Date: August 31, 2018

To: Gayle Hutchinson, President
Cabinet

From: Lauri Evans, Chair
Campus Health and Safety Committee

Subject: Campus Health and Safety Committee Annual Report 2017/18

Introduction

This report is submitted in accordance with Executive Memorandum 07-19 which directs the Campus President and Cabinet be provided an annual Campus Health and Safety Committee report. The Committee is an advisory committee on matters of health and safety, to increase health and safety awareness among all members of the Campus community, and aid in the implementation of health and safety provisions contained in the collective bargaining agreements. The Committee will make recommendations to assist the Department of Environmental Health and Safety in achieving the University's goal of creating a safe environment that is most conducive to the mission of the University.

Campus Health and Safety Committee

Fiscal Year 2017/18 the Campus Health and Safety Committee continued to meet on a quarterly basis. During this fiscal year, the Committee welcomes new Members:

- David Sprague, Facilities Management and Services
- Mike Guzzi, Facilities Management and Services
- Brannon Pruis, SETC
- Robert Henry, SETC
- Elaina McReynolds – Academic Professionals of California
- Sean Rough, Worker’s Compensation

On September 15, 2017, Chris Rhoda, Associate Director, University Housing, was elected for the position of Vice-Chair for the Campus Health and Safety Committee.
Review of Accidents. The EHS Staff presented at each meeting a summary of quarterly reported accident/injuries during the fiscal year. The summary represented injuries by department; type of accident; and first aid, medical, or informational only.

The type of injuries reported are strained neck; lacerations; injured lower back; burn to hand; slip, trip, and falls; injuries to hand, wrist, knees, legs, and hip; dislocated shoulder; skin irritation; and foot injury.

Some of the most common injuries reported are strains related to lifting. In an effort to reduce these injuries, Environmental Health and Safety with Enloe Medical Physical Therapy provided Back Safety Training to FMS Trades and Grounds, and FMS and Housing Custodians.

Review of Inspections. The Emergency Preparedness & Occupational Safety Coordinator presented at each meeting a summary of quarterly reported building inspections and surveys done during this period. The reports covered Butte Hall, Gateway Science Museum, Holt Hall, Meriam Library, Performing Arts Center, Physical Science Building, Plumas Hall and Shops and Labs, and Student Health Center.

Among the findings were control of fire hazards; housekeeping; improvement to egress; repair of emergency lights; removal of extension cords; non-flammable retardant fabrics and combustible decorations; stage and rigging safety improvements; confined space markings; overhead clearance; SFM compliance on extreme amount of combustibles in an office; review of space prior to change in use; building wide laboratory safety surveys; and hazardous waste pickups and safety items, fire extinguishers.

Smoke Free Campus. The Director of Environmental Health and Safety reported to the Committee members that as of January 1, 2014, the UC implemented a system-wide smoke and tobacco free policy.

A Campus Smoke Free Task Force was established to develop a policy and implement Executive Order 1108; develop a message to faculty, staff, students, and visitors; how do we communicate the message to international students; and update signs in smoking areas.

As of August 17, 2017, CSU, Chico became a smoke and tobacco free Campus pursuant to the System-wide Smoke and Tobacco Free Environment Executive Order 1108.

Statewide EHS Audit. The Director of Environmental Health and Safety reported to the Committee that the State Auditor’s Office released their audit report dated April 24, 2018, on the CSU’s oversight of the safety of employees and students who work with hazardous materials. The Chancellor’s Office and four campuses were reviewed (Channel Islands, Sacramento, San Diego, and Sonoma). The report identified a number of issues to be addressed.

The audit is broken into safety committees, training, inspections, and oversight.

Safety Committees - the University has two safety committees to ensure the University meets both the collective bargaining requirements of SETC and CSUEU. The Campus Health and Safety Committee and SETC/FMS Safety Committee with Human Resources and EHS attending as non-voting members.
Review of Training Records – the University started web based training in 2006 with the Learning Management System (LMS) assigning on-line chemical safety training. Currently, there are 83 lab faculty members assigned to chemical safety training in the departments of Chemistry and Biology.

