

# Executive Safety Committee (ESC) | MINUTES

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September 19, 2018 | 10:00 – 11:00 am | Sacramento Hall, Room 161

## **ATTENDANCE AND MEMBERSHIP LISTED AT END**

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

### **Review and Approval: ESC Minutes via email 5/25/18**

INTRODUCTION BY CHAIR: Refresher on the ESC. The ESC is open to all, and there is a public facing website in Risk Management Services that contains all the agendas, meeting minutes, report attachments and future meeting dates, times and location. The website where the link to the ESC webpage containing meeting agendas, minutes, supporting documents and calendar was shown to the committee.

### **OPEN FORUM**

#### **Martinique Baker**

There was a tree branch that fell on a student and she sustained injuries. [She was treated at the Well and later identified as a Student Assistant and is continuing treatment through Workers' Comp]. There is a concern that other branches may fall and injure others, is there something being done to keep incidents such as this happening again? Justin mentioned that there is a bid in process through Procurement to hire a company to do the thorough and high trimming of the over 3,600 trees on campus. We do have a grounds employee that is able to help maintain small trees or cut up fallen branches. Facilities is looking to hire another grounds keeper to help with that process but our employees do not have the proper skills or equipment to do the major tree trimming that is regularly needed. Gary noted that the week before classes started this fall there was a major tree maintenance operation on the main quad where many of the campus's largest trees are located. It involved over a dozen workers, boom lifts, chippers and haul trucks. The trees in the area where the tree branch fell and hit the student had been maintained by campus landscapers three weeks previously, but on inspection it was found that branch had hidden defect where it attached to the trunk that was not visible until it broke off.

#### **Matthew Mason**

There is a safety checklist for the forklift and other equipment on campus that an operator must complete prior to using the equipment. What type of authority does he have to ensure that person has had the proper training for the equipment prior to releasing the keys? Those who check out the vehicles need to proper training. Gary stated that EHS will review the procedures and report at the next ESC meeting on how to move forward.

### **NEW BUSINESS**

#### **2020 – EHS/RMS Safety Hotline**

Gary reported the new Safety Hotline, 8-2020. It was mentioned by President Nelson in his fall '18 welcome address, and further outreach was going to happen. The 2020 hotline goes to Risk

Management/EHS that will be answered during business hours by EHS/RMS staff. Students, staff, faculty and public can call this number and report a safety issue such as a spill, trip hazard, fallen branch, dangerous skateboarders, etc. The safety Hotline is not a replacement for a call to the police dispatch 278-6000 for personal safety problem or emergency incident. If the 2020 Hotline is not answered, the recorded voicemail will be emailed to EHS. There is a form that will be filled out so EHS will track the calls received and be able to develop proactive reports on the issues being raised. Risk Management is currently working to get the number added to our student's Sac State phone app.

### **Cigarette Butts and Storm Water**

Steve reported that there is a growing concern over cigarette butts on the ground on campus because State Storm water Regulations are changing to require that butts are kept out of stormwater. With the CSU System-wide ban of smoking and tobacco use on campus (effective September 2017), ashtrays and other receptacles for cigarette butts have been removed. Even though there is a ban on smoking, people still find locations to smoke and they discard the butts on the ground. Many of them near storm drains. We are regulated as to the amount of trash that can be discharged through our storm drains since it dumps into the American River. Since storm water discharge regulations are changing, this needs to be a priority. There is also a possibility of a fire hazard with the dry conditions surrounding the vegetation around the campus and levees. It was suggested that a sand filled metal bucket or metal trash can be placed in the concentrated areas along with a sign stating either no smoking or please keep this area clean and free of debris. The question was brought up about how other campuses are enforcing this ban. Because this is a forward looking issue, Steve will check and report on what other campuses are doing at the next ESC meeting.

### **Student Safety Training**

New Interim Campus policy requires that students who are in classes where the curriculum requires activities that are hazardous must wear appropriate Personal Protective Equipment, such as gloves, or goggles or lab coat. The Interim Policy requires that the faculty provide the instruction to the students on why they have to wear the PPE, and how to do it properly. This training must be documented. The process for documenting the training is that the students sign a form indicating they acknowledge that they received the training. This issue was a finding in the recent State Safety Audit, and the Interim Policy is designed to address that finding. In the event that faculty does not wish to manage the student documentation process using a paper form that must be collected and stored, Risk Management has created a paper free, online, documentation system called Safe Student. A demonstration of the Safe Student web version was presented to the ESC. The Interim Safety Policy is being reviewed by the Faculty Senate. EHS will consult with departments, as requested, on proper PPE requirements. Kevin asked, "does training for sociology students on proper procedures fall under the PPE?" PPE includes items worn for protection but not procedures in sociology. Kevin also raised the question about whether the labor unions aware of the policy change. Gary stated that the President's office has the lead on this policy and he will follow up with them. In reference to the Safe Student app, Lisa asked that a future version of Safe Student allow a PDF of the multipage document that is used in NSM for student safety training documentation to be added to the Safe Student program. Gary reported that the PDF attachment feature was already on the design plan for the 2.0 version.

### **Kwickboost Safety Report**

This is a cellphone charging station that are purchased by the University and placed in several central locations on campus including the Union and the Library. An incident occurred this spring where a small child whose mother was studying near the Kwickboost station in the Union managed to take on of the charging wires and stick it in an electrical outlet on the device that was not childproofed. The child caused an arc flash, but was not hurt, only scared. Risk Management received the incident report and referred it to EHS who determined that the charging stations were in a number of locations on campus and none had appropriate childproofing. After EHS alerted the manufacturer, they provided the childproofing retrofit and fixed each station on campus at no cost to the university.

