

CSUS Executive Safety Committee (ESC)

Tuesday, September 19, 2023 | 11:00 am – 12:00 pm | ZOOM

ATTENDANCE AND PARTICIPATION ARE LISTED AT THE END

Note: If you no longer wish to be on the list, please get in touch with Risk Management Services, rms@csus.edu, (916) 278-6119

Call to order: 11:03 am Yvonne Bolano

Review and approve minutes for April: Approved

Welcome to the first meeting of the Executive Safety Committee this fall semester. This is one of 3 meetings we will have each semester. The purpose of the executive safety committee is to bring campus-wide safety awareness and communication. Currently, we don't have a formal Executive Safety Community group; some departments will nominate a person to represent a department. But for the most part, this is an open and informal meeting; meaning that anyone on campus can join and we don't follow rules of order.

Open Forum:

Michael Keenan: I've brought up the past about the trip hazards on campus and I just wanted to recognize it in this forum that I worked with EHS and Tyler and that I appreciate them working on these hazards and getting them fixed.

Tyler Harris: Thank you for the kudos. But I also want to send a great thanks to the Facilities Team, Glen and Tim who worked with me on the back end and putting in the hard work to getting those repairs done.

Margaret Reece: Is there a way for someone to take a look at the sidewalk situation in front of Napa Hall? Currently, there isn't a sidewalk. This can be problematic for the many students walking from the Hornet Commons. There are a lot of students, they are walking in the street or in the bike lanes; which is very dangerous because it gets really busy on that street. So, it's something I wanted to bring up for consideration but wasn't sure who to mention it as a safety concern.

Tyler: I agree; I personally have noticed that a lot of students walking in that bike path along State University Drive. Over where the art school is going.

Margaret: Right, that's another risky area where the sidewalk ends, and you are forced to walk through the parking lot. These are the things that should be considered.

Tyler: This was a perfect opportunity to bring it up here to talk about it. Thank you for bringing it up. I think the challenge with the sidewalk would be if there is a ditch for the storm drainage. This is something that can be an ongoing discussion and hopefully become a future project. We can talk to the project managers on the best ways to attack this issue or to keep tables on it. I know there are other groups that may have to be involved.

Don Nahhas: Is this a TAC issue. I am not sure if they are the ones that do all the planning or make recommendations for things of that nature

Tyler: The University is always changing. We're adding new buildings and new dorms, what was designed for one purpose is needing to be altered or re-evaluated for another purpose. These are somethings that we need to definitely think about when growing this campus.

Yvonne: I can definitely take note of this so we can locate the necessary department or committee to create a project to alleviate this safety issue.

Susan Colley-Monk: I have a question. Is there anybody in the group currently that is on TAC? Have they had any meetings recently?

Jeff Dierking: There are TAC meetings today. The chair will be speaking on that and running our normal TAC meeting. Most of the TAC information is around transportation advisory and not really sidewalk infrastructure. But we do cover hazards and things of that nature and bring them back to the ESC and facilities for improvements and things like that. I will make sure to make a note and address them at this meeting today.

Yvonne: Thank you Jeff for offering to take that to TAC. We can revisit this next meeting to see if there are any updates.

Okay, does anybody have anything else that they would like to add to this issue or another issue that they would like to bring up during open forum?

Brent Moffat: Just wanted to mention, there will be an ENS survey going out campus-wide at 11:30 am. And I'd like to encourage everyone that is available to complete that; it would help give us some information over on our end.

New Business

Roof Permit Announcement

Tyler: Last year, discussions in the chancellor's office highlighted rooftop safety concerns across CSU campuses. Upon researching, we discovered a lack of comprehensive data on rooftop access protocols and activities at universities. Although some schools had basic safety measures, tracking specific project details was lacking. Sac State took the lead in developing a rooftop safety access program, allowing us to collect data on various activities and necessary trainings, differentiating between regular tasks and long-term projects. We introduced the first rooftop safety access form, which was well-received by the CSU. They expressed interest in adopting our system as a foundation for all CSU campuses.

**Gives live presentation of the form – Located on our Environmental health and safety website.

There are two roof access forms: one for Facilities roof maintenance and another for outside contractors, soon to include Sac State departments. These forms gather essential project details such as names, number of people, and project specifics. The forms will link necessary supporting documents based on project type. Our focus is on tracking ongoing projects and involved personnel. Currently, we're in the early stages, taking gradual steps, such as addressing major repairs like HVACS with external contractors.

