Memorandum

Date: July 15, 2024

To: Steve Perez, President
    Cabinet

From: Campus Health and Safety Committee

Subject: Campus Health and Safety Committee Annual Report 2023/24

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 2023/24 the Campus Health and Safety Committee continued to meet on a quarterly basis. During this fiscal year, the Committee welcomed new members:

- Ryan Patten – Provost Designee
- Ricardo Orellana – Agricultural Teaching & Research Center
- John Shore – Academic Professionals of California

The Committee’s Chair, Elaina Baird, and Vice-Chair, Eddie Vela, both retired from the University. The Chair and Vice-Chair positions remain open.

Meeting in Person

The Campus Health and Safety Committee plans to resume in person meetings for at least every other meeting in the 24/25 Academic Year. These meetings may include meeting at different locations on campus for a building inspection or visiting a lab.

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.
California Occupational Medical Professionals and Work Health Solutions are now the facilities we use that have replaced Immediate Medical Care Center, which has closed.

The types of injuries reported included injuries due to auto related accidents, cut and smashed fingers and knuckles, back injuries due to lifting, attack from Yellow Jackets, chairs sliding out from under people. It was noted slips, trips, and falls continue to be the most reoccurring injury. Ms. Long saw a trend of people trying to work too quickly or do two-person tasks on their own. If Ms. Long sees this trend in specific departments she will reach out to the department supervisor. When an Accident Investigation Summary is completed, it is sent to Workers Compensation and the employee’s supervisor.

Jana Gosselin, Industrial Hygienist, completed 43 Ergonomic Evaluations. 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. Some were EHS General Safety Inspections and some were EHS accompanied State Fire Marshal Inspections. The General Safety Inspections are completed basement to penthouse and also the exterior of the building. They are looking for anything that would be a violation to fire code or an OSHA related incident. All buildings must be inspected every three years by EHS. The State Fire Marshal inspections occur annually for resident halls and high rises. All other buildings can be inspected every 3 years as required by the State Fire Marshal. The entire Farm with 58 structures will be inspected by the State Fire Marshal in the summer of 2024.

The building inspection reports covered WellCat Health Center, Arts & Humanities Building, Estom Jámani Residence Hall, Plumas Courtyard and Hall, Holt Hall, the University Farm, Langdon Hall, Meriam Library, Facilities Management Services Yard, Butte Hall, Kendall Hall, Whitney Hall Basement, Aymer J. Hamilton, Glenn Hall, Acker and Shurmer Gyms, Ayres Hall. Among the findings were a ceiling tile on the floor, elevator making clunking and grinding sounds, ADA button not working to open an exterior door, large wasp nests, broken and improper use of flammable cabinets, corrosives (bleach) stored above eye level, waste drums left open at a renovation site, cardboard over vent, and excessive storage blocking interior doors. FMS work orders were placed to correct problems.

**Commencement Cooling Station**

In May during commencement ceremonies a cooling station was set up. It was not advertised to the general public; however, all the ushers and staff knew about it. The paramedics and EMTs on the ambulance crews would check people out first if they weren’t feeling well. If able, the person was then escorted to a classroom in Yolo Hall which had the commencement ceremony streaming on a screen. Water was available. The cooling station will be opened again during future commencement ceremonies.
COVID Update

Part of the Cal/OSHA regulation regarding notification processes ended January 1, 2024. We now utilize an on-line reporting system which populates a table where the infected person was on campus. We will encourage employees and students to self-report, monitor their locations on campus, and offer free COVID tests until February 3, 2025. Students can receive their free COVID tests at the WellCat Health Center. The EHS office has test kits available for employees who have been close contacts with COVID positive cases at work.

Rave Alert System

EHS worked with IT to establish a new campus alert software vendor. It reaches more people than we have in the past. There will be an ‘opt in’ selection choice for campus visitors to be used for a limited time period. This can be used for Alumni weekend, Choose Chico, etc.

Campus Safety Concerns

Our Campus Health and Safety committee is a Cal/OSHA requirement for the purpose of discussing occupational safety. There is a Public Safety committee which is an advisory committee to the University Police Department. We also have a Campus Violence and Behavior Committee which was determined to be an appropriate committee to hear information regarding employees. Some people on campus are not sure where to report concerning behavior. A centralized reporting tool was created and is located on the campus portal. The reports are reviewed within 24 hours.

