

Executive Safety Committee (ESC) MINUTES

Tuesday September 17, 2019 | 11:00 – 12:30 pm | Sacramento Hall, Room 161

ATTENDANCE AND MEMBERSHIP LISTED AT END

Note: If you no longer wish to be on the membership list, please contact Nayeli Gonzalez, n.parra@csus.edu, (916) 278-6119.

CALL TO ORDER: 11:04 am by Gary Rosenblum, Chair

INTRODUCTIONS OF COMMITTEE ATTENDEES

Gary asked all to introduce themselves. This the first meeting for the fall semester, the next ESC meeting will take place on Oct. 15, at 11 am in Sacramento Hall, Room 161.

MINUTES APPROVAL: April 17, 2019: ESC Minutes – Approved

OPEN FORUM

Panic Buttons

Gary R. opened the floor for any concerns or issues that need to be addressed before the meeting. Carlotta M. from the Office of Graduate studies mentioned that there are no panic buttons on the second floor of the Office of Graduate Studies (OGS). She asked the committee if this was something that they handle. There have been no reported or noted accidents. Carlotta added that she has made a request, but that no action has been taken. Damian L. mentioned that he would come in, check it out and do a risk assessment, then provide a quote. Damian L. added that if this is approved, then it would be done. Gary R. asked Damian if the panic alarm report to the police department. Damian L. reported that it was best to call-in, as officers do not know any details when a panic button is pressed. During such situations, the officers have to be cautious when responding

Visibility of Road Lines

Janie M. mentioned that now that the weather is changing, that it has become hard to distinguish where the road lines are located on the ground, especially when it is raining. She asked if the road lines will be repainted. Steve L. added that the lines on State University Dr. and housing crosswalks are fading. Gary R. asked what can be done. Daryn O. mentioned that they can be repainted, but a formal request is needed. Daryn O. added that they are trying thermal plastic decals that do not require a torch. He mentioned that they will test those, but if they do not work, then they will have to contract out for pricing.

Smoking on Campus

Don N. mentioned that he has noticed a large number of cigarette butts under the pedestrian bridge by the Science building. Don N. asked if there is any way to get law enforcement involved because cigarette butts were possibly entering the storm water drains. Gary R. enquired about signs, and

Daryn O. reported that signs are already posted. Brittney A.S. mentioned that people see the signs but still choose to smoke. Gary R. mentioned that the police department does not handle such concerns unless they are violating California laws that prohibit standing less than 20 feet away from a building doorway. Gary R. said it is up to individuals to say something to smokers, and explain what happens to the butts when disposed of on the ground. Brittney A.S. asked how policies are enforced or checked up on. Without a violation of the law, enforcement is an administrative procedure. Gary asked the committee if they had any thoughts or suggestions. There was a suggestion that there could be disciplinary action. It was also mentioned that bins be placed in such locations for proper disposal. Brittney A.S. added that students are constantly smoking next to Sequoia. Lisa J. suggested posting pollution information. Gary R. mentioned that other campuses have smoking receptacle bins with signs thanking people for putting their cigarettes out in non-smoking zones. It is something that can be done on campus, and noted that this issue was brought up in the past. Steve L. suggests placing these bins by the levee, next to the motorcycle area, lot two (2). Tyler H. mentioned that EHS could have interns collect air samples. He mentioned that last time the interns collected air samples from the areas where the students are smoking, and most stopped smoking that day. Gary R. suggested that we could do this again.

Excessive Heat Planetarium

The Planetarium's roof tile gets extremely hot, and it would be good if there were signage to warn people of potential burns. Brittney A.S. mentioned that people should not touch it to begin with. There was not a recommendation to continue this suggestion.

NEW BUSINESS

Emergency Management Planning; Adding to ESC Charter-Approved

Gary R. described a need to have an Emergency Management Planning (EMP) committee to assist with ongoing work on the EMP. Gary R. added that the Police Department is handling the EMP. Gary R. asked if the committee would approve his recommendation to add this task to the ESC committee. Scott C. mentioned that the current draft of the EMP has eighteen sections. Gary R. asked the ESC members if they are interested in creating a subcommittee, which will be scheduled right after the ESC meeting, that it would be an informal process since we have not started an official process. Gary R. asked members if they had any suggestions or concerns with taking on such a project. Lisa J. asked if the sections could be broken into subsections. Scott C. mentioned that this is a general guideline. Lisa J. mentioned that the ESC could perhaps divide the sections as a group and make recommendations. Scott C. mentioned that this was a good recommendation. Gary R. asked if that was a plan, the committee was willing to take on. No one objected to the idea. Brittney A.S. mentioned that it might take away from the ESC meeting, that the committee could barely finish what is already posted on the agenda. Gary R. suggested that this be a homework assignment if necessary. Lisa J. asked how many pages each member would have. Scott C. mentioned that if the fifteen pages are broken down, then each member would receive two pages. Gary R. mentioned once the new EMP was completed there would only be one annual review, and if it was done efficiently the committee could handle that. Lisa J. asked how long one would have to review sections and report to the committee. Gary R. mentioned that it would not take too long to

review and summarize; he asked the committee if there were any objections. No one reported an objection. Emergency Planning is now added to the ESC Charter.

