

Executive Safety Committee (ESC) | MINUTES

February 28, 2018 | 10:00 – 11:00 am | Mendocino Hall, Room 4005

ATTENDANCE

Baker, Martinique M - *Peer and Academic Resource Center*
Burwell, Karyl - *Student Affairs Administration*
Carroll, Tom - *Student Organizations & Leadership*
Cholula, Chela - *Organizational Effectiveness, Human Resources*
Hammersley, Lisa – *College of Natural Sciences and Mathematics*
Haresco, Jet Corpus – *Associate Students, Inc. Board of Directors*
Iwasa, Mark M – *Sacramento State Police Department*
Lee, Damian F – *Sacramento State Police Department*
Lucas, Tony – *University Transportation and Parking*
Ockey, Daryn – *Facilitates Management*
Perez, Steve - *College of Business Administration*
Rosenblum, Gary R – *Risk Management Services*
Seibles, Adell – *Workers' Compensation*
Stewart-James, Joy – *Student Health & Counseling Services*
Wehr, Kevin- *Sociology Department **

MEMBERS NOT IN ATTENDANCE

Harrington, Kim - *Organizational Effectiveness, Human Resources **
Robertson, Pamela L - *Student Health & Counseling Services, Clinic*
Reginato, Justin M – *Facilitates Management*

* *Labor representative*

CALL TO ORDER: 10:03 am by Gary Rosenblum, Chair

MINUTES

ATTACHMENT 1: Proposed ESC Function/Charge

The Charge for the ESC is to advise the executive level on environment and security that involves multilevel stakeholders. It was suggested that the membership of the ESC be defined.

ESC will encourage departments to create their own safety committees giving them local control as well as being the eyes and ears of safety issues and report them to the ESC, if needed, and the ESC can create recommendations if necessary.

ESC will act as a conduit for local issues to reach executive level consideration and manage them in a professional way.

It is suggested that “or campus entity” be added to the end of the second sentence of ATTACHMENT 1. *EHS matters in their department, including Risk Management Services, EHS, NSM, Facilities [or other campus entities.]*

In addition, strike “Biohazard Committee” fourth sentence of ATTACHMENT 1, there is no such committee. *Review the chemical and laboratory safety classes and develop recommendations for a long-term training plan;* (should be training modules or online classes). Safety training for students should be up to the faculty as to the regards of specific course(s), with guidance from EH&S as needed.

It should be noted that there are many safety concerns in other colleges besides chemistry and biology and the document should reflect that. In addition, #3 and #4 of ATTACHMENT 1 should be moved to the top of the list. Maybe a bulleted list versus a numbered list and reorder list as needed.

ESC should look at chemicals that appear in other departments throughout the university. Simplify the use and handling of all chemicals. Chemistry review is important to the campus because of past issues. It is a matter of bringing the right people together and discuss safety concerns.

ESC should be able to handle the majority of issues brought forth without having to raising it to the executive level but there will be tougher issues that will need an executive decision and the committee can provide analysis and recommendation to the executive decision makers.

ATTACHMENT 2: Proposed New ESC Meeting Format and Structure

The current membership is made up of the same people as previously with the exception of Tony Lucas and Jet Corpus Haresco (ASI). It was recommended that we keep the membership the same. Also suggested was that ESC should have a specific membership with unit representatives. Local committees would report to a member of the ESC and if deemed necessary, be brought up for review/discuss with the ESC. Engineering should be represented in the ESC.

The ESC should be fully represented by Academic Affairs, Students, Faculty and Human Resources.

Moving forward, continue to work on the mechanics of the proposed ESC meeting format (meeting occurrence and length). It was suggested that ESC meet for 60-90 minutes either once a month or during the academic year. Keeping in mind the summer and winter intersessions, meet on an “as needed” basis. Also suggested was that the first and last month of the semester is hectic and suggested meeting every other month with an optional ad hoc meeting as needed.

It was mentioned that the incident review sessions are to use incidents as learning tools; review the environment of the incident and learn from it. Looking at tools, equipment and management to see what lead to the incident and use them to learn from.

It was suggested that we raise incidents as needed. New business will be up to the ESC to decide what is important to report. For example, if a complaint made by a stakeholder needs to be brought up to the ESC.

Regarding #3, some may feel that “open comments” are the same as ”open forum” and should be clearly defined. It was suggested that ESC go with an open forum and strike #10.

It was mentioned that materials, agendas, minutes, etc. will be posted on the web prior to an ESC meeting.

