Memorandum

Date: August 10, 2020

To: Gayle Hutchinson, President
    Cabinet

From: Elaina McReynolds, Chair
    Campus Health and Safety Committee

Subject: Campus Health and Safety Committee Annual Report 2019/20

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 2019/20 the Campus Health and Safety Committee continued to meet on a quarterly basis. During this fiscal year, the Committee welcomed new Members:

- Brian Cecon, Intercollegiate Athletics and Recreational Sports
- Adrian Mohammed, Union of American Physicians and Dentist
- Patrick Newell, Academic Deans

The Committee Chair Elaina McReynolds advised there are several membership vacancies and asked the Committee to reach out to individuals in those areas to ask for volunteers to represent these vacancies.

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; sprain to legs, ankles, muscles, and shoulders; lacerations; contusions; debris in eyes; minor burns; injured lower back, hip, shoulder, neck, knee, ankle, hand, wrist, and legs; skin irritation; heavy lifting; misstep on stairs; repetitive motion injuries; hyper-extended knee and shoulder;
unknown insect bite; nauseous, dizzy, light-headed; swelling and bruising of ankle/foot; and slip, trip and falls. It was noted slip, trips, and falls continues to be the most reoccurring injury. The Industrial Hygienist completed 34 Office Ergonomic Evaluations and (2) virtual ergonomic reviews during this period.

Update: The Director of Environmental Health and Safety updated the Committee Members on an incident that a professor was attempting to insert a glass pipette into a pippettor. After several attempts, the pipette suddenly broke and the jagged end thrust up into the palm of the hand holding the pippettor.

On September 17, 2019, the Department of Environmental Health and Safety received a Notice of No Violation after Cal/OSHA’s investigation. It was determined that no standard, rule, order, or regulation set-forth in Title 8, California Code of Regulations and Division 5 of the California Labor Code had been violated.

Update: The Director of Environmental Health and Safety updated the Committee Members on a grounds worker who 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 middle finger came into contact with the shears of the trimmer. The employee was transferred to California Pacific Hospital in San Francisco, California.

On June 26, 2019, the Department of Environmental Health and Safety received a Notice of Intent to Classify Citation as Serious. On July 3, 2019, EHS responded to the Notice:

- Supervisors and employees were reminded to use appropriate personal protective equipment for the tasks they are performing.
- Safety training was conducted with employees on proper use of powered hedge trimmers, the approved JSA, and the use of orchard and step ladders.
- The large hedges on campus were reviewed to evaluate a proper method of pruning.

The employee was able to return to work after the injury with near full use of his hand.

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 Aymer J. Hamilton, Ayres Hall, Gateway Science Museum, Holt and Langdon Halls, Meriam Library, O’Connell, Physical Sciences Headhouse, Plumas and Sapp Halls, Student Health Center, Tehama, Whitney, and Yolo Halls, and University Farm.

Among the findings included fabric curtains on a corridor door; fabric on a bulletin board; no monthly inspection of fire extinguishers; no “Food and Drink Prohibited” sign on lab door; open and blocked electrical junction boxes and panels; uncapped wires from conduit; blocked doors and emergency exit doors; blocked emergency shut-off panel and emergency shower; corroding chemical containers; improper labeling and storage of chemicals, unlabeled chemicals and containers; improper use of pesticides; improperly stored medical waste bags; combustible storage; excessive paper storage; housekeeping; dangling powerstrip cord and daisy chaining; improper use of extension
cords and power strips; improper disposal of alcohol waste; food found in a lab refrigerator; homemade light stand; no low overhead clearance signage; penetrations in ceiling not properly sealed; storage blocking proper aisle width.

❖ Discuss 2020 Goals/Activities for CHS Committee. The Director of Environmental Health and Safety reported that on February 18, 2014, a citation was received on the Injury and Illness Prevention Program stating that the “employer failed to maintain its written program, and that the Safety Committee was not in compliance.”

a. Facility/Department inspections were not reviewed as required.
b. Injury and illness investigations were not reviewed as required.

Chair McReynolds stated that she and Mr. Pratt would like to establish annual goals for the Committee to review so future work and efforts of the Committee are better coordinated.