Chemical Hygiene Plan (CHP) Annual Review-Report Accepted

Gary R. reported that a CHP is a procedure for chemical use laboratories that needs to be reviewed annually. Gary R. mentioned that EHS has completed the annual review and has recommendations to report. Steve L. stated that there are a handful of additions found in report, he requested Tyler H. to summarize the report. Tyler H. read the Executive Summary and Section 6-13 to the committee (the CHP report can be found in the ESC section of the Risk Management website). Lisa J. requests that references are made when citing OSHA for personal protective equipment (PPE). Steve L. mentioned that in regards to PPE, EHS would be able to reference those materials. Steve L. and Tyler H. added that they are working to establish guidelines in regards TSC and SOP materials; that they are working with Procurement for buying chemicals and shipping them onto the campus. Gary R. mentioned that students are not covered by OSHA, but are independently covered by the campus. Matt M. asked if there has been a test run to check the Emergency Generators in the TSC building; and how long it takes for the power to re-start the fume hoods. Gary R. asked if this has been tested. Steve L. stated that he was not aware of the status. Gary R. mentioned that this issue is not covered by the CHP. Brittney A.S. asked about EAP's, she mentioned that we needed to review those areas to determine air circulation of the fume hoods in case of a power outage.

Waste Minimization Plan

Steve L. reported on annual waste minimization progress. He mentioned that the annual report is not a requirement, but that EHS is always looking into minimizing hazards and the cost of disposal.

Chemical Risk Management Policy: ADM-0114

Gary R. summarized the new Chemical Risk Management policy. He mentioned that the policy is a now approved and posted in the campus policy manual. He added that the change is ADM-0114 is a campus wide chemical management policy, with an attached procedure for laboratories, which includes the CHP and Hazard Communication program. He added that there could now be an annual change to the CHP without changing the policy. He mentioned that departments can also add their own department specific procedures to the new policy as attachments.

AED Program

Janie M. reported that 25 new AED's have been installed around campus. She provided a map, which highlights their location (the map is posted on the ESC website). Kevan S. asked what prevents people from stealing them. Janie M. reported that at this point no one had stolen one, that the older ones were still in their location. Matt M. suggested putting a sticker, "If you steal this, you steal a life". Janie M. mentioned that whenever one grabs an AED that an alarm will go off, which would alert people. Gary R. stated that the AED's were added first in public facing locations, such as the theater and the music recital hall.

Audit of EHS by Chancellors Office

Gary R. mentioned that the state auditors audited EHS two years ago. In October, the chancellor's office auditors will be on campus auditing compliance with existing health and safety programs and

policy. Gary R. asked members if they had any questions or concerns about the upcoming audit, and no one replied.

IIPP Training Report

Gary R. mentioned that there would be a new set of IIPP trainings available for employees to take. He mentioned that everyone should have taken the IIPP training when first hired. He would like all campus employees to attend the new in person training. Kevan S. mentioned that he has his people take it online, that they are at 95% compliance. Gary R. suggested that those who do not remember taking the training should do so online or with the in-person training. Daryn O. suggested that people take the IIPP every six months. Gary R. mentioned that there is not a requirement to retake the IIPP, that it just needs to be known and understood. Tony L. asked if they could have their training with his group in their new building. Gary R. mentioned that it could be done.

Business Continuity Plan (BCP).

Don N. reported that under executive order 1014, all CSUs are required to have a current BCP. The Governor also mandated that any state operating agency must have a BCP in case of an emergency. This would be to determine how the campus would run when there is an emergency. Don N. mentioned that Risk has recently taken over the BCP. Don N. mentioned that they are running new software to manage emergency plans for each department called SAC STATE (Kuali) Ready, and have started implementing training sessions. The first training sessions occurred during the summer, and that he is hoping to working with IRT to identify critical software that people need in case there is a disaster.

Building Emergency Action Plan (BEAP)

Meysee V. reported to ESC committee that they have run a complete set of campus fire drills so far, and everyone is doing well. Meysee V. added that they are requiring floor Marshals and Building Coordinators to meet quarterly to discuss drills. Meysee V. also informed the ESC members that they will be doing additional fire drills during the semester and shared that housing did a great job. Meysee V. mentioned that Janie M. would be providing more Floor Marshal and Building Coordinator training, to go to Learnerweb and look for those sessions. Meysee V. mentioned that she is working with the Aquatic Center, Downtown Center, and the Julian Morgan Building to perform drills. Tony L. mentioned that he liked having a discussion after the fire drills, that this was a well-done job.