Kevan: How do we know if the rooftop in Riverside hall can be used.

Tyler: Like for research? Generally speaking, if you don't know then you probably can't. But we can have those discussions, depending on what it is that we're looking to do. So, it's a case by case.

Michael: We do have some equipment up on the roof of Riverside which was left by SMUD sometime ago. Obviously, we didn't have these forms in the setup of said equipment but there is still equipment up there that will eventually need maintenance or be taken down. The program has turned down so we may need to eventually put in a request to remove the equipment.

Tyler: Yes, but generally my point is that when there is a business purpose, educational or maintenance from facilities, then you would need to fill out the form. So, if there's a legitimate purpose and/or a research

purpose or a need for business, we can all work together to make sure that we get those things accomplished safely.

Adam Rechs: Who is the first point of contact; your office or facilities?

Tyler: It all depends on the circumstances but in the case that you spoke of, please feel free to reach out to the EH&S team. If it's the facilities-type project that needs to be done, or if it's working with you at your college or we need to get outside vendors involved, we can all work together on whatever it is. So, I would reach out to me and my team. We're happy to start that discussion.

Brent: Tyler, quick question right here. Would this apply to physical security teams accessing physical security devices? on rooftops as well?

Tyler: Yes, it would. This is a long-term goal for the CSU. We're following what the Risk and safety people at the chancellor's office are requesting of; trying to get ahead of the curve.

Brent: So, prior to starting any work like that reach out to you.

Tyler: Yes, please.

Glenn: So, safety is certainly one aspect of people getting on roofs but another thing is some of our roofs are not built to withstand heavy foot traffic. They are designed for people to go out there and perform maintenance, that sort of thing. But if you're talking about going up there on a regular basis with like a class, some of the roofs we have it's like really not designed to take that kind of foot traffic and abuse. So aside from getting a sign-off from EH&S, we would like to have the opportunity to talk to you about what it is you're doing up there. Just so we can avoid any damage.

Tyler: That is a great point Glenn, once the form is completed and submitted, there is different groups and teams that get this information.

Yvonne: Does this apply to UEI buildings or just campus buildings?

Tyler: The intent would be for Sac State Employees in general. So, for UEI buildings, yes, we would like to know if there's work that is happening up on the roof of a building. We just ask to be kept in the loop.

Chemical Hygiene Plan

Tom Scarry: The Chemical Hygiene plan falls under my purview. Every year we go through the process of evaluating the plan. Making edits to make it better and more usable for the campus community. I am actually going to make two edits this year that were going to have included in the plan.

**Presents the two edits via Zoom

The first edit is under Section 6.5 the definition of a laboratory supervisor, we want to clarify that the instructor of record for a laboratory course section is considered the laboratory supervisor under the Chemical Hygiene plan for the students in their class. Before it was assumed that but we want to make sure that it's explicitly true. The second involves our auditing process that we conduct every year our student safety training acknowledgement forms. We want to make sure that our students that are taking classes here are being trained in safety and particularly the ones that require personal protective equipment.

We require that every student sign some type of acknowledgement form that they have received training and that the instructor is acknowledging that they are training their students, as well. They are to return that document to their instructor which the instructor will keep. Then one of my colleagues will select a few

sections at random to conduct an audit. One of the things we found was Illegible writing to the point we didn't know which form belonged to which student. So we're adding that we want at minimum the following information: full name (legibly), student number, the course section number, date that it was signed and the semester year. This process will achieve the requirements set by the chancellor's office and the state.

Old Business

Campus Lighting Safety Report

Tyler: We were able to gather the first round or two of the campus lighting forms. We have been collecting the data and we were able to create a heat map of where the problem areas are. The EHS team has discussed which issues need to be addressed immediately from ones that need to be triaged. So, we went through route one, and the ones that needed to be addressed immediately have been sent to facilities to be fixed. We plan to gather more as they come in.

Tim Bair: I just wanted to add that facilities have completed a major outdoor lighting study and we're supposed to have the final edits on the second week of October. It's an intense study so it might coincide with the current issues that have been reported.

