CSUS Executive Safety Committee (ESC)

Tuesday, September 16, 2025, 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: 11:00 AM Gary Rosenblum

Review and approve minutes for April: Approved

Open Forum:

Micheal Keenan: I noticed a new scooter safety report form in the SacSend communication. I observed someone on a bike speeding in the correct area and riding in pedestrian zones. While I'm unsure if immediate action can be taken, I appreciate that the university is now collecting feedback and providing a way for people like me to report such incidents.

Gary Rosenblum: Thank you for that note. That's our first item to discuss on the new business agenda. So, thank you for previewing it for us. Are there any other topics on the open forum.

Old Business:

Campus Safety Awareness Outreach – Safety Sac Send

Gary Rosenbum: This semester, we launched a new campus safety awareness initiative by sending a SacSend communication to the entire campus. Our goal was to highlight all available communication techniques for raising safety issues that can be addressed by the appropriate departments. I want to emphasize that these safety concerns are not police-related, though Sac State Police remain an option. The Sac Send presents our key communication resources: a safety hotline (8-2020) and an interactive safety map that visualizes safety technologies like blue light phones, evacuation chairs, and AED locations. A significant new addition is the scooter safety reporting system. Each scooter safety sign now has a QR code linking directly to a report form. By collecting these reports, we aim to track scooter safety issues, understand their locations and frequencies, and potentially develop targeted enforcement or safety actions. We also covered water safety and other incident reporting methods. While I believe we're doing slightly better with scooter safety this semester, we're primarily focused on gathering community input. Our goal is to ensure students are aware of all available safety resources. We hope these reports will help us improve campus safety comprehensively.

Don Nahhas: My concern about scooter safety extends beyond the inner campus to the surrounding areas. When walking outside the campus, I've observed scooters speeding at 25-30 miles per hour on sidewalks, recklessly weaving between pedestrians and vehicles. These riders seem completely disregarding road rules and pedestrian safety. Just yesterday, I was nearly hit by three different scooters while walking in front of the campus. I'm worried this is becoming a significant pedestrian safety issue, especially since riders aren't using designated bike lanes or following proper sidewalk etiquette. The current situation suggests we need more robust enforcement or education about safe scooter use, particularly in areas surrounding the campus where pedestrian traffic is high. This could potentially become a serious safety problem if not addressed soon.

Gary: While our official jurisdiction only covers the campus grounds, we recognize the broader safety concerns. We're encouraging everyone to report scooter safety issues, even those occurring outside our immediate campus boundaries. The reporting form is designed to be comprehensive - you can even include

photographic evidence. So, if you spot someone speeding past a no-scootering sign at 20 miles per hour, feel free to document and submit the incident. We'll work with Sac City as needed to address safety concerns beyond our fence line. The more information we receive, the better we can understand and potentially mitigate these safety risks.

Chemical Hygiene Plan Annual Review and Report

Janee Hardman: Hi everyone, I'm Janee Hardman, the Industrial Hygienist and Chemical Hygiene Officer for the campus. One of my main responsibilities each year is to conduct an annual review of the Chemical Hygiene Plan (CHP) to evaluate how effective it is. I look at several key metrics to do these things like employee training records, lab incident and spill reports, and the results of annual lab inspections.

Just to clarify, this plan specifically covers chemical use in laboratories. Other areas, like shops on campus, fall under the Hazard Communication Program, not the CHP.

A bit about my background — I used to work as a technician and later as the lead technician in the chemistry department, so I have hands-on experience and a strong understanding of lab operations. That perspective really shapes how I approach this plan.

One thing I've always felt about the CHP is that it tends to be more of a box-checking document than a useful tool. So with this year's proposed revisions, my goal is to make the plan more of a practical guide — something that lab staff can reference and use.

Section 7: Standard Operating Procedures (SOPs)

This section already includes basic lab practices like housekeeping, PPE, and unattended operations — I'm not proposing changes there. What I am recommending is the addition of a **new sub section of chemical inventories**. I combined this with some of the content from the former Section 19 on Risk and Safety Solutions (RSS), the software we use for tracking chemical inventories and managing hazardous waste.

