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# M E M O R A N D U M

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Date: December 6, 2019

To: CAMPUS HEALTH & SAFETY COMMITTEE

Brian Ceccon, 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  
Adrian Mohammed, California Federation of the Union of American  
Physicians and Dentist  
Patrick Newell, Academic Deans  
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: Joseph DeCarlo, Mike Guzzi, Robert Henry, Cindy Leonard, Elaina McReynolds, Patrick Newall, John Reid, Yvette Streeter, Jody Strong, and Jessica Westbay

Absent: Brian Ceccon, Jamie Clyde, Holly Hunt, Adrian Mohammed, and Timothy Sistrunk

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 – December 6, 2019

ON A MOTION by Robert Henry, seconded by Jessica Westbay, it was the consensus of the Committee to approve the agenda of December 6, 2019, as submitted.

## IIa. Approval of Minutes – September 6, 2019

ON A MOTION by Robert Henry, seconded by Jessica Westbay, it was the consensus of the Committee to approve the minutes of September 6, 2019, as submitted.

## III. Review of Accidents

Mr. Pratt presented to the Committee members a summary of reported accident/injuries from July – September 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; injured lower back, hip, shoulder, knee, and ankle; hyper-extended knee; laceration to face, elbow, hand, and shin; unknown insect bite; muscle sprain; and light-headed.

## IV. Review of Building Inspections

Ms. Streeter presented to the Committee members a report on building inspections and surveys from July – September 2019. The report covered Holt and Plumas Halls, and Physical Sciences Headhouse.

Findings included medical waste bags improperly stored; unlabeled chemicals and containers; improper use of power strips; blocked emergency shower, emergency shut-off, and electrical panels; improper disposal of alcohol waste; no annual inspection of fire extinguisher; and food found in a lab refrigerator.

## V. Welcome New Members

Ms. McReynolds welcomed and introduced new members:

- Brian Ceccon, Intercollegiate Athletics and Recreational Sports
- Adrian Mohammed, Union of American Physicians and Dentist
- Patrick Newell, Academic Deans

## VI. NEW BUSINESS:

### a. Pedestrian Crossing at Second and Normal Streets – Pratt

Mr. Pratt advised the traffic signal light at the intersection of Second and Normal Streets (Performing Arts Center and Park II) has no delay time in allowing pedestrians to cross before allowing vehicles to move. A pedestrian crosswalk should give a 2 to 5 second delay before vehicle traffic is permitted.

Mr. Pratt advised he contacted the City of Chico requesting a 2-second delay for pedestrian crossing. The City thought they could accommodate, but as of this date there has been no response.

b. Health and Safety Audit/CHS Committee Assistance – McReynolds/Pratt

Elaina McReynolds stated she met with Mr. Pratt to discuss the Health and Safety Audit and how the members of the Campus Health and Safety Committee could assist in the audit recommendation of EHS plans and programs.

The audit recommended:

- An annual review and update of Health and Safety plans and programs to ensure compliance with federal and state regulations.
- Establish a process to ensure all Health and Safety plans and programs include required elements required by applicable regulations.

Yvette Streeter advised in Box is a shared folder titled “EHS Health and Safety Committee” listing all EHS plans and programs and a HS Committee Audit Checklist with the name of the subject matter expert; plan/program elements; training audience; reviewed for effectiveness; reviewed by; and date updated and distributed.

The documents are read only, changes cannot be made to the documents, they can be download, but cannot be shared.

Ms. McReynolds distributed a volunteer sign-up sheet for members to select a plan/program to review and work with the subject matter expert and procedures for project plan/program review.

Ms. McReynolds gave a review due date of April 1, 2020.

c. Moonlight Safety Walk – Chief Reid

Chief Reid advised the Moonlight Safety Walk was held on November 7, 2019, from 5:00 p.m. to 8:00 p.m. This event was a collaboration between AS Government Affairs Community Affairs Council, The Public Safety Advisory Council, University Police, and the Office of the President.

There were approximately 50 attendees to walk through the campus, and the community that surrounds the University, during evening/dark hours to identify potential hazards and concerns impacting the safety of the campus such as tripping hazards, insufficient lighting, uneven surfaces, overgrown shrubbery, etc. Chief Reid noted over 100 items were recorded.

Mike Guzzi stated he will meet with Chief Reid to discuss the items for FMS to begin work on correcting the issues.

d. Bollards in the Bike Path – Pratt

Mr. Pratt advised in September 2019 a pilot program for a bike/skateboard path was designated through campus along an east/west route of campus. The bike path begins at the City of Chico’s designated bike path near Bidwell Bowl Amphitheatre and the greenhouses behind the Physical Sciences Building, crossing the Physical Sciences

bridge, and along the north side of the creek, crossing Warner Street joining the City's bike path behind Yolo Hall. However, within the bike path are bollards.

Mike Guzzi stated FMS is planning to relocate the bike path to the north side of Holt Hall access road. Mr. Guzzi stated he will assess the area with Chief Reid and Marvin Pratt on relocating the bollards; however, the final decision is that of Chief Reid.

It was suggested, until the bollards can be relocated, to paint them a high contrast color to be visible during daylight, dusk, and dark hours.

## VIII. OLD BUSINESS:

### a. Update and Review of Golf Cart Safety Guidelines – Reid

Chief Reid distributed to the Committee members a draft on Golf Cart Safety and Rules for Safe Operation:

- Powered Carts are not licensed by the California State Department of Motor Vehicles. Powered carts are designed to be operated primarily on campus pathways; however, the carts can travel to and from a job site using public roads. The carts must be equipped with headlights, turn signals, rear and side view mirrors, tail and brake lights, seatbelts, windshield, and a slow-moving vehicle emblem.
- Utility Vehicles also include forklifts, genie lifts, and riding lawn mowers; and must have a slow-moving vehicle emblem when operated on public roads.
- Low-speed vehicles (LSV) are motor vehicles (Polaris GEM, Ford Think) capable of traveling at 25 mph, must display a California License Plate and must be registered and operated on public streets.

Rules for Safe Operation of power carts and LSVs:

- Valid California Driver's License
- Seatbelts must be worn
- Passengers shall keep arms and legs inside the vehicle
- Vehicles shall not exceed 5 mph when operated on campus.
- Material and equipment must be secured.
- Access the campus core through controlled gates/pathways.
- Carts and LSV are prohibited on campus core during the period of 10-minutes before and 10-minutes after the top of every hours during instructional days.

### b. Update on AED Recent Recommendations

Mr. Pratt stated at the September 6, 2019 meeting, the Committee discussed the purchase of additional AED units, their placement, and location. Mr. Pratt also discussed 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. In 2017 California enacted a new law that requires an AED Unit in all new building construction, the new Physical Science Building will have an AED Unit.

The Committee unanimously approved the placement of additional AED units to improve health and safety, and recommended that AED units be placed in the locations below over a 3-year period (a phased approach), if funding can be obtained for two units per year.

- a. Plumas Hall
- b. Warrens Reception Center
- c. Aymer J. Hamilton
- d. Selvester's
- e. Trinity Hall
- f. New Science Building

Mr. Pratt advised the Associate Vice President of Budget and Operations approved the purchase of two (2) new AED units at a cost of \$3,176.75. The new AED's will be placed in Plumas Hall and Aymer J. Hamilton.

It was suggested, when vacated, the AED unit in the old Physical Sciences Building be removed and relocated.

#### Other

Robert Henry noted when the bleachers, located in Acker Gymnasium, are extended, it tears the wall padding on the bleachers.

Mr. Guzzi advised this item is a Facilities Management and Services project and is scheduled for replacement of the exiting padding.

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