Regarding #8, Additional Presentations... Does not match current committee structures on campus. It was explained that anyone who is a campus stakeholder can attend the ESC meetings.

Everyone agreed that to change room location to accommodate observers, possibly the University Union.

Other Business

The ASI representative reported that a student stated that they followed by another car in the parking lot and when they returned to their car, it was "keyed." Following with the question, can this type of incident be a discussion topic?

It was agreed that this the type of subject that can be brought up. Also, the Public Safety representative said that parking areas are patrolled by CSOs and they do their best to police the parking garages and lots. To add more cameras to the campus is not feasible due to costs. Students should report incidents to the police so that they know where to concentrate their patrols. Adding cameras will not prevent vandalism because there is not someone who is constantly watching them. However, they will help in an investigation.

Meeting adjourned 10:58 am.

CSUS Executive Safety Committee (ESC)

Agenda for 2/28 meeting

1. Call to order and Roll Call
2. Introduction by new Committee Chair
3. Review of the Proposed changes to Function and Charge (Attachment 1)
 - Discussion
 - Comments
 - Proposed changes, edits
4. Committee vote on accepting Proposed Changes or other action
5. Review of the Proposed changes to Meeting Format and Structure (Attachment 2)
 - Discussion
 - Comments
 - Proposed changes, edits
6. Committee vote on accepting Proposed Changes to Format and Structure or other action
7. Set new schedule for future meetings
8. Meeting adjourn

ATTACHMENT 1.

PROPOSED ESC Function/Charge:

Provide to CSUS President timely information, advice, and recommendations for action on significant campus Environment Health Safety, and Security, (hereafter called EHS) matters.

Provide CSUS leadership in any Department or College, information, advice, and recommendations for action on significant EHS matters in their department, including Risk Management Services, EHS, NSM, Facilities, etc.

Committee members in their role as representatives of all campus stakeholders receive input and communication from their campus stakeholders and present that input to the committee for consideration regarding hazards, risks, or concerns, as well as suggestions for improvement for significant campus EHS matters.

Receive and assess input and communication from all department specific and labor specific safety committees on campus (i.e., NSM Lab Safety Committee, NSM Safety Committee, Biohazard Committee, etc.) regarding hazards, risks, or concerns, incidents and learnings, as well as suggestions for improvement for significant department EHS matters.

Receive presentations from any relevant EHS related committee on campus or committee approved guests regarding specific issues of concern or prospective concern for campus EHS matters, or EHS related reports from any campus staff or faculty involving campus EHS matters, or committee approved guests from outside the campus for EHS matters of interest to the committee or to provide education on EHS matters to the committee.

“EHS matters” are defined as:

1. Safety for all chemicals brought on campus, their storage and use for operations or education, and their disposal off campus
2. All other non-chemical safety issues, including employee safety, faculty safety, student safety and visitor safety
3. Health and well-being of represented and non-represented employees, faculty, students, visitors
4. Public Safety and Security, Emergency Response and Business Continuity for incidents and disasters
5. Enterprise Risk issues that may adversely impact CSUS financially or adversely impact CSUS reputation
6. All campus environmental issues, chemical or other, including but not limited to storm water or hazardous waste collection, reduction or management.
7. All campus EHS policy, EHS procedure or EHS regulatory issues

8. Safety of contractors working on campus, as well as the safety of all campus employees, faculty, students and visitors from work performed by contractors

Review and provide advice and communication outreach to all relevant departments on campus concerning the development, implementation, compliance and incident learning for EHS matters based on input from any committee membership or invited guests.

Review EHS compliance and implementation processes for all EHS policies, programs, procedures, SOPs and manuals and provide advice and recommendations for continuous EHS improvement.

Review and provide advice and communication to faculty for teaching students under relevant EHS policies, programs, procedures, SOPs, and manuals.

*Develop ways to share safety policies with the campus community;

*Review the chemical and laboratory safety classes and develop recommendations for a long-term training plan;

*Provide recommendations to facilitate the implementation the campus-wide Chemical Hygiene Plan and associated SOPs

*Assess and make recommendations for continuous improvement to the Laboratory Safety Manual, Laboratory Hazard Assessment Tool, Chemical Inventory System (CIS), and Personal Protective Equipment (PPE) program;

*Promote the development of environmentally sustainable laboratories

*Review the Facilities Planning and Laboratory Design Guide as it relates to Environmental Health and Safety and provide recommendations as needed

*Review the Hazardous Waste Management Program and making recommendations for continuous improvement

*Review any special or new Program Areas or campus activities (e.g., carcinogens, nanotechnology, chemical recycling, and physical hazards) associated with teaching and research and administration and providing recommendations for continuous improvement

*Recommending strategy to reduce risks from processes that are identified as posing a significant risk to the campus community;

*Recommending suspension of any campus activities that pose an unacceptable EHS risk to staff, faculty, students or visitors or University property or reputation.