We have a Campus Assessment Response & Evaluation (C.A.R.E.) team committee which attended national training for behavioral intervention techniques. The C.A.R.E. team has developed several internal processes to determine when to intervene. The C.A.R.E. team receives concerns regarding students’ well-being or behavior.

Holt Hall Cal/OSHA Investigation

On February 1, 2024 there was an unannounced, complaint based, Cal/OSHA inspection. The complaint had to do with specimens stored in some of the teaching labs and the preservative the specimens were stored in. The inspection occurred in three rooms in Holt Hall. EHS conducted air quality sampling in these rooms. The Cal/OSHA inspectors collected six-hour air grab samples in each room and ran them through a comprehensive air-contaminant panel.

The inspectors did find some non-compliant lab practices, largely related to chemical labeling. They also found an exposed electrical plug without a cover plate and some Safety Data Sheets that were not immediately accessible. Cal/OSHA has 6 months to complete their report of findings.

Outfield Fence at Nettleton Stadium

There have been a number of instances of baseball players colliding with the outfield fence. The fence is a wooden structure that is approximately 28 years old. The solid structure of it is recommended to be padded by the NCAA. This is not yet a requirement of Division II fields. The padding of the outfield fence will be expensive. It is 8-9 feet tall.
Some other ballfields use a chain link fence, which has some give to it. FMS will start a project for this, figure out the cost and how it will be paid for.

**Glitter is Litter**

The use of glitter, confetti, and streamers during graduation photos and celebrations leaves behind a mess on campus. We do not want this trash in our storm drains. It was recommended that in Spring 2025 we launch an advertising campaign about cleaning up after graduation celebrations. Mainly the campaign will focus on being mindful and using paper-based confetti. EHS will work with the Associated Students sustainability groups on this campaign.

**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 who 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 2023 Staff Safety Award was presented to Christina Hammans who is on staff at The Well. Safety measures Christina has implemented include:

- Her staff do a walk-through of the entire facility every 15 minutes and this is documented at clipboards located at various locations to create accountability.
- She has supplies stored in strategic locations in The Well to ensure her, her staff, and any additional students involved would be comfortable during an extended lockdown should that become necessary.
- She has advocated to make Naloxone (Narcan) available in The Well in an appropriate manner.
- She obtained a radio (walkie talkie) for her staff to augment communications in emergency scenarios. This allows her to communicate with building operations if needed.

Christina was quick to implement processes for liability waivers and safety protocols for use of equipment. She asked many questions and pushed for answers to put together an Emergency Action Plan for The Well, including evacuation and shelter in place procedures specifically for the facility. She has implemented monthly special trainings for her student staff, often focusing on their mental health and personal safety. Christina volunteers as a Floor Evacuation Coordinator in the BMU. She recently oversaw a committee that established a staff lounge in the BMU that promotes safe food storage and appliance usage practices.
EHS Training Courses

EHS has 45 training courses in CSU Learn including the new Workplace Violence Prevention Program training that was assigned to employees on June 28, 2024. There is a significant decline in the number of trainings required due to continual refining and updating of the training matrix. Trainings are assigned based on job codes, but are also dependent on the type of work each employee does. EHS relies on Managers to notify them if a certain training is needed for an employee due to job responsibilities. All of EHS training is compliance training. It is driven by Cal/OSHA and the EPA.

EHS is working on developing reports that can be sent to different levels of management. These reports will show how many employees with training deficiencies report to each manager. In the 24/25 academic year, we want the ability to report to Vice Presidents every six months. We want to give employees and supervisors the chance to catch up on their trainings first.

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.

Equipment Inspections and Safety

EHS oversees the process for inspecting fall protection harnesses. There is a daily inspection that the wearer must complete. There is a six-month inspection that a Competent Person can complete. The hardware inspection requires a Qualified Person to complete. This can be required every year, every two years, or every five years. When a Qualified Person is necessary, an engineering firm is hired as we don’t have a Qualified Person on campus.

If any piece of equipment is considered to be unsafe, it should not be operated. The equipment operators should refer to their Lock Out/Tag Out training. Our EHS Occupational Safety Manager will inspect any equipment that is in question.

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
- Workplace Violence Prevention Program
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.