MEMORANDUM

Date: December 9, 2020

To: CAMPUS HEALTH & SAFETY COMMITTEE

   Brian Ceccon, Intercollegiate Athletics
   Robert Henry, Teamsters
   Holly Hunt, Accessibility Resource Center
   Cindy Leonard, Agricultural Teaching & Research Center
   Elaina McReynolds, Academic Professionals of California
   Marvin Pratt, Director of Environmental Health and Safety
   Christopher Nicodemus, University Police
   Nereyda Rivera, Union of American Physicians and Dentists
   Eri Roman, CSUEU
   Curtis Sicheneder, Associated Students
   Timothy Sistrunk, California Faculty Association
   Randy Southall, Facilities, Management and Services
   Jody Strong, Worker’s Compensation
   Eddie Vela, Academic Deans

From: Elaina McReynolds, Chair

Subject: Campus Health and Safety Committee Meeting


Absent: Cindy Leonard and Nereyda Rivera

II. Approval of Agenda

ON A MOTION by Brian Cecon, seconded by Jody Strong, it was the consensus of the Committee to approve the agenda of December 9, 2020, as submitted.

III. Approval of Minutes

ON A MOTION by Brian Cecon, seconded by Jody Strong, it was the consensus of the Committee to approve the minutes of September 23, 2020, as submitted.
IV. Review of Accidents

Mr. Pratt presented to the Committee members a summary of reported accident/injuries from July – September 2020. The summary represented injuries by department; type of accident; first aid; medical; or informational only. The type of injury reported: injuries to arm, wrists, shins; hyperextended thumb; strained upper chest; bruised ribs; slip, trip, and falls; needle poke; repetitive motion; slipped and fell descending stairs; and minor lacerations, bruising, and swelling.

Mr. Pratt advised several virtual ergonomic evaluations were performed.

Jody Strong stated 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). The 301 is forwarded to Sedgwick, a third party, who is efficient and compliant with the governing laws of disability, leave, and workers compensation claims.

Mr. Pratt advised when Benefits receives a Work-Related Injury and Illness Incident Report, the Report is forwarded to Environmental Health and Safety for follow-up with the employee. EHS completes an Accident Investigation Summary of the incident, contributing factors, and recommendations. The Summary is then forwarded to Benefits and the employee’s Supervisor. If the incident is not work related or does not appear to be work related, it is written in the summary as such.

V. Review of Building Inspections

Mr. Pratt presented to the Committee members a report on building inspections and surveys from July - September 2020. The report covered the Performing Arts Center.

Findings included flickering exit sign and no fire extinguisher inspections.

VI. Welcome New Members

Ms. McReynolds welcomed and introduced new members:

- Eri Roman - CSUEU

VII. New Business

a. Election of New Chair

At the December 7, 2018 meeting, Elaina McReynolds was elected as Chair of the Committee for a 2-year term ending December 1, 2022.

ON A MOTION by Christopher Nicodemus, seconded by Jody Strong, to re-elect Elaina McReynolds as Chair of the Campus Health and Safety Committee.
It was the consensus of the Committee to re-elect Elaina McReynolds as Chair.

Ms. McReynolds noted at the January 18, 2019 meeting, Robert Henry was elected as Vice-Chair for a 2-year term ending January 2021.

b. Discussion on Moonlight Safety Walk

Randy Southall stated that due to the on-going Coronavirus COVID-19 situation and Butte County, at that time, being in the State’s most restrictive Tier 1 (purple) and the Stay-at-Home order, the Moonlight Safety Walk was cancelled for 2020.

c. Discussion on 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 of EHS.
- 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.

Discussion followed that due to the Coronavirus situation since March 2020 and the closure of Campus, the number of, if any, qualified nominations that will be received, and to change the wording of she/he in the nomination form to they.

It was the consensus of the Committee to move forward with the 2020 Staff Safety Award nominations.

Mr. Pratt noted that in 2018 the Staff Safety Award was announced by Staff Council and presented at the Staff Council Awards Luncheon. The 2019 Staff Safety Award was presented by a virtual presentation.

d. Discussion of EHS

Mr. Pratt advised Yvette Streeter, Emergency Preparedness and Occupational Safety Manager, retired September 30, 2020. As of this date, the Office of Business and Finance has not authorized to fill the position of Emergency Preparedness.

In November 2020 the Division of Business and Finance did a partial reorganization with Environmental Health and Safety reporting to the Director of Risk Management and Business Services. In discussions with Mike Thorpe, Director of Risk Management, several emergency preparedness job duties have been assigned to
Heather Long, Manager of Business Services and Bus Reservations. Ms. Long has background knowledge in occupational safety and emergency preparedness and will be a great asset to EHS.

VIII. **OLD BUSINESS:**

a. **Update on COVID-19 and Building Safety**

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 Physical 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.

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.

b. **Update on Committee Review of Plans/Programs**

Ms. McReynolds advised the Emergency Action Plan is currently being reviewed by Chief Dillon.

The Committee has reviewed all plans/programs and five (5) are pending review by EHS Staff.

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.

Mr. Pratt commended the Members for their assistance in the review of the plans/programs, their comments and recommendations, and working with EHS Staff.

IX. **Other**

Mr. Pratt reported Holly Swan, Environmental Program Manager, continues to work with departments using/entering inventory and assessments into the Risk and Safety Solutions (RSS) software. RSS is focused on different aspects of safety such as student lab safety, assist faculty a safer lab environment with hazard assessments, inspections, inventories, and communication. Ms. Swan will work with Facilities Management and Services on entering information of the new Physical Science Building.

Kenny Wahl, Hazardous Materials Manager, continues to work with the contractor, FMS, and departments on packing and moving of their lab equipment and chemicals, and working with the Fire Marshall on signage of the new Physical Science Building.

In January 2021 the Fire Marshall will be scheduling Title 19 fire inspections for Butte Hall, Meriam Library, Siskiyou, Whitney Hall and the WREC.

There being no further business, the meeting adjourned at 3:00 p.m.