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# M E M O R A N D U M

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Date: January 18, 2019

To: CAMPUS HEALTH & SAFETY COMMITTEE

Anita Barker, Intercollegiate Athletics & Recreational Sports  
Jamie Clyde, Associated Students  
Lauri Evans, Student Health Center  
Mike Guzzi, Facilities, Management and Services  
Robert Henry, Teamsters  
Chris Rhoda, University Housing  
Cindy Leonard, Agricultural Teaching & Research Center  
Elaina McReynolds, Academic Professionals of California  
John Reid, University Police  
Phillip Sacksteder, CSUEU  
Timothy Sistrunk, California Faculty Association  
Yvette Streeter, Environmental Health and Safety  
Lynn Taylor, Worker's Compensation

From: J. Marvin Pratt, Director of Environmental Health and Safety

Subject: Campus Health and Safety Committee Meeting

Present: Robert Henry, Elaina McReynolds, John Reid, Phillip Sacksteder, Yvette Streeter, Lynn Taylor

Absent: Anita Barker, Jamie Clyde, Lauri Evans, Mike Guzzi, Connie Huyck, Cindy Leonard, and Timothy Sistrunk.

The Campus Health and Safety Committee meeting commenced at 10:00 a.m. in the Training Room located in Park II, Room 119.

## Approval of Minutes – December 7, 2018

ON A MOTION by Yvette Streeter, seconded by Robert Henry, it was the consensus of the Committee to approve the minutes of December 7, 2018, as submitted.

## Review of Accidents

Mr. Pratt presented to the Committee members a summary of reported accident/injuries from October - December 2018. The summary represented injuries by department; type of accident; first aid; medical; or informational only. The type of injuries reported were lacerations; strain/sprain; debris in eyes; and slip, trip and fall.

### Review of Inspections

Ms. Streeter presented to the Committee members a report on building inspections and surveys from October - December 2018. The report covered Ayres and Plumas Halls.

Findings included tripping hazards, electrical cords, housekeeping, and chemical labeling.

Mr. Henry advised during the last 3 – 4 months there have been a considerable amount of cleaning and clearing of items in front of eyewash stations, items are being stored in front of the eyewash stations, caution tape was put up to keep a clear access of the unit.

Ms. McReynolds requested this item be returned to the Committee as a follow-up that the area is being maintained and clear.

### Election of Vice-Chair

Ms. McReynolds stated Robert Henry has agreed to be the Vice-Chair.

It was the consensus of the Committee to elect Robert Henry as the new Vice-Chair.

### Discussion of Golf Cart Safety and New Golf Cart Training

Ms. Streeter reported carts and other similar utility vehicles are a necessary way 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 has 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 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.

Ms. Streeter advised Cart and Utility Vehicle Safety training will be presented to the employees and student employees of University Housing. Training will also be presented to Facilities Management and Services, Accessibility Resource Center, Telecommunications, and other individuals who drive a cart on campus.

Discussion continued regarding carts are quiet and not always heard by everyone, especially those who may be hearing impaired; there are codes and regulations of the roadway that are specific to operational low speed vehicles on the road; carts driven on the streets are considered a vehicle and are required to have seat belts; possibly putting an article in the newsletter published by Human Resources Service Center as a reminder to the proper use of carts.

Ms. McReynolds requested Chief Reid review the golf cart safety guidelines; and also requested information on how many carts do not have seat belts and bring all information back to the Committee for further discussion.

#### Other

Robert Henry announced SETC is now Teamsters 210.

Mr. Pratt advised Connie Huyck, Interim-Executive Director, will represent University Housing until a new Assistant Director has been hired.

Mr. Sacksteder expressed a concern regarding the increase of trash, graffiti, and non-students loitering, with dogs, on the east and north side of the Physical Sciences Building as shelter from the weather. Mr. Sacksteder stated the amount of time, and cost, spent cleaning up trash, graffiti, defecation, extensive clean-up in the Men's and Women's restrooms, and grounds is extensive.

Chief Reid stated it is not a violation of policy or California code. If contacted, UPD will talk with them, encourage them to move along. It is considered a violation of law if using drugs or causing property damage.

Mr. Henry advised there are FMS Work Orders dated from 2016, 2017, and 2018 outlining the graffiti and trash clean-up and costs to the University.

Ms. McReynolds asked Mr. Henry if this information can be obtained; and that this item be returned as New Business for further discussion.

Ms. McReynolds requested a change in the agenda format, to remove *Other* and add *Old Business* and *New Business*.

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