Training of Students in Lab Activities – The training of students is the responsibility of the faculty in the Chemistry and Biology departments. The departments used Lab Safety Contracts to ensure faculty are reviewing lab safety policies and practices with students. Recently, Chemistry moved this process to Blackboard to ensure no students are being missed. There is no auditing of this process that we are aware of at this time.

Inspections of Safety Related Equipment and Departments:

Eye Wash Inspections – On campus these are managed and inspected by FMS using the iService Desk work order management system. University Housing inspects their own eye wash stations, and University Farm personnel manage and inspects their eye wash stations.

Fume Hood Inspections – These inspections and evaluations are done bi-annually due to an exception in the regulations that allow for this on fume hoods which meet certain criteria. The fume hoods will be reviewed to ensure this exception can be applied to all fume hoods. If not, those will be moved to an annual testing cycle.

FMS Repair and Inspection – EHS will be working with FMS to establish a method in the iService work order management system in which safety related equipment is identified to allow work orders associated with lab safety equipment (eye washes, safety showers, and fume hoods) can be prioritized.

Annual Air Handler Inspections – FMS inspects their air handlers annually as required and the documentation is kept in iService work order management system. University Housing inspects their units on a semi-annual schedule and is documented both electronically and at the larger building units themselves.

Department Self-Audits (Inspections) – There are few, if any, departments on campus that are conducting self-audits. EHS conducts inspections of areas on a periodic (non-routine) basis. The last two summers have been focused on lab inspections.

The RSS Software implementation. Since 2008 the UC System has been developing a software package to assist faculty ensure safer lab environments. This software, titled Risk and Safety Solutions (RSS) is now very comprehensive and includes numerous modules which are each focused on a different aspect of safety for their campuses. The EHS Directors have been working with the CSU Risk Management Authority to try to obtain and implement portions of this software.

Recently the Chancellor announced the CSU will be purchasing this software and that it will be implemented on all 23 campuses within the next six months.
Cal-OSHA Inspection

Mr. Pratt reported on April 26, 2018, Cal-OSHA opened an investigation of CSU, Chico and was revisited in June 2018.

The Inspector from CalOSHA inspected labs, stockrooms, chemistry, biology, and Farm operations; interviewed employees; and requested documentation and training records.

Marvin Pratt and Jessica Westby, President and Steward of Chapter 302, CSUEU, attended the inspections and interviews conducted by the Inspector. When visiting the Farm, SETC representatives also joined the inspection group.

CalOSHA has six months from the first visit to forward their findings. Once their findings are received, the findings are posted for a set number of days or until the corrections are meet.

Fall Protection Training by Guardian Fall Protection/First Choice Safety. The Director of Environmental Health and Safety reported to the Committee that on May 24th and 25th Fall Protection Awareness training was presented by Guardian Fall Protection to 47 employees; including a demonstration truck unit using a prop to demonstrate a fall. All attendees had the opportunity to have their harnesses and gear inspected and fit tested by being suspended. The attendees included University Housing, Facilities Management and Services, and Telecommunications Services.

On June 6th and June 7, 2017, 16-Hour Fall Protection Competent Person training was presented by First Choice Safety to 9 attendees. The training provided how to choose and use the appropriate type or system of fall protection.

Update on Chico State Alerts. The Director of Environmental Health and Safety reported the Chico State Alerts, formerly known as Send Word Now, initiated a test in September. Periodic testing will be conducted each year in February and September.

The Chico State Alerts system has multiple emergency communications tools, the ability to send alerts to certain groups; notify only the EOC group or the University Police Department.

September is National Preparedness Month. The Emergency Preparedness and Occupational Safety Manager reported to the Committee that September is National Preparedness Month and the focus is on planning “Disasters Don’t Plan Ahead. You Can.” The National Emergency Management Agency (FEMA) reminds Americans on the importance of being prepared for disasters. Each week a different aspect of preparedness was featured in Campus and Student Announcements to help families become better prepared for disasters.

Emergency Preparedness Month/Event. The Emergency Preparedness and Occupational Safety Manager reported to the Committee that September is Emergency Preparedness Month with an event held at Trinity Commons.