Trip Hazard:

Tim: We've completed this past year about 55 trip hazards; that ranges from anywhere from stairs, bricks, asphalt. A majority of the major ones are typically from roots. We're been using the UBAC funding that we've received and we've almost worked through all of that. So, between North Star and our multi-craft team, we are able to get them done. So, any of those you see out there feel free to, to put in a work order for us and we'll evaluate and repair as needed.

Don: There is a trip hazard that over in front of RFC; the huge tree with black top. It's been a real issue over the years. There is currently a work order in place and I know it has been reported several times but it's there. I am concerned it's going to get worse.

Tim: Yeah, I don't have the specifics on that but my guess is that it's because we don't want to lose that tree.

Don: Can you move the pathway. It looks like there's enough grass area that you could just kind of curve that pathway out further and just make it more of a dirt area. That area gets pretty bad because most people that walk through there are not paying attention because they are on their phones.

Tim: Glen and I will evaluate what we can do.

Michael: You mentioned about putting a work order and I've been tracking several trip hazards over the years. But if you could explain maybe a little better the process, Meysee's been tracking a lot of trip hazard's that are in the work order system. And I understand that things are backlogged. But when they get removed from AIM it takes away the visibility of what's happening with these trip hazards. There's a lot more trip hazards than there are work orders for them. So, if you could just explain how your process of tracking and prioritizing this works out? I would appreciate it.

Tim: Yes, we have a list that we were prioritizing that was formulated from the UBAC funding. And then we do them based on high-traffic areas and rate them by where they fall on the safety scale. And there's some other factors that might be utilities, other things that affect whether or not we can do the work. Usually it's with Glen and Multi-craft, the project supervisor over there. They are the ones to prioritize based on a variety of factors.

Glenn: Meysee did keep a spreadsheet and we did have quite a lot of trip hazards laid out on that spreadsheet with priorities attached to them. We can't always go by priorities because there's other variables that are involved. Then that paired with the available UBAC Funding makes it more complicated to prioritize which hazards we fix first. At the moment we are almost out of the UBAC funding. So, we're hoping we can get some more so we can continue this roll of fixing the hazards on campus I don't think flooding the AIM with work orders for each hazard is going to help anything. Because a lot of us will just sit for a long time just because we have competing priorities and limited funds. I think it's best kept on a spreadsheet.

IN ATTENDANCE:

*Safety Committee Labor Representatives

Yvonne Bolano, ASC II Risk Management

Thomas Scarry, Industrial Hygienist of Environmental Health and Safety

Tyler Harris, Director, Environmental Health & Safety

Tim Bair, Director of Physical Plant and Building Trades

Glen Schaezlein, Building Trades Manager of Facilities

Todd Dangott, Director, Risk Management Services

Michael Keenan, OS Analyst of the College of Engineering & Computer Science

Adell Seibles, Worker's Compensation Manager of Risk Management

Dania Santos-Cruz

Margaret Reece, Director, Operational Effectiveness & Efficiency

Janee Hardman, Instructional Support Technician of the Chemistry Department

Nitin Roy, Assistant Professor of the College of Health and Human Services

Tania Nunez, Facilities Planning Admin

Nayeli P. Gonzalez, Youth Protection Program Analyst of Risk Management

Patrice Griffith, Director of Real Estate Services - UEI

Susan Colley-Monk, Risk Management Analyst of Risk Management

Don Nahhas, Software & Data Analyst of Risk Management Services

Kevan Shafizadeh, Dean for the College of Engineering and Computer Science

Benham Arad, Professor, Computer Science and Computer Engineering, Interim Dean

Adam Rechs, Professor, Department of Biological Sciences,

Brent Moffatt, Physical Security & IT Manager of Security and Administration

Jeff Dierking, Director of University Transportation & Parking Services (UTAPS)

Brittany Anderson-Steele, Safety Manager of the College of Natural Sciences and Mathematics

Meysee Vang, EH&S Specialist of Environmental Health and Safety

Janie Mutchler, Emergency Manager of Risk Management Services

Martinique Baker, ASC II of Student Academic Success & Educational Equity Programs

Bill Macriss, AVP/Chief of Strategic Partnerships for Student Affairs

Shannon Datwyler, Professor and Chair for Department of Biological Sciences

Elisa Trimboli, Senior AVP of Public Affairs and Advocacy

Christina Lofthouse, Police Lieutenant of CSUS Police Department