As part of this, I created a **clear table** outlining what needs to be included in the inventory and what doesn't — something we've received a lot of questions about. I'm also suggesting we expand the chemical hazard classification section to include specific examples, associated hazards, and symptoms of exposure, which were missing before.

Section 8: Control Measures and Equipment

Previously, this section was minimal and lacked detail. I've recommended expanding it significantly to cover:

- Regulatory requirements,
- Routes of exposure,
- The **hierarchy of controls** (elimination, substitution, engineering, administrative, and PPE).

I emphasized that PPE should be the last line of defense — not the primary one.

I also added a new **Subsection 8.5 on Hazardous Material Signage**. This now includes requirements for lab door signage, explanations of **GHS pictograms** (those small hazard icons), **NFPA ratings** (used by first responders), and proper signage placement.

New Section 19: Instrument and Equipment Decontamination

This is something I saw lacking, especially in natural sciences. Before equipment can be serviced (on or off campus), it needs to be properly decontaminated. I created a **fillable form** that must be attached to equipment, detailing the method and person responsible for decontamination. This section outlines procedures for chemical and biological decontamination.

New Section: Laboratory Closeout / Decommissioning

Another gap I noticed was in lab closeouts. When a PI retires or leaves, there's often confusion about how to shut down the lab. I've created a **lab closeout form** that walks people through each step — including what to do with leftover chemicals, how to manage waste, and how to sustainably redistribute usable materials to reduce hazardous waste costs.

In summary, all of these updates are meant to transform CHP into a more functional and accessible guide, rather than just a compliance document. I hope these changes help people working in labs feel more supported and informed.

Any questions about who this plan applies to or how it's implemented on campus?

Yvanne Bolano: Thank you, Janae — and thank you to me for walking us through that presentation and sharing the key information we needed for this meeting.

If you're interested in reviewing the updated Chemical Hygiene Plan, please visit our website. It's either already posted or will be available there shortly.

Janee Hardman: No, because the recommendations must be we have to give people time to review the recommendations, give comments and things of that sort. So once that time passes, then the CHP will then the new CHP will be loaded.

Hazardous Waste Annual Report

Bob Hitomi: Hi everyone. I'm an Environmental Specialist here on campus, and I handle our environmental permits and compliance requirements.

Last year, Gary had me create a snapshot of the various hazardous waste sources across campus. This year, I built on that by adding the remaining data from 2024 so we can see how things have changed from the COVID period up to now. I've also started including preliminary data for 2025.

What we're seeing is a general upward trend in hazardous waste generation. Some areas, like Operations and Maintenance, are more variable — that's mostly due to the nature of their work and ongoing construction projects. But when you look at the hazardous waste categorized by EPA waste codes, especially solvent waste at the bottom, you can clearly see an increase. That correlates with more in-person lab activity and classes resuming over the past few years.

So that's the overall picture I wanted to share. Feel free to ask questions, but the data more or less speaks for itself.

SB 533 Mandated Workplace Violence Prevention Plan Annual Log Report

Tyler Harris: I just want to give a quick update on the Workplace Violence Prevention Plan, which was implemented for the first time in July 2024. We've had several discussions about it in past meetings, and now that we're about 15 months in, I wanted to share what we've seen so far.

This plan was created in response to California law SB 553, which requires all workplaces to:

- Maintain a written workplace violence prevention plan,

- Provide annual training to employees, and
- Keep a log of any workplace violence incidents — including threats, verbal or physical acts, or situations where an employee feels threatened.

We've set up a page on the Risk Management website with resources and links, including:

- The full Workplace Violence Prevention Plan,
- Contact info for HR and the Police Department,
- Safety hotline details, and
- Plans for auxiliaries like UEI.

As for training, CSU requires us to complete it annually through CSU Learn — and most of us probably received a reminder recently, since we're just past the one-year mark.

Incident Reports:

Starting from July 2024, we've received a total of nine reported incidents — tracked through the official Workplace Violence Incident Log, which were only submitted to by HR and the Police Department.

2024 (first 6 months):

- 4 incidents reported:
    - 2 were employee vs. employee,
    - 2 involved employees and individuals not affiliated with the university.
    - Types included: road rage, verbal threats, and virtual threats via email or social media.