(*These committee functions are modeled directly from President's Report, Laboratory Safety Committee Section D (3))

ATTACHMENT 2.

Proposed New ESC Meeting Format and Structure:

Regularly Scheduled Monthly meeting (e.g. every last Wednesday of month or similar)

New Agenda written and distributed to committee, President, Deans, and others identified - 48 hours before meeting, including minutes from previous meeting, and relevant documents brought to the committee for review

All Minutes are taken by RMS Administrative staff, paraphrasing discussions in writing.

Meeting scheduled for 90 minutes or other length as approved by committee in advance, either longer or as likely, shorter.

In the event a new or non-agenda business requires longer time, either the meeting can be extended by the committee, or the extra time items can be tabled until following meetings.

If for any reason there is the need for an additional or unscheduled “emergency meeting”, this can be done through email confirmation of the committee members and a special agenda is created and circulated in advance.

No committee meeting activities will be subject to “closed session” or “attorney client privilege.” Meeting minutes and agendas can be made available by posting on RMS website.

Meeting Order:

1. Roll Call (identify a voting quorum) for regular committee members or their designees, so identified.
2. Review, modify as requested and accept by consensus meeting minutes of previous meeting
3. Open Comments: Limited to Items of Importance not on the current Agenda for decision to add to agenda in New Business unless it is a new incident, which is added to agenda section 4 or if another EHS matter, section 6.
4. EHS Incidents on campus of note: review narrative for a discussion of learning from the incident and why those learnings are of interest on a campus wide basis, or of importance to the attention of the President. All potential incidents are not discussed; review learnings, develop advice and recommendations only as needed; and direct information back to all departments and areas of campus potentially impacted by the risks identified through this review. Incidents for review selected by Committee Chair. Others can be added to the agenda by committee.
5. Old Business: review action items from previous meetings, items held over due to time constraints, assess closure and time lines for recommended actions, make additional

recommendations on action items as needed, provide advice to leadership of campus as needed for items previously reviewed.

6. New Business:
 - a) Report from standing campus EHS committees as needed for items of campus wide risk management
 - b) Any report, question, or item for discussion volunteered from individual ESC committee members previously asked to be placed on agenda or added through Open Comments.
 - c) Report of risk, safety concerns on campus by any committee member acting on behalf of any campus community stakeholder; either previously placed on agenda or added through Open Comments.
 - d) Report of EHS labor issues, not otherwise added to the agenda which may impact represented personnel
 - e) Develop any action items as a result of reports or discussions of new business items.
7. Additional Presentations from outside guests, if any. Presentations only if invited with previous approval of committee. Presentations are to be for invited guests only, topics may include outside campus presenters on best EHS, Risk and similar practices from universities, public and private sector experts. No vendor presentations unless specifically requested by committee membership and approved by the committee in advance.
8. Presentations on campus matters relevant to EHS are to be brought only by committee members as campus representatives, not by outside guests, either through incorporation into the agenda for new business, through new agenda items, or in 6(b), 6(c), or 6(d) reports by committee members, unless the committee has voted to add this presenter to the agenda in advance, or unless it is the reason for calling an emergency meeting.
9. Emergency meetings may be called in coordination and approval of the ESC chair by a committee member or the President. A cause for calling an emergency meeting is an extreme urgency to review an issue and create advice or a recommendation to the President that cannot wait until the next scheduled meeting. Some reasons for the urgency include, but are not limited to waiting would incur a significant risk to life and health, or a regulatory agency demands an immediate response, or an event of immense gravity and significance has occurred.
10. Observers: The committee can decide if the meeting can be open to all members of the campus community. Visiting observers may not address or present to the committee unless nominated and seconded by committee members and approved by quorum. (see invited guests). Visitors may be asked to identify themselves and their official affiliation or position. If the committee votes to allow a visitor or guests to speak, a time limit for that communication may be established as part of the nomination and voting process. Visitors may also ask a committee member to speak on their behalf as part of the Open Comments process, as committee members are to act as representatives of the campus community.