Mr. Pratt stated the IIPP review and systemwide accident data will be added to the agenda during the appropriate quarterly meetings. Mr. Pratt will consider what significant activities are known to be taking place in the coming year and will share this information with the Committee.

❖ Health and Safety Audit/CHS Committee Assistance. The Director of Environmental Health and Safety continued to update the Committee Members on the CSU Systemwide EHS Audit conducted on all 23 Campus’ in 2019. CSU, Chico’s audit began on April 15, 2019. The final report was submitted February 15, 2020.

The Health and Safety Committee Chair and the Director of Environmental Health and Safety met to discuss how the members of the Committee could assist in the Health and Safety Audit recommendation of EHS plans and programs.

The audit recommended:

- An annual review and update of Health and Safety plans and programs to ensure compliance with federal and state regulations.
- Establish a process to ensure all Health and Safety plans and programs include required elements required by applicable regulations.

A shared folder was created titled “EHS Health and Safety Committee” listing all EHS plans and programs and a HS Committee Audit Checklist with the name of the subject matter and the subject matter expert (EHS Staff); plan/program elements; training audience; reviewed for effectiveness; reviewed by; and date updated and distributed.

The Chair distributed a volunteer sign-up sheet for Members to select a plan/program to review and work with the subject matter expert and procedures for project plan/program review. Ms. McReynolds recommended two (2) Committee members for each program due to the technical nature and time involved, and to work with EHS Staff.
The Committee has reviewed and completed the Heat Illness Prevention Plan and Hot Work Program. The updated Plan/Program have been uploaded to the EHS website. The Lockout/Tagout Program – The Control of Hazardous Energy, Illness and Injury Prevention Plan (IIPP), and Medical Waste Manual have been reviewed by the Committee members and currently under review by EHS.

AED (Automated External Defibrillator) Placement on Campus. The Director of Environmental Health and Safety reported to the Committee there are now 53 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.

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 $1,500; 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.

The Director of Environmental Health and Safety reported that due to an incident in Sutter Café, a student passed out, recovered, and did not require the use of an AED. A student who was present and attempted to provide medical aid, mailed a complaint to President Hutchinson on Dining Services staff lack of knowledge on AED locations and no AED within the area. The student was also unfamiliar with the Emergency Preparedness website with the AED Location Map and Program.

The Committee Members discussed AED placement, locations, and how to better communicate this information to the campus community.

Responses for additional AED locations:

- University Stadium
- Tennis Courts
- Shurmer Gym
- Plumas Hall
- Warrens Reception Center
- Aymer J. Hamilton
- Selvester’s Café
- Trinity Hall
- New Science Building
- There should be at least (2) AEDs in each building, one on each floor.
- Possible areas of concern: Nettleton Stadium and Acker/Shurmer Gymnasiums.
- Restrooms, dining areas, drinking fountains, outside perimeter of campus for public use.

Mr. Pratt stated if the University were to place at least two (2) AED Units in each building, one (1) on each floor, the Department of Environmental Health and Safety could not support the maintenance requirements of this large number of AEDs.

To install an AED Unit at the University Stadium and Tennis Courts is not feasible as there is no way to secure the AED without it being in a locked cabinet. There is an AED unit at Shurmer Gym.

Promotional ideas:
- In each evacuation training, include a walk to the nearest AED unit.
- At Staff Appreciation Day hand out a heart sticker with words “do you know where your AED is?”
- Student Orientation, have a safety scavenger hunt or collaborative event with student organizations.
- June is American Heart Association AED & CPR Month ~ develop a campaign for campus announcements.

Mr. Pratt reported in 2017 California enacted a new law that requires an AED Unit in all new building construction, the new Physical Science Building will have an AED Unit.

The Committee Members approved the placement of additional AED Units to improve health and safety, and recommended AED units be placed in the locations below over a 3-year period, if funding can be obtained for two units per year. This is a phased approach that acknowledges the investment of the safety equipment and price.