2025 (first 9 months):

- 5 incidents reported:
    - 3 were employee vs. employees,
    - 1 involved a former student,
    - 1 involved a volunteer.
    - 4 of these involved physical altercations, and 1 was a virtual threat.

So in total, we've had 9 reported incidents over 15 months. It's important to note that this is only what's been formally reported through the proper channels — it's possible more has occurred but wasn't submitted for logging. We'll continue to monitor and report on these incidents moving forward as part of ongoing compliance with the law.

Nicole Fox: I was just wondering how we're currently monitoring incidents of violence — especially things like hate speech, verbal harassment, or online threats. With everything going on politically, I've been feeling concerned about the rising tension, particularly toward academics. There's been a lot of targeted hostility in the public sphere, and I'm curious whether there are any systems in place to track or respond to that kind of behavior — especially when it's directed at faculty.

And if we're not actively monitoring that right now, are there any plans to start doing so in the future?

Tyler: Great question — concerns like that are currently being monitored at the university's upper administration and communications levels. From what I've seen, this is an ongoing effort, and while departments like Risk Management and EH&S might eventually be looped in through the Workplace Violence Prevention Plan (WVPP), these issues are primarily being tracked by University Police and senior leadership for now. I also know that some communications have recently gone out to staff regarding these types of concerns, so it's definitely on the university's radar.

Nicole: Yeah, I just wanted to bring up something my department — in Criminal Justice — has been increasingly concerned about. Given recent events, including the recent assassination and the growing amount of hostile rhetoric in the media targeting academics, there's been some anxiety around potential threats. Some of us have seen things like public lists of professors being circulated. No one here is on any of those, thankfully, but it has raised the question of: *What if?* What if someone gets added to one of those lists? What if a student makes a threat or targets a professor?

So I was wondering — is there any kind of reporting process, protocol, or resources we can refer back to or share with our department, maybe at a future meeting? It's not urgent right now, but we'd like to know what kind of monitoring is happening and what kind of support or coping strategies are available for faculty who may feel unsafe, especially as hostile rhetoric could escalate into real threats.
Thanks — I know it's a bit of a tangent, but I do think it's connected to the broader conversation around workplace violence and prevention.

Yvanne: Absolutely — thank you so much, Nicole, for bringing that up. We'll make sure to add this topic to the agenda for our next ESC meeting, and we'll also follow up with Gary to see if he's aware of any efforts already underway or if he has additional insights to share.

Driver Safety Awareness – new university vehicle accident labels and QR codes

Susan Colley Monk: Hi everyone, I'm Susan from Risk Management Services, and I just wanted to give you a quick update on how we've streamlined the vehicle accident reporting process.
Simplified Accident Reporting – New QR Code Stickers
We've created QR code stickers that will be placed inside state vehicles. These waterproof labels are designed to reduce confusion and help employees respond more easily if they're ever in an accident. The idea is that if an accident occurs, the driver can simply scan the QR code using a smartphone, which will take them directly to the required STD 269 accident reporting form.
Thanks to Matt Mason and the SOM team, we're in the process of getting these stickers placed in all vehicles.

What to Do After an Accident
If you're involved in an accident:

1. Call the police (Campus PD at x8-6000 or 911).
2. Do not provide any insurance details — instead, refer officers to California Vehicle Code 16021, which confirms the State of California is self-insured.
3. Scan the QR code to complete the STD 269 form on your phone — this is the fastest and preferred method of reporting.
4. If you don't have access to the QR code, you can call Risk Management at x82020 within 24 hours.

Required State Forms
There are three main forms involved in the accident reporting process:

- STD 269 – Initial accident report and exchange of information at the scene.
- STD 270 – Used to document liability, prompt reporting, and damage reimbursement. This is the form I personally send to the state.
- STD 274 – Completed by the driver's supervisor to investigate the accident, confirm it occurred during state business, and recommend corrective actions.

All of these forms are linked to the Risk Management website for easy access.
For Serious Accidents
If the accident involves serious injury, disfigurement, death, or hospitalization, you must notify Risk, EH&S, and HR within 8 hours.
Overall, this new system should make things a lot easier and clearer for employees during what can be a stressful situation. Hopefully the QR codes and simplified process will help provide guidance when it's needed most.