### **Workers' Compensation Report**

Adell reported that Worker's Compensation has a proactive job safety analysis program. The JSA program has the workers compensation injury case referred to EHS for review. Kevin Pargett (Occupational Safety Specialist, EH&S) analyzes the risk factors that resulted in the injury incident. The analysis includes many safety aspects, such as equipment safety, ergonomics, training, and other factors, not just worker behavior, all designed to determine what risk factors can be fixed to prevent future injuries to other employees. The findings are the submitted to both Adell and the injured person's supervisor.

Lisa Johnson mentioned that there was an elderly woman visiting the campus about a month and half ago. She tripped and fell and was taken to the hospital by ambulance. A police report was created but Adell did not see the report nor was there an accident report filed. This was because the injury was to a member of the public not an employee. This particular report was sent to Risk Management in the event the woman wished to file a claim, which as of the time of the meeting, did not happen.

### **OLD BUSINESS**

#### **Chemical Hygiene Plan (CHP) Annual Report**

Gary stated that the CHP Annual Report will be added to the minutes. The ESC received the EHS Annual Report assessing the CHP, along with the report's recommendations for updating or upgrading the CHP. This report is an annual requirement, and this written report completes a finding of the recent State Safety Audit. An executive summary of the Annual Report was read by Steve.

Changes recommended include safety committees that have changed their names, apps that have been put in place and spill response procedures that have been updated. The changes to the CHP will also include more procedures to manage chemical purchases and inventory, and adding a new chapter on Spill Prevention, which is currently covered in the CHP in several locations, but will be collected and highlighted as its own chapter.

The written report also contained a chapter on the University's Waste Reduction Program, which also addresses a State Safety Audit finding. The report on the University's progress to reduce the hazardous waste indicates that the baseline of campus-wide hazardous waste has remained constant over the year. The total amount of hazardous waste increased last year because the Chemistry Department cleared out substantial amounts of chemicals that were no longer being used, as part of the Department's reorganization process to move into the new Science II building and the

implementation of the new computerized chemical inventory software. As Chemistry starts the move to Science II next summer there may be another one time increase in hazardous waste. Lisa reported that the NSM Safety Committee will look for ways to reduce this source of hazardous waste.

### **Enterprise Risk Management Strategic Program**

Gary reported in follow up the ESC recommendation from the previous meeting to move ahead with the Strategic Program. This purpose of the program is to develop and implement added safety committees on campus which are Department specific and implemented by each Department. NSM has 4 safety committees (Chemistry, Biology, Physics and NSM), Art Department has started a safety committee and Engineering is about to start theirs. According to the collective bargaining agreement, a Unit 6 Safety Committee has been re-started and has held its first meeting as well. All leaders of these various new safety committees across campus are now formally invited to attend the ESC meetings.

### **Expanded ESC Participation by Labor**

Gary and Chela have identified the representative for all of the bargaining units on campus, and they have all been formally added to the ESC as members who receive all communications, agendas and invites to each meeting. (see list below).

### **Campus-wide AEDs Report**

Due to time limitations, the report was postponed to the next ESC meeting

ADJOURNED: 11:03 am

### **ATTENDANCE**

Brittany Anderson-Steele, *College of Natural Sciences and Mathematics*

Martiniqe Baker, *Peer and Academic Resource Center, CSUEU\**

Karyl Burwell, *Student Affairs Administration*

Chela Cholula, *Human Resources*

Susan Colley-Monk, *Risk Management*

Todd Dangott, *Director, Risk Management*

Lisa Hammersley, *College of Natural Sciences and Mathematics*

Lisa Johnson, *Clinic Operations*

Damian Lee, *Sacramento State Police Department*

Steve Leland, *Environmental Health and Safety Director*

Tony Lucas, *University Transportation and Parking*

Matthew Mason, *Transportation Maintenance, Teamsters\**

Daryn Ockey, *Director Facilities Management*

Justin Reginato, *AVP Facilities Management*

Gary Rosenblum, *AVP Risk Management Services*

Adell Seibles, *Workers' Compensation Manager*

Angel Thayer, *Academic Affairs (on behalf of Steve Perez)*

Kevin Wehr, *Sociology Department, CFA\**

**NOT IN ATTENDANCE (Invited)**

Lisa Cardoza, *President's Office*  
Tom Carroll, *Student Organizations & Leadership*  
Chris Fowler, *CSU Legal Counsel*  
Jet Corpus Haresco, *Associated Students, Inc. Board of Directors*  
Kim Harrington, *Human Resources, CSUEU\**  
Mark Hendricks, *IRT Security Officer*  
Mark Iwasa, *Sacramento State Police Department*  
Matthew Kay, *Academic Affairs IT, CSUEU\**  
Beth Lesen, *Student Engage and Success*  
Anne Luna, *Sociology Department*  
Nancy Luong, *ASI Representative*  
Christine Miller, *Information Resources and Technology*  
Ed Mills, VP, *Student Affairs*  
Carlotta Moore, *Office of Graduate Studies, APC \**  
Noel Mora, *ASI President*  
Brian Oppy, *Faculty Advancement*  
Steve Perez, *College of Business Administration*  
Angela Pullano, *UEI Property Services*  
Bridgett Reilly, *University Enterprises*  
Pamela Robertson, *Student Health and Counseling Services, Clinic, CSUEU\**  
Jennie Singer, *Criminal Justice Department*  
Michael Speros, *Housing Coordinator*  
Joy Stewart-James, *Student Health and Counseling Services*

**Department Safety Committee Representatives**

Mike Nausin, *Facilities, Unit 6 Safety Committee*  
Summer Ventis, *Art Department, Art Department Safety Committee*  
*Chemistry - not identified*  
*Engineering - not identified*

**Guests**

Janie Mutchler, *Environmental Health and Safety*  
William DeGraffenreid, *Office of the President*

\* *Labor Representative*