Date: January 17, 2020

To: CAMPUS HEALTH & SAFETY COMMITTEE

Brian Cecon, Intercollegiate Athletics
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
Marvin Pratt, Director of Environmental Health and Safety
John Reid, University Police
Curtis Sicheneder, Associated Students
Timothy Sistrunk, California Faculty Association
Yvette Streeter, Environmental Health and Safety
Jody Strong, Worker’s Compensation
Jessica Westbay, CSUEU

From: Elaina McReynolds, Chair

Subject: Campus Health and Safety Committee Meeting

Present: Brian Cecon, Joseph DeCarlo, Mike Guzzi, Holly Hunt, Elaina McReynolds, Curtis Sicheneder, Yvette Streeter, Jody Strong, and Jessica Westbay

Absent: Robert Henry, Cindy Leonard, Adrian Mohammed, Patrick Newell, John Reid, 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 – January 17, 2020

ON A MOTION by Yvette Streeter, seconded by Joseph DeCarlo, it was the consensus of the Committee to approve the agenda of December 6, 2019, as submitted.
IIa. Approval of Minutes – December 6, 2019

ON A MOTION by Yvette Streeter, seconded by Joseph DeCarlo, it was the consensus of the Committee to approve the minutes of December 6, 2019, as submitted.

III. Review of Accidents

Mr. Pratt presented to the Committee members a summary of reported accident/injuries from October - December 2019. The summary represented injuries by department; type of accident; first aid; medical; or informational only. The type of injuries reported were nauseous, dizzy, light-headed; swelling and bruising of ankle/foot; lacerations to hand; slip, trip, and falls; strained lower back; hyper-extended knee; and unknown insect bite.

Mr. Pratt advised Sedgewick (worker’s compensation) is currently gathering information on injuries from all CSU campuses and national average. Mr. Pratt will compare the CSU and the National Average and bring all information back to the Committee. The information may be available in May.

Curtis Sicheneder asked if the accident stats include student and Associated Students. Mr. Pratt responded no, only State employees. Academic Student injuries are tracked by Risk Management.

Mr. Pratt advised EHS does not have oversight/responsibility/authority with Associated Students and Foundation. EHS provides recommendations. However, EHS does have oversight on some environmental programs.

IV. Review of Building Inspections

Ms. Streeter presented to the Committee members a report on building inspections and surveys from October – December 2019. The report covered Student Health Center; Aymer J. Hamilton, Ayres, Holt, Tehama, and Yolo Halls, and University Farm.

Findings included homemade light stand, open and blocked electrical junction boxes, uncapped wires from conduit, no low overhead clearance signage, chemicals not properly labeled, penetrations in ceiling not property sealed, combustible storage, storage blocking proper aisle width, housekeeping, and improper use of extension cords.

VI. Welcome New Members

Ms. McReynolds welcomed and introduced new member Curtis Sicheneder, Associated Students.
VII. New Business

a. EHS Programs Plans Tracker 2019/20

At the December 6, 2019 meeting, Elaina McReynolds discussed the Health and Safety Audit and how the members of the 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.

Ms. McReynolds is recommending two (2) Committee members for each program due to the technical nature and time involved, and to work with the subject matter expert (EHS Staff). Ms. McReynolds stated she will be contacting the Members and will send packets.

Ms. McReynolds gave a sign-up due date of April 1, 2020.

Yvette Streeter advised there is a shared folder in Box titled “EHS Health and Safety Committee” listing all EHS plans and programs. There is 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.

b. Discuss 2020 Goals/Activities for CHS Committee

Mr. Pratt stated on February 18, 2014, a citation was received on the Injury and Illness Prevention Program stating that the “employer failed to maintain its written program, and that the Safety Committee was not in compliance.”

- Facility/Department inspections were not reviewed as required.
- Injury and illness investigations were not reviewed as required.

Ms. McReynolds stated that she and Mr. Pratt would like to establish annual goals for the Committee to review so future work and efforts of the Committee are better coordinated.

Mr. Pratt stated the IIPP review and systemwide accident data will be added to the agenda during the appropriate quarterly meetings. Mr. Pratt will consider what significant activities are known to be taking place in the coming year and will share this information with the Committee.
VIII. **Old Business**

a. **Update on (2) new AED and Locations**

As stated at the December 6, 2019 meeting, two (2) new AED units were purchased at a cost of $3,176.75 and have been installed in Plumas Hall and Aymer J. Hamilton. Pediatric pads will be purchased for the AJH unit due to the Children’s Center being located in the building.

b. **Update on Padding on Bleachers**

Ms. McReynolds stated Mr. Henry was unable to attend this meeting, the item will be continued to the May meeting.

c. **Update on RSS (Risk & Safety Solutions) Implementation**

Mr. Pratt advised the RSS software (Risk and Safety Solutions) is very comprehensive, includes modules (Assessment, Inspection, Chemicals, and Communication) which focus on different aspects of safety. The initial focus is on student lab safety. The software has been made available on all 23 campuses.

Holly Swan, Industrial Hygienist and Environmental Program Manager, is the point person for the implementation of RSS on campus. Ms. Swan is reaching out to departments to assist them in establishing their “Groups” and beginning to conduct hazard assess units. At the May meeting, Ms. Swan will update the Committee regarding the status of the implementation.

d. **Update on CSU EHS Audit**

Mr. Pratt stated the response is currently being drafted by the Director of Business and Finance. This has a collaborative effort from all departments across campus. An update on the status of the Audit will be presented at the May meeting.

Mr. Pratt advised CSU, Chico response is due February 15, 2020.

e. **Update on Moonlight Safety Walk**

As discussed at the December 6, 2019 meeting, Mike Guzzi met with Chief Reid to discuss the items recorded during the Moonlight Safety Walk of November 7, 2019.

Mr. Guzzi reported 36 work orders have been submitted with more to be issued, a lot of mason work and additional lighting will be evaluated. Some items have been forwarded to University Housing, Telecommunications Services, and the City of Chico.

Ms. McReynolds requested Associated Students report an update at the May meeting.
f. **Update on Relocation of Bike Path/Bollards**

As discussed at the December 6, 2019 meeting, Mike Guzzi stated FMS will be moving the bike path to the north side of the Holt Hall access road (currently on the south side.) Mr. Guzzi stated the path will be painted green and additional delineators (bumps) will be installed where appropriate.

Mr. Pratt stated if the bollards are to stay within the bike path, he recommended looking into a method to make the bollards more visible to cyclists who might not see the bollards due to pedestrian or cyclist’s traffic. This would prevent the cyclist from colliding with the bollards.

Ms. McReynolds requested this item be returned to the May meeting.

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