



M E M O R A N D U M

Date: September 6, 2019

To: CAMPUS HEALTH & SAFETY COMMITTEE

Brian Cecon, Intercollegiate Athletics
Jamie Clyde, Associated Students
Joseph DeCarlo, University Housing
Mike Guzzi, Facilities, Management and Services
Robert Henry, Teamsters
Holly Hunt, Accessibility Resource Center
Cindy Leonard, Agricultural Teaching & Research Center
Elaina McReynolds, Academic Professionals of California
John Reid, University Police
Timothy Sistrunk, California Faculty Association
Yvette Streeter, Environmental Health and Safety
Jody Strong, Worker's Compensation
Jessica Westbay, CSUEU

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

Subject: Campus Health and Safety Committee Meeting

Present: Brian Cecon, Jamie Clyde, Joseph DeCarlo, Mike Guzzi, Robert Henry, Elaina McReynolds, John Reid, Yvette Streeter, and Jody Strong.

Absent: Holly Hunt, Cindy Leonard, Timothy Sistrunk, and Jessica Westbay

The Campus Health and Safety Committee meeting commenced at 2:00 p.m. in the Conference Room located in Park II, Room 119.

II. Approval of Agenda – September 6, 2019

ON A MOTION by Yvette Streeter, seconded by Robert Henry, it was the consensus of the Committee to approve the agenda of September 6, 2019, as submitted.

Ia. Approval of Minutes – May 24, 2019

ON A MOTION by Robert Henry, seconded by Mike Guzzi, it was the consensus of the Committee to approve the minutes of May 24, 2019, as submitted.

III. Review of Accidents

Mr. Pratt presented to the Committee members a summary of reported accident/injuries from April - June 2019. The summary represented injuries by department; type of accident; first aid; medical; or informational only. The type of injuries reported were slip, trip, and fall; head/neck injury, minor burns to face; sprain/strain to leg and ankle; lacerations; heavy lifting; misstep on stairs; and repetitive motion.

Mr. Pratt noted slip, trips, and fall continues to be the most reoccurring injury.

Update: Mr. Pratt reported at the May 24, 2019 meeting, on an incident that a professor was attempting to insert a glass pipette into a pipettor. After several attempts, the pipette suddenly broke and the jagged end thrust up into the palm of the hand holding the pipettor.

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 has been violated.

Update: Mr. Pratt reported at the May 24, 2019 meeting, a Groundsworker 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.

Mr. Henry advised the training was very positive.

Ms. McReynolds asked Robert Henry to bring back to the Committee a write-up on the "positive" of the training.

IV. Review of Building Inspections

Ms. Streeter presented to the Committee members a report on building inspections and surveys from April - June 2019. The report covered Holt, Langdon, O'Connell Halls, and University Farm.

Findings included blocked doors, emergency exit doors, and electrical panels, corroding chemical containers, improper labeling and storage of chemicals, improper use of pesticides, improperly stored med waste, excessive storage, housekeeping, daisy chaining, and use of extension cords.

VI. New Business:

- No New Business.

VII. Old Business:

a. Update on Grading and Low-Level Areas at University Stadium – Henry/Guzzi

At the May 24, 2019 meeting, Mr. Henry reported on 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.

Mr. Henry reported Facilities Management and Services has a budget of \$15,000 to raise the drains at a cost of \$2,200 per drain. Mr. Henry advised FMS has found a product that can be installed and adjusted to the height of the ground as needed.

Brian Ceccon asked if FMS could review the drains at the Soccer Field.

Mr. Henry advised he will review the Soccer Field and both locations can be done at the same time.

Mr. Guzzi stated this is an FMS project and will ask for a project cost quote.

b. Update and Review of Golf Cart Safety Guidelines – Reid

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.

Chief Reid advised 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.

Yvette Streeter stated the Garage is installing seat belts in electric carts and are almost complete.

Elaina McReynolds requested Chief Reid to develop a guideline on cart safety while driving on campus and bring back to the Committee for feedback.

c. Update on Related Non-Students Loitering Near Campus Buildings – Guzzi

Ms. McReynolds stated there is no further action required on this item.

d. Update on AED Locations – Pratt

At the May 24, 2019 meeting, Mr. Pratt reported on an incident in Sutter Café, a student passed out, recovered, and did not require the use of an AED. The student e-mailed a complaint to President Hutchinson on Dining Services staff lack of knowledge on AED locations and no AED within the area. The student also seemed unfamiliar with the Emergency Preparedness website with the AED Location Map and Program.

Ms. McReynolds requested feedback from the Committee members on 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.

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 advised the cost per AED unit is approximately \$1,500; pad replacement is every 2-years at a cost of \$60 each; and battery replacement is every 4-years at a cost of \$235 per battery.

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

Mr. Pratt commented that 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.

Mr. Pratt commented that placing an AED Unit at the University Stadium and Tennis Courts is not feasible because there is no way to secure the AED without it being in a locked cabinet. There is an AED unit at Shurmer Gym.

ON A MOTION, by Elaina McReynolds, seconded by Robert Henry, to improve health and safety, it is recommended that 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

The Committee unanimously approved the placement of additional AED units.

e. Update on Committee Membership - McReynolds

Ms. McReynolds advised there are several membership vacancies and asked the Committee if anyone would like to reach out to individuals in these areas to ask for volunteers to represent these vacancies.

Mr. Pratt will reach out to the Office of the Provost and Vice-President for Academic Affairs for the Academic Deans representative.

Ms. McReynolds will reach out for the California Federation of the Union of American Physicians and Dentists representative.

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