Date: May 17, 2018

To: CAMPUS HEALTH & SAFETY COMMITTEE

Anita Barker, Intercollegiate Athletics & Recreational Sports
Jamie Clyde, Associated Students
Lauri Evans, Student Health Center
Mike Guzzi, Facilities, Management and Services
Cindy Leonard, Agricultural Teaching & Research Center
Elaina McReynolds, Academic Professionals of California
Phil Platanitis, SETC
John Reid, University Police
Chris Rhoda, University Housing
Sean Rough, Worker’s Compensation
Phillip Sacksteder, CSUEU
Timothy Sistrunk, California Faculty Association
Yvette Streeter, Environmental Health and Safety

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

Subject: Campus Health and Safety Committee Meeting

Present: Anita Barker, Jamie Clyde, Sean Rough, Phil Platanitis, John Reid, Phillip Sacksteder, and Yvette Streeter


Absent: Lauri Evans, Mike Guzzi, Cindy Leonard, Chris Rhoda, and Timothy Sistrunk.

The Campus Health and Safety Committee meeting commenced at 10:00 a.m. in the Training Room located in Park II, Room 119.

Approval of Minutes – December 8, 2017

The minutes of January 19, 2018, was approved as corrected.

Review of Accidents

Mr. Pratt presented to the Committee members a summary of reported accident/injuries from January – March 2018. The summary represented injuries by department; type of accident; first aid; medical; or informational only. The type of injuries reported were radial fracture to the arm; slip, trip, and falls; injuries to hand,
hip, shoulder, knees, lower back, foot, and face; lacerations; skin irritation; and lower back strain.

Mr. Pratt advised Environmental Health and Safety is working with Dustin Krampitz, Physical Therapist, Enloe Medical Center, to schedule back safety training for Trades and Grounds.

**Review of Inspections**

Mr. Pratt presented to the Committee members a report on building inspections and surveys from January – March 2018. The report covered Plumas Hall Shops and Labs.

Findings included corrections to machine guarding; securing equipment to floor; compressed gas storage; clear walkways/exit routes, fire extinguisher, and housekeeping.

**Introduction of New Members:**

- Elaina McReynolds – Academic Professionals of California
- Sean Rough, Worker’s Compensation

Mr. Pratt introduced new members Elaina McReynolds and Sean Rough.

Elaina is a returning member to the Committee representing Academic Professionals of California.

Sean Rough is the new representative for Worker’s Compensation formerly represented by Gloria Godinez.

**Statewide EHS Audit**

Mr. Pratt reported the State Auditor’s Office recently released their audit report 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 which must be addressed.

The audit can be 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 use 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 next steps related to the audit are:

- The Chancellor’s Office provide effective oversight
- All campuses must have asbestos signage in place and employees notified
- RSS Software implemented
- Chancellor’s Office develop uniform reporting template
- All campuses must have required training available to all employees
- Executive Order 1039 will be revised
- Lab Safety Manual will be developed
- The Chancellor’s Office is to conduct health and safety audits of all campuses
- Asbestos Signage – Mechanical rooms will be posted this summer as required.

The RSS Software implementation. Since 2008 the UC System has been developing a software package to assist faculty ensure safer lab environments. This software, 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, CSU, Chico was audited and 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.

CalOSHA has six months from the first visit to forward their findings. Once their findings are received, the findings are posted for 7-days or until the corrections are meet.

2017 Staff Safety Award

Mr. Pratt reported no nominations were received for the 2017 Staff Safety Award.

Each year the University issues a Staff Safety Award to a staff member or employee group who goes beyond their regular duties in promoting safety and making the work place safer. The award recipient is presented with a plaque/certificate and a monetary award. Recipients may also be eligible to compete for the State Governor's Employee Safety Award.

- Each nominee must have been a staff member during the previous calendar year. Nominations shall be for individuals or employee groups.
- All nominations will be reviewed to ensure that the criteria are met and each nominee qualifies for recognition. Recognition should not be based on standard job performance.
- Each nominee must have made an outstanding contribution to safety on the job during the previous calendar year. Such a contribution can be for a single act of safety or for a continuous contribution to a safe working environment and must be related to making the work place safer.
- A staff member is not eligible for the safety award if he/she has a clear and specific primary responsibility for the department safety program as part of his/her normal job requirements.
- A staff member is not eligible to receive a safety award two years in a row. A staff member cannot receive a safety award more than once based on the same acts of safety.

Mr. Pratt noted the Employee of the Year Award receives $1,250; Wildcat Spirit Award received $500; and the Customer Service Award receives $500.
Mr. Pratt stated he met with Jeni Kitchell, Assistant Vice-President for Budget and Operations regarding increasing the monetary award from $100 to $500.

Mr. Pratt also stated Staff Council has expressed an interest in having the Staff Safety Award return as a presentation at the Staff Council Awards Luncheon. The Staff Safety Award was presented at the Luncheon until 2009.

**Discussion on Sharps Containers and Animal Disposal – Phil Sacksteder**

Mr. Sacksteder expressed concerns regarding hypodermic needles and other paraphernalia being placed in the wall mount receptacles and trash containers in the restrooms, stating there are individuals who seek to find used needles for reuse.

Discussion followed:

Installing sharps containers in all restrooms for proper disposal of hypodermic needles.

Chief Reid stated he does not have any concerns with the disposal of hypodermic needles and the misuse of needles. He did express a concern regarding costs for maintenance and disposal of the sharps containers in every restroom.

Installing signage in the restrooms as to where they can take their hypodermic needles for proper disposal.

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.

Ms. McReynolds suggested submitting educational information in Announcements.

Mr. Sacksteder also expressed concerns regarding the disposal of animals. He stated custodians are finding preserved animals disposed of in the trash.

Mr. Wahl, Hazardous Materials Manager, stated if custodians are finding preserved animals disposed of in the trash, the custodian is to report the incident to their Lead and the Lead is to make a report to Environmental Health and Safety.
Mr. Wahl also stated animals chemically preserved for anatomical study are managed as pathological waste and the method of disposal is incineration. However, the Campus does not have an incinerator, therefore, the preserved specimen and the chemical preservative are handled as chemical waste.

**Other**

A safety concern was 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.

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

**Membership Terms**

Mr. Pratt advised in reviewing the Executive Memorandum 07-19 and the guidelines established for membership terms set on November 1, 2007, all memberships are 2-year terms.

Mr. Pratt advised Lauri Evans served as Vice-Chair from October 2007 to May 2011 and as Chair since August 2011.

Chris Rhoda, Vice-Chair, return date to Campus is not known at this time.

There being no further business, the meeting adjourned at 11:00 a.m.