist/Environmental Programs Manager, when her predecessor left the University. She handles the Ergonomic Evaluations, Air Quality permitting, Food Serving Permits, the Hearing Conservation Program, the Storm Water Program, the Respiratory Protection Program, the Injury Illness Prevention Program, fume hood testing, controlled substances and chemical hygiene.