- a. Plumas Hall
- b. Warrens Reception Center
- c. Aymer J. Hamilton
- d. Selvester’s
- e. Trinity Hall
- f. New Science Building

In December 2019 the Associate Vice President of Budget and Operations approved the purchase of two (2) new AED units at a cost of $3,176.75. The new AED’s were purchased and installed in Plumas Hall and Aymer J. Hamilton. Pediatric pads were purchased for the AJH unit due to the Children’s Center being located in the building.
Grading and Low-Level Areas at University Stadium (Football Field). The Director of Environmental Health and Safety updated the Committee Members on a concern expressed by a Committee Member regarding the drains and the low-level areas, that are at least 1-inch below ground level, on the football field; and the grate at the track is below ground level which creates a potential trip and fall hazard.

The Committee further discussed the grate located next to the track, is below ground level and creates a potential trip and fall hazard and the drains at the Soccer Field.

Before any events, FMS temporarily marks all low spots that are at least 1-inch below ground level.

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.

Due to the COVID-19 situation this information will be discussed at the September 2020 meeting.

Discussion of Golf Cart Safety and New Golf Cart Training. The Director of Environmental Health and Safety continued to update the Committee Members on carts safety. 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 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 Committee Chair, Elaina McReynolds, requested Chief Reid develop a guideline for carts and other similar utility vehicles for Committee feedback.

Chief Reid reported University Police does not have a policy on cart operations. The Use of University and Private Vehicles Guidelines states University employees are to use all available safety equipment in a vehicle that is being operated, including seat belts and/or shoulder harnesses; and stated University Police can develop a guideline addressing speed, seat belts, earbuds, etc., while driving electric carts on campus.

University Police can issue a citation on misuse of a University vehicle for unsafe practices, speeding, and failure to use seat belts during the operation of a vehicle.

Chief Reid developed a draft on Golf Cart Safety and Rules for Safe Operation:

- Powered Carts are not licensed by the California State Department of Motor Vehicles. Powered carts are designed to be operated primarily on campus
pathways; however, the carts can travel to and from a job site using public roads. The carts must be equipped with headlights, turn signals, rear and side view mirrors, tail and brake lights, seatbelts, windshield, and a slow-moving vehicle emblem.

- Utility Vehicles also include forklifts, genie lifts, and riding lawn mowers; and must have a slow-moving vehicle emblem when operated on public roads.
- Low-speed vehicles (LSV) are motor vehicles (Polaris GEM, Ford Think) capable of traveling at 25 mph, must display a California License Plate and must be registered and operated on public streets.

Rules for Safe Operation of power carts and LSVs:

- Valid California Driver's License
- Seatbelts must be worn
- Passengers shall keep arms and legs inside the vehicle
- Vehicles shall not exceed 5-mph when operated on campus.
- Material and equipment must be secured.
- Access the campus core through controlled gates/pathways.
- Carts and LSV are prohibited on campus core during the period of 10-minutes before and 10-minutes after the top of every hours during instructional days.

The Emergency Preparedness and Occupational Safety Manager reported the Garage has installed seat belts in electric carts.

- Pedestrian Crossing at Second and Normal Streets. The Director of Environmental Health and Safety reported the traffic signal light at the intersection of Second and Normal Streets (Performing Arts Center and Park II) has no delay time in allowing pedestrians to cross before allowing vehicles to move. A pedestrian crosswalk should give a 2 to 5 second delay before vehicle traffic is permitted.

The City of Chico requested a 2-second delay for pedestrian crossing. The City thought they could accommodate, but as of this date there has been no response.

- Moonlight Safety Walk – Chief Reid. Chief Reid reported the Moonlight Safety Walk was held on November 7, 2019, from 5:00 p.m. to 8:00 p.m. This event was a collaboration between AS Government Affairs Community Affairs Council, The Public Safety Advisory Council, University Police, and the Office of the President.

There were approximately 50 attendees to walk through the campus, and the community that surrounds the University, during evening/dark hours to identify potential hazards and concerns impacting the safety of the campus such as tripping hazards, insufficient lighting, uneven surfaces, overgrown shrubbery, etc. Chief Reid noted over 100 items were recorded.

The Associate Vice-President of Facilities Management and Services reported 36 work orders were submitted with more to be issued, a lot of mason work and additional lighting will be evaluated. Some items have been forwarded to University Housing, Telecommunications Services, and the City of Chico.
Bollards in the Bike Path. The Director of Environmental Health and Safety reported a pilot program for a bike/skateboard path was designated through campus along an east/west route of campus. The bike path begins at the City of Chico’s designated bike path near Bidwell Bowl Amphitheatre and the greenhouses behind the Physical Sciences Building, crossing the Physical Sciences bridge, and along the north side of the creek, crossing Warner Street joining the City’s bike path behind Yolo Hall. However, within the bike path are bollards.

