MEMORANDUM

Date: May 18, 2021

To: CAMPUS HEALTH & SAFETY COMMITTEE

Brian Ceccon, Intercollegiate Athletics
Robert Mallow, 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
Kat Johns, 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

Present: Elaina McReynolds, Marvin Pratt, Brian Ceccon, Eddie Vela, Randy Southall, Curtis Sicheneder, Robert Mallow, Jody Strong, Kat Johns, Heather Long, Chris Nicodemus

Absent: Holly Hunt, Cindy Leonard, Nereyda Rivera, Timothy Sistrunk

II. Approval of Agenda

It was the consensus of the Committee to approve the agenda of May 18, 2021.

III. Approval of Minutes

It was the consensus of the Committee to approve the minutes of January 14, 2021 as submitted.

IV. Review of Accidents

Mr. Pratt presented to the Committee members a summary of reported accident/injuries from January – March 2021. The summary represented injuries by
department; type of accident; first aid; medical; or informational only. The type of injuries reported: employee became dizzy and passed out, knee injury and fingers caught between a door and door jam.

Mr. Pratt stated there is a trend that the number of accidents reported have been declining.

V. Review of Building Inspections

Mr. Pratt presented to the Committee members a report on building inspections and surveys from January – March 2021. The report covered Trinity, Plumas and Holt halls, the Student Health Center, Psychology and Science buildings.

Findings included outlets with exposed wire and missing cover, chemical labeling, electrical safety, storing of lab waste incorrectly.

Heather Long is working with the State Fire Marshal on building inspections. Ms. Long said common issues found are the permanent use of extension cords, daisy chaining with multiple extension cords plugged together, and using door chocks or kickstands on fire rated doors. Extension cords should be replaced with a surge protector or contact FMS to ask for more outlets in your area. Mr. Pratt said if door chocks are seen in your area remind co-workers to take the door chock out so it can close or notify EHS. Ms. McReynolds asked if this problem was with students vs. faculty/staff. Mr. Pratt says it is with faculty/staff. If a fire alarm goes off it is our practice and training that we are kicking door stops loose and letting the doors close. Mr. Pratt is working with Jon Simmons to see about the repair and replacement fire doors on campus.

Eddie Vela said they are in the process of designing a new building for the Behavior and Social Sciences department. Mr. Vela asked if doors are required to have a fire rating and how does that apply to a pocket door? Mr. Pratt said not all doors are fire rated doors, meaning they are not always required to be closed. Mr. Pratt said if the architects are talking about pocket doors these are not fire rated.

VI. Welcome New Members

Ms. McReynolds welcomed:
- Robert Mallow ~ Teamsters replacing Robert Henry on committee.
- Kat Johns – CSUEU replacing Eri Roman on committee.

Ms. McReynolds announced Kathy Kinch is retiring on June 30, 2021 and expressed her appreciation for all the work Kathy has done for this Committee.

VI. NEW BUSINESS:

a. Introduction of Heather Long, Interim-Safety Coordinator
b. Introduction of Karen Heuton, ASA II
c. Election of Vice-Chair
Ms. McReynolds announced Robert Henry retired in April 2021. Ms. McReynolds asked for nominations for the position of Vice-Chair. Ms. McReynolds requested this item be returned to the next meeting.

VII. OLD BUSINESS:

a. Update and Review of JSAs

Mr. Pratt reported that a Job Safety Analysis (JSA) is a review of a task – how the task is completed and what safety elements are included. If we do not understand how the equipment is being used, we may not understand the potential safety hazards. Many of our JSA's require the use of N95 masks. EHS wants to review the JSA's for this reason. Maybe an N95 is not required but recommended.

The way hearing protection was described is not clear enough. Adequate hearing protection required – what does that mean? The workers should have a very clear understanding of what is expected of them. The JSA's are always living documents. Heather Long is working to update them.

b. Presentation on current status of Risk and Safety Solutions (RSS) – Swan

Mr. Pratt reported on Risk and Safety Solutions (RSS) is a software package. It is an EHS based software system that comes in modules. CSU bought three modules. First, EHS had to learn it, then it had to be introduced to the labs and shops. It continues to be rolled out. Holly Swan is helping Chemistry set up their inventories in the new science building. Ms. Swan is also working with Biology, Kinesiology and Psychology. Ms. Swan has been working with the EHS staff to create a shop inspection checklist. Mr. Pratt is looking forward to accelerating the implementation process of RSS this fall.

c. COVID Update:

a. EHS Assessments

Mr. Pratt reported that over the past year more than 350 Risk Assessments were processed by EHS.

b. Phase 3

Mr. Pratt reported President Gayle Hutchinson set a goal to have almost every office on campus open for business on June 7, 2021. Mr. Pratt said everyone needs to submit a Return to Campus Part 1 electronically, even if they have been submitted in the past. Administrative offices must complete a Return to Campus Part 2. Faculty departments must complete a Return to Campus Part 3. These will be submitted to EHS for review, not approval.
c. **Beyond the Blueprint**

Mr. Pratt reported that Governor Gavin Newsom has set a date of June 15, 2021 for his Beyond the Blueprint plan. This most likely will not affect our COVID procedures on campus.

d. **Update Cal/OSHA**

Mr. Pratt reported that CSU, Chico follows the regulations of Cal/Osha that were passed on November 30, 2020 and are still in place. These regulations will expire on October 1, 2021. These regulations supersede the Beyond the Blueprint plan and anything the CDC says. They will be in place on June 15 regardless of what the state does. On June 15 we will still have to wear face masks and social distance on campus. Cal/Osha meets on May 20, 2021 to see if they want to update their regulations. EHS was able to comment on the proposed changes and how they affect higher education. Their proposed changes increase the employer responsibility to know which employees are vaccinated or not.

Ms. McReynolds asked how Mr. Pratt will communicate requirements to campus. Mr. Pratt will send All Announce emails updating campus.

Eddie Vela asked for clarification on the Return to Campus form submission requirements. Mr. Pratt responded that all staff managers must complete a Return to Campus Part 1 for their staff. The managers should complete either a Return to Campus Part 2 or Part 3 and submit it to the EHS Admin email. EHS will review but not approve these forms. Mr. Vela asked if each employee needs their own Return to Campus Part 1. Mr. Pratt responded that yes, each employee/faculty member needs a Return to Campus Part 1 electronic version. One Return to Campus Part 2 for the entire work area needs to be submitted.

Brian Ceccon asked if a new Return to Campus Part 2 must be completed because more staff is coming back. Mr. Pratt advised him to review his office’s current Return to Campus form Part 2 submitted. If changes are not needed, then do not submit another form.

e. **Review of Plans/Programs for 2021 – McReynolds**

The Committee reviewed the Program Review Tracker 2021 document. Ms. McReynolds asked for a volunteer for the fire prevention plan. There were no volunteers. Ms. McReynolds will make a phone call outside of the meeting to assign a person.

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