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# M E M O R A N D U M

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Date: December 15, 2022

To: CAMPUS HEALTH & SAFETY COMMITTEE

Brian Cecon, Intercollegiate Athletics  
Robert Mallow, Teamsters  
Terry J. Quinto, Accessibility Resource Center  
Jennifer Coffin-Leonard, Agricultural Teaching & Research Center  
Elaina Baird, Academic Professionals of California  
Marvin Pratt, Director of Environmental Health and Safety  
Christopher Shippen, University Police  
Nereyda Rivera, Union of American Physicians and Dentists  
Keith Crawford, Associated Students  
Timothy Sistrunk, California Faculty Association  
Randy Southall, Facilities, Management and Services  
Jody Strong, Worker's Compensation  
Eddie Vela, Academic Deans  
Jessie Mendoza, CSUEU

From: Elaina Baird - Chair

Subject: Campus Health and Safety Committee Meeting

Present: Heather Long, Keith Crawford, Jana Gosselin, Chris Nicodemus, Marvin Pratt, Elaina Baird, Brian Cecon, Terry Quinto, Jody Strong, Jennifer Coffin-Leonard, Eddie Vela, Jessie Mendoza

Absent: Randy Southall, Timothy Sistrunk, Christopher Shippen, Nereyda Rivera, Robert Mallow

I. Welcome

Elaina Baird welcomed the committee's new member, Jennifer Coffin-Leonard, as representative from the Farm. Jana Gosselin, Industrial Hygienist with Environmental Health and Safety, was introduced to the committee by Marvin Pratt.

## II. Approval of Agenda

It was the consensus of the Committee to approve the agenda of December 15, 2022.

## III. Approval of Minutes

It was the consensus of the Committee to approve the minutes of September 20, 2022 as submitted.

## IV. Review of Accidents

Heather Long, Occupational Safety Manager, reviewed the accidents for July through September 2022.

An FMS employee felt pain in his arm while lifting, moving a desk. Another FMS employee splashed Hillyard crème cleanser in her eye while scrubbing a toilet. Employee was counseled on proper practices of handling an injury immediately rather than waiting for scheduled breaks.

An injury occurred while moving a body from a gurney to a freezer in the Anthropology Department. The layout of this area was discussed and ways to make this task easier were discussed with the injured employee.

## V. Review of Building Inspections

Ms. Long reviewed the building inspection findings for July through September 2022. There were three findings discussed. A fall concern at Whitney Dock was brought to the attention of EHS by an FMS Custodial Lead and investigated. Parking on flat ground at the dock was recommended.

## VI. New Business:

### a. Warner Street Stop Sign

Marvin Pratt, Director of Environmental Health and Safety, received information from an FMS grounds crew worker that drivers roll through the stop sign at Warner Street heading south. Mr. Pratt went to review the area and found it to be very busy. Mr. Pratt contacted the Traffic Manager for the city. The City of Chico installed a solar powered stop sign with blinking lights. Mr. Pratt will follow up after the first of the year to propose removing any signage in that area that is no longer needed and can be removed.

### b. Campus Safety-Holt Hall

Chris Nicodemus, University Police Department Interim Chief of Police, realizes that the campus is concerned about safety in Holt Hall. 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 trying to support the needs of campus regarding this matter.

Ms. Baird participated in a Union management meeting during which Irene from the Meriam Library reported specific concerns about safety if Professor David Stachura were to come into the library.

President Hutchinson recommended she call 911. Irene reported that her department does not have a safety plan. She doesn't know where to run, hide, etc. Ms. Baird requested that Irene contact the Campus Health and Safety Committee regarding her department's safety plan. Ms. Baird questioned whether we have assessed if departments have safety plans in place.

Chief Nicodemus reported that the UPD conducted an Active Shooter presentation in the library in October 2022. He has been in contact with Irene and will schedule a walk-through safety assessment of the library.