New Cal OSHA Regulation: Protecting Employees from Wildfire Smoke

Gary R. mentioned that a new Cal OSHA regulation was posted, which requires N-95 respirators (dust masks) for employees when there are high amounts of particulates in the air from wildfires. He shared that this regulation implementation is covers all outdoor workers, primarily Facilities Management employees but other departments are also affected. Steve L. shared with the committee that the campus has installed air-monitoring devices connected to the internet called purpleair.com. There are three (3) locations on campus where there monitors are reading the air. He indicated that they are having internet issues with the one located in Amador Hall, but are working to restore it. Steve L. also added that one is being added to TSC. Gary R. stated that this information will be posted on the EHS website. Steve L. added that OSHA was trying to figure out

the exact range for declaring hazardous air during fires. Gary R. mentioned that the regulation uses air quality index of 150 as unhealthy for sensitive individuals, but OSHA could make that lower.

Wheels on Campus

Gary R. mentioned that Risk Management initiated a new safety outreach program on campus with red signs that read, “Walk no Wheels”. The first few days of the semester, Don N. and Meysee V. went out and handed information to students about “Walk no Wheels” on Campus. He added that the police department enforcement could eventually cite students who violate the policy. Gary R. added that they would be picking up most of the signs as the semester progresses. Gary R. also added that there has not been a survey collection, or feedback, but would like to work on it. Mark I. mentioned that he placed officers out in the field to check out on the habits of the student body. Mark I. added that the signs are at eye-level, bold enough for students to see. Gary R. mentioned that he wants students to continue to use wheels, but to do it on the correct pathways. Brittney A.S. asked if anyone was watching the golf carts that are speeding through the area. Gary R. mentioned that the golf carts have new stickers, which have the 8-2020 numbers. Gary suggested that people call-in to report those who are driving fast. Gary R. also added that he and Tony L. are working together to get electric scooters that come on campus managed properly. He added that they are working with the City of Sacramento, and have three potential companies that are in the process of negotiating contracts. Gary R. also reported that they would run a 6-month pilot to see how it goes, and they are interested in geofencing. Gary R. added that scooters are supposed to park adjacent to the bike racks. Don N. asked if there was anything that could be done in regards to illegal parking, and he shared that jump bikes have been found parked next to doors. Tony L. mentioned that one should call 511.

Classroom Locking Program

Mark I. mentioned to the committee that they are on the second phase of the door-locking program, which is one way the campus is working on active shooter issues. Mark I. added that there have been 80 installations thus far, and they are time consuming and expensive. Mark I. also informed the committee that they are encountering an issue with the new doors in the TSC building. He mentioned that they have obtained the locks, but that the glass doors are not compatible with the locks. Brittney A.S. mentioned that a staff member has been concerned about the glass doors; she asked where she could send them in regards to those questions. Mark I. mentioned that there is an *Active Shooter Training* online, that one can find and take. He mentioned that this only covers the basics. It teaches trainees about evacuation, shelter in place and fight as a last resort. He mentioned that anyone could find this training online on the campus police website.

OLD BUSINESS

Working Alone Report (RM): postponed

Academic Fieldtrip Safety (RM); Postponed.

REPORT POSTED TO RISK ESC WEBSITE

1. CHP Annual Reviews
2. Chemical Risk Management Policy: ADM-0114
3. AED Map
4. Use of Bicycles and Wheeled Devices on Campus: ADM-0157

ADJOURNED: 12:30am

Reconvene in October

IN ATTENDANCE

Lisa Johnson, Director of Health Sciences
Daryn Ockey, Facilities Management
Gary Rosenblum, Risk Management Services
Matthew Mason, Transportation Maintenance, Teamsters*
Mackenzie Martin on Behalf of Chela Cholula, Human Resources
Adell Seibles, Workers' Compensation
Tony Lucas, University Transportation and Parking
William DeGraffenreid, Academic Affairs
Matt Kroner, Sacramento State Police Department, SUPA*
Kevan Shafizadeh, College of Engineering & Computer Science
Steve Leland, Environmental Health and Safety
Karyl Burwell, Student Affairs Administration
Mark Iwasa, Sacramento State Police Department
Brittany Anderson-Steele, College of Natural Sciences and Mathematics
Carlotta Moore, Office of Graduate Studies, APC*
Matthew Kay, Academic Affairs IT, CSUEU*
Steve Leland, Environmental Health, and Safety
Damian Lee, Sacramento State Police Department
Jenny Le, on behalf of Angela Pullano, UEI Property Services
Shannon Datwyler, College of Natural Sciences and Mathematics
Erik Skall, Grounds Management
Coletos Matiss, ASI Director of HHS
Don Nahhas, Risk Management
Meysee Vang, Risk Management
Scott Christian, Sac State Police Department
Nancy Griggs, College of Continuing Education