MEMORANDUM

Date: December 18, 2023

To: CAMPUS HEALTH & SAFETY COMMITTEE

Brian Cecon, Intercollegiate Athletics
Robert Mallow, Teamsters
Mary Cox, Accessibility Resource Center
Jennifer Owen, 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
Jessie Mendoza, CSUEU
Ryan Patten, Provost Designee

From: Elaina Baird - Chair

Subject: Campus Health and Safety Committee Meeting

Present: Elaina Baird, Marvin Pratt, Jessie Mendoza, Heather C. Long, Chris Shippen, Keith Crawford, Jennifer Owen, Jody Strong, Ryan Patten, John Shore

Absent: Randy Southall, Mary Cox, Brian Cecon, Robert Mallow, Nereyda Rivera, Timothy Sistrunk

I. Welcome

Elaina Baird, Chair, welcomed the committee. Ms. Baird explained the duties of the committee Chair as this will be her last meeting and the committee needs a new Chair and Vice-Chair. Please contact Karen Heuton and Marvin Pratt if you would like to be the committee Chair or Vice-Chair. The Vice-Chair runs the meeting in the absence of the Chair.
II. Approval of Agenda

It was the consensus of the committee to approve the agenda of the December 18, 2023 meeting.

III. Approval of Minutes

It was the consensus of the Committee to approve the minutes of September 18, 2023 as corrected.

IV. Review of Accidents

Heather Long, Occupational Safety Manager, reviewed the accidents for July through September 2023. One individual scratched their cornea while removing their contacts during an away field program he was supervising. This occurred during his own personal hygiene time and was not considered a work-related injury. Ms. Long saw a trend of people trying to work too quickly or do two-person tasks on their own. If Ms. Long sees this trend in specific departments she will reach out to the department supervisor. One individual had their thumb scratched by a sharp, used lancet located in a red biohazard bag inside a regular garbage can causing a very minor amount of blood. The employee chose not to seek medical attention. The employee felt the lancet had been in the biohazard bag so long, there was not much of a risk.

V. Review of Building Inspections

Ms. Long reviewed the building inspection findings for July through September 2023. These were informal building inspections. Marvin Pratt spoke about the Model Rocket Club, which is a student organization. The challenge for this club is storing the rocket motors, which are considered explosives. EHS was able to research a solution and was able to determine that rocket motor vendors attend all of the competitions the Model Rocket Club attends. Now, when this student organization goes to their competitions they purchase their solid rocket motors at the event. This means the rocket motors don’t need to be stored on campus.

VI. New Business:

a. Review of EO 1039 with Educational Leadership Forum next semester

Executive Orders are policy memos from the Chancellor’s Office regarding how campuses should comply with certain things. EO 1039 pertains to EHS. It took EHS four years to get EO 1039 updated. Unfortunately, it was released during COVID. Marvin Pratt wants to work on making the Academic and MPP leadership on campus more aware of EO 1039.

b. Training Reports to Directors/AVPS/VPs

Currently CSU Learn only provides reports to Managers on their direct report employees. EHS is working on developing reports that can be sent out to different levels of management. These reports will show
how many employees with training deficiencies report to each manager. In the 24/25 academic year, we want the ability to report to Vice Presidents every six months. We want to give employees and supervisors the chance to catch up on their trainings first.

All of EHS training is compliance training. It is driven by Cal/OSHA and the EPA. Every employee has four basic trainings assigned. Depending on your job classification you can receive additional training, sometimes as many as 12-15 trainings.

c. Qualifications and/or Certifications needed to Inspect Equipment

The Safety Steward for Unit 6 questioned who can inspect the fall protection harnesses. There is a daily inspection that the wearer must complete. There is a six-month inspection that a Competent Person can complete. The hardware inspection requires a Qualified Person to complete. This can be required every year, every two years or every five years. When a Qualified Person is necessary, an engineering firm is hired. For Fall Protection we don’t have a Qualified Person on campus.

VII. Old Business:

a. COVID Cases, Vaccinations and Availability of COVID tests

Marvin Pratt reported that part of the Cal/OSHA regulation will sunset on January 1, 2024. We’ll no longer have to comply with certain notification processes. The close contact notification will continue after January 1, 2024. Contact tracing is not required, therefore we don’t have a way of completing close contact notifications. Employers are required to encourage employees to self-report. We have an on-line reporting system which populates a table where the infected person was on campus. We will still encourage employees to self-report, monitor their locations on campus, and offer free COVID tests until February 3, 2025.

b. Mary Cox will address who receives Reported Concerns from the Chico State Portal

Mary Cox was unable to attend this meeting, but she is sent this email to the committee:

The requested changes to the “Report Concerning Behavior” landing page is still under review by Administration. Regarding usage data, there is not a direct way to determine if a report was submitted via that landing page, via another web page, or just by someone with the link bookmarked. If you wanted to know analytics to see how many of a particular incident report were submitted during a specific time period, that information may be incorporated into future annual reports if enough people expressed interest. Some CARE annual reports are available on the CARE website (as soon as I have the 2022-2023 report, I’ll be uploading it to the website as well).

Jessie Mendoza questioned whether employees on campus know to use this reporting system and how to find it. Ms. Mendoza asked the committee if there is a way we can send an official request to ask who are the recipients of these reports. Marvin Pratt will follow up with Dr. Brundage and Student Affairs.
c. **Union Representative to Committee**

Elaina Baird acknowledged that John Shore attended our meeting today but not as the official steward of Academic Professionals of California. She is hopeful Mr. Shore will continue in this role. Marvin Pratt explained that this committee is made up of Union Representatives and a cross representation of Administrators on campus. All Unions have an invite to attend this meeting.

Marvin Pratt thanked Elaina Baird for her dedication and commitment to this committee.

There being no further business, the meeting adjourned at 11:10 a.m.