Mr. Pratt reported that President Hutchinson made a push for departments to update or create their Department Emergency Plans. There was a small influx of updated plans to EHS during that time period. Mr. Pratt feels that in January 2023 he can work with University Communications and UPD to prepare some All Announce emails that deal with campus safety. He feels a media campaign starting in January will be beneficial. Ms. Baird made a motion to proceed with the announcements on safety to be created by EHS, University Communications and UPD in January that supports students, staff and faculty. It was a unanimous vote that this media campaign begin in January.

Dr. Vela has received feedback from faculty about how they can create safe spaces in a situation when there is an active shooter. He feels this topic is going to be coming up again. Faculty felt like they cannot lock themselves in or protect themselves. Mr. Pratt reported that there are fire marshal and ADA issues involved. During an emergency it comes down to run, hide, fight. When it comes to immediate safety, try blocking a doorway. Chief Nicodemus reported that in the event of an emergency, communication will come from University Communications. It is not necessary to call UPD dispatch as they will not have the most updated information.

VII. Old Business:

a. Update on Written Programs

Mr. Pratt reported that we are late on some written programs mainly due to EHS change in staff. Mr. Pratt will review the programs with Karen Heuton and see which are late. Ms. Baird likes to have two people reviewing a program. Mr. Pratt explained we have an Injury and Illness Prevention Program along with supplemental program plans. These plans must be reviewed periodically. The review period is set by Cal/Osha or by the employer. Ms. Baird recommended that during the review, look at the language and the code. In January, we will send out the list of programs that need reviewing.

b. Student Services Center Lobby Safety Review

Ms. Baird reported that Jacob Long came to our committee with safety concerns in the Student Services Center. Jessie Mendoza reported that the directors in this area have already begun a discussion with FMS to re-design the layout of the front lobby area. The Office of Admissions should be designed more like the Office of the Registrar's. Ms. Mendoza did not have a timeline for the completion of this re-design. Ms. Baird reported that at a Union management meeting held on December 14, 2022 President Hutchinson was surprised that this work had not already been completed. She is supportive of this re-design. Ms. Baird feels there is a perception that faculty and staff are treated differently with regard to safety.

Ms. Mendoza had conversations with Dylan Saake in Human Resources regarding adding cameras in the SSC lobby. This is a simple process. A work order for cameras needs to be entered. Mr. Saake will be automatically notified. Chief Nicodemus reported that UPD is always supportive of surveillance. He feels additional cameras help safety overall. Chris Shippen will report on the addition of cameras in SSC at our next meeting.

c. COVID Update

Mr. Pratt reported that Cal/OSHA is moving away from the emergency temporary standard to a permanent standard likely effective January 1, 2023. It will be in place for two years. It will still require COVID cases be reported to the University. During the first six to seven weeks of the semester, it takes an EHS staff member from 7-9 hours per day to complete the notifications. After the first of the year, the labor code will allow us to go to a process of posting information on a webpage. People can check on a daily or hourly basis as needed.

d. Emergency Alerts

Keith Crawford reported that during the officer involved shooting off campus a few weeks ago there was a wide range of staff reactions to this event. Some ignored it while others locked themselves in their office. He feels a color-coded system for alerts may be helpful. Terry Quinto added that from a staff perspective this isn't the first time confusion has occurred during an emergency. Mr. Pratt reported that in the past some employees are using non-official communications to make decisions on how to act. He has been discussing methods to better communicate. Ms. Mendoza offered helpful thoughts and suggestions. Signing up for emergency alerts could be part of the new employee training. An annual review of emergency terms for the campus. This might help the campus community feel that they are getting regular training on this issue. Dr. Vela reported that people can interpret the emergency alerts differently. He also felt a color code of the emergency alert system may be helpful. Mr. Pratt reported that there are close to thirty different templates for emergency alerts that can be sent out. Mr. Pratt wants to discuss this with the UPD and University Communications.

There being no further business, the meeting adjourned at 11:00 am.