The American Red Cross and the North Valley Animal Group were invited to attend. The American Red Cross was not able to attend that day due to disaster responses in other areas.
The Department of Environmental Health and Safety offered a “hands on” fire extinguisher training on the use of an extinguisher and when it is not safe to attempt to extinguish a fire. Attendees learned and practice the correct method to discharge a fire extinguisher and had the opportunity to extinguish a fire using a water based extinguisher in conjunction with the Bullex® live fire training system.

Drinking Water Testing. The Director of Environmental Health and Safety reported to the Committee that two (2) sister Campuses, Sacramento and Long Beach, have tested their drinking water and found that some fixtures tested above the California Drinking Water Standard limit for lead of 15 ppb (parts per billion).

Testing took place during the winter break (January 2nd thru January 19th). To follow the Environmental Protection Agency’s testing methods of requiring the fixtures to be flushed, not used for at least 8-hours, and water samples taken, the Department of Environmental Health and Safety staff assisted Entek Consulting and began flushing fixtures at 5:00 p.m., allowing the fixtures to be out-of-service for at least 8-hours, and samples were taken in the morning beginning at 6:30 a.m.

Approximately 372 samples were taken from Campus buildings and 748 samples taken from Housing Administration and Residence Halls (total water samples taken 1,120.)

Water samples above the 15 ppb were removed from service, fixtures replaced, and/or retested.

Water supply that was interrupted during sampling, was removed from service and retested.

Analytical lab results have been posted to the EHS website along with the Chain of Custody.

The Department of Environmental Health and Safety sent notifications to all building occupants notifying them of the date and time of water testing.

The University Farm was tested and completed in July 2018.

It was noted that the findings for CSU, Sacramento was at 6 percent and the findings for CSU, Chico was less than 1 percent.

Employee Safety Walking on Campus (Homeless Issue). The Director of Environmental Health and Safety discussed with the Committee the issue of employees having been confronted by the homeless when walking on-Campus from one location to another, all times during the day. One incident was reported to University Police.

The Committee discussed:
- Radios have been issued to all Staff and can initiate a “call-in” and “call-out”
- Have a “buddy system”
- Carry pepper spray (only if trained on the proper use of pepper spray)
- Report all incidents to University Police
- A training on how to protect yourself and when to step back.
- University Police provides training on the proper use of pepper spray.
Discussion on Sharps Containers. The Director of Environmental Health and Safety discussed with the Committee concerns expressed by a Committee member, regarding hypodermic needles and other paraphernalia being placed in the feminine hygiene wall mount receptacles and trash containers in the restrooms.

The Committee discussed the following:

- Installing sharps containers in all restrooms for proper disposal of hypodermic needles; and the costs for maintenance and disposal of the sharps containers in every restroom.

- Installing signage in the restrooms as to where hypodermic needles can be properly disposed of.

- The Department of Public Health has the authority to approve locations as points of consolidation for the collection of home-generated sharps waste and to be transported and treated as sharps waste.

- The Home Generated Sharps Rule requires medical offices, who have patients required to use hypodermic needles (such as diabetics), must provide sharps containers for the disposal of needles. The patient is responsible for returning the sharps container back to the medical office for proper disposal of sharps waste.

- The Campus has a policy in place where staff, who have found needles, can take for proper disposal.

- Hypodermic needles and razors that are infectious must be placed into a properly labeled-biohazardous sharps container for disposal as a regulated medical waste. Non-infectious sharps can be placed into a puncture-proof, hard-sided container, sealed and discard with common trash.

- Submitting educational information in Announcements.

Workplace Violence. The Director of Environmental Health and Safety discussed with the Committee concerns expressed regarding emergency situations in the workplace, such as angry parents, anger towards advisors, how to protect employees against angry persons.

Workplace violence can originate from a variety of sources, disgruntled employees, students, parents and relatives. There may or may not be warning signs. Faculty, staff, and students are encouraged to maintain a safe workplace by keeping alert to suspicious persons or situations.

The Committee discussed employees and students can contact University Police, call 911, or use the Campus Blue Light phones to report incidents.