The Associate Vice-President of Facilities Management and Services reported FMS is relocating the bike path to the north side of Holt Hall access road. The path will be painted green and additional delineators (bumps) will be installed where appropriate. FMS, EHS, and University Police will assess the area on relocating the bollards; however, the final decision is that of University Police.

It was suggested, until the bollards can be relocated, to paint them a high contrast color to be visible during daylight, dusk, and dark hours.

Mr. Pratt recommended looking into a method to make the bollards more visible to cyclists who might not see the bollards due to pedestrian or cyclist’s traffic. This would prevent the cyclist from colliding with the bollards.

RSS (Risk & Safety Solutions) Implementation. The Director of Environmental Health and Safety continually continued to update the Committee Members on the RSS software (Risk and Safety Solutions) is very comprehensive, includes modules (Assessment, Inspection, and Chemicals) which focus on different aspects of lab and shop safety. The initial focus is on student lab safety. The software has been made available on all 23 campuses.

Mr. Pratt advised Holly Swan, Industrial Hygienist and Environmental Program Manager, is the point person for the implementation of RSS on campus. Ms. Swan is reaching out to departments to assist them in establishing their “Groups” and beginning to conduct hazard assess units. At the May meeting, Ms. Swan will update the Committee regarding the status of the implementation.

Update on COVID-19 EHS

Mr. Pratt advised as the Emergency Operations Center (EOC) continues to work toward bringing employees back to campus, on a limited basis, safety is top consideration. The EOC is addressing bringing back employees who are unable to telecommute due to their position, such as landscapers and custodians, and maybe running out of PAL hours. As part of the process to have employees return to campus, we are currently developing a special 20-minute COVID-19 in the Workplace Training to be assigned to employees prior to their return. The training will include details on how COVID-19 is spread, symptoms, when to seek medical attention, and how to protect yourself and those around you.

Units and/or departments will not return employees to campus without the appropriate authorization. The EOC will review each department’s completed risk assessment and prevention protocols before employees are permitted to return for on-campus work.
There will be an approved Return to Campus Workplace Assessment and a list of employees authorized to return to work. The Workplace Assessment is a department checklist for COVID-19 addressing possible hazards such as frequently touched surfaces; shared equipment; breakrooms, conference rooms, university-owned vehicles, carts; handling of mail; waiting and reception areas; social distancing; markings; high traffic areas; food services; and workstations that are within 6-feet of each other. The checklist will be reviewed by Environmental Health and Safety, and if needed, Facilities Management and Services. A periodic site assessment will be completed.

EHS, IMC, University Communications, and FMS are working on Campus door (enter/exit only) markings, hallway and stair (walk this way) markings, and floor markings for social distancing.

The Committee discussed the possibility of employees not following the return to work guidelines; masks will be required on campus when social distancing is not possible; asking employees to wear a mask while on campus could be difficult; there is the possibility of employees wearing a mask and have a difficult time breathing; and there will have to be considerations for outdoor workers when to wear a face mask and getting acclimated to the heat.

- Confined Space Training. The Director of Environmental Health and Safety reported to the Committee Members that on August 6th, 7th, 28th and 29, 2019, NES Global presented Confined Space Operations training to 37 employees from Facilities Management and Services, University Housing, and Telecommunications Services.

- NFPA 70E Electrical Safe Work Practices Training. On March 11th and 12, 2020, the SEAM Group (formerly Lewellyn Technology) presented NFPA 70E Electrical Safety Work Practices training to 17 employees from Facilities Management and Services, University Housing, and the Farm.

- Asbestos Initial Training and Asbestos Refresher Training Class III. On March 4th, 5th, and 19th, 2020, Entek Consulting Group presented 16-Hour Asbestos Initial Training Class III to 14 employees and 23 employees completed 4-Hour Asbestos Refresher Training Class III. The employees were from FMS, University Housing and Telecommunications Services.