Oscar__: Is this only for motor vehicles, or is it also for golf carts?

Susan: Yes, this process absolutely applies to golf carts as well — accidents can and do happen with them. We're primarily referring to state-owned university vehicles, which include golf carts.

If an employee is using a personal vehicle for university business and gets into an accident, their personal insurance is the primary coverage, while the state's insurance would be secondary.

That said, regardless of the vehicle type, it's important to submit the STD 270 form and an incident report so we have complete documentation of what occurred.

The QR code stickers will be placed in all university-owned vehicles and golf carts to help streamline the reporting process.

Michael Keenan: The College of Engineering has got a vehicle that isn't part of the fleet that I think that facilities maintain. Can we get one of those stickers?

Matt Mason: Yes, absolutely, Mike — we'll make sure to place a QR code sticker in that vehicle. For any vehicles that don't have the sticker yet, we've already included the STD 269 and 270 accident forms in an envelope in the glove box, along with the logbooks.

Most of the licensed vehicles in areas like NSM and CEC already have these envelopes in place, but I'll be sure to follow up and get the stickers added as well.

Susan: I see a question from Don asking about what secondary insurance means. Okay, primary insurance, if on a personal vehicle, would be your own personal insurance. Second it would be like the state's insurance program. Does that make sense?

Don: What does it mean? So, if I get into an accident, my insurance covers the first part of it, but where does the secondary insurance?

Susan: Yes, in some cases, the state's insurance could help cover costs such as a deductible, or if someone has limited liability coverage and the accident exceeds that amount.

For example — although not vehicle-related — sports clubs on campus have their own insurance policies. If a student athlete doesn't have personal health insurance, the sports club's policy can serve as secondary coverage.

That's just one-way secondary coverage might apply.

Don: So just to clarify — with the supervisor form, the employee would need to report the incident to their supervisor, in addition to submitting the required accident form, correct? That way, the supervisor is informed and can take the necessary steps.

And once the supervisor receives the report, they should already have enough training to know they need to complete and submit the supervisor form as part of the process.

Susan: Yes, exactly — it's important that we understand why the accident happened, even if it wasn't the employee's fault. We still need a basic investigation at the time of the incident, especially since these accidents can happen off-campus when we may not be available to respond directly.

For example, someone might be out picking up supplies in a university-owned vehicle, and another driver could run a red light and cause the accident. Regardless of fault, we need accurate documentation of what occurred.

That's why it's so important that all drivers using university vehicles — or driving on university business — are properly cleared through Risk Management Services. Many of you have probably seen my emails about the required training and paperwork, which we've also worked to streamline.

Thankfully, we've had very few vehicle accidents on our campus, which speaks to the great job our drivers are doing — especially with practicing defensive driving and prioritizing safety.

Yvanne Bolano: We'll wrap up today's meeting with one final announcement — this is more of an FYI, and I'd really appreciate your help in spreading the word to students you interact with across campus.

Risk Management Services is partnering with an external insurance company and our local risk management chapter to host a panel event geared toward students interested in careers in risk management and insurance. While it's targeted at risk management students, all students are welcome, especially those who may be curious about exploring alternative career paths.

We'll have five industry panelists from insurance and risk management companies, sharing insights on current trends and opportunities in the field. The event is designed to inspire students and broaden their awareness of professional options they may not have previously considered.

There will be:

- Free food
- Engaging conversation
- Free professional headshots — great for LinkedIn or job applications

The event is open to the public and will be held:

- Date: Wednesday, November 13
- Time: 3:00 PM – 6:00 PM
- Location: Carlsen Center

We'll be promoting it through the Monday Briefing and reaching out to relevant departments. If you know of students who might be interested, please send them our way. And if you'd like more details, feel free to reach out to me directly.

Don: After 25 years, I've decided to retire — my last day will be next Friday. You're all welcome to stop by and say goodbye. We'll be having a small farewell gathering at the Epicure (Engrained Restaurant) from 3:00 to 5:30 PM.

If you'd like to join, please contact Yvanne so she can get a discount.

Thank you all for your support over the years — it's truly been a pleasure working with you. I'll miss you all… though I won't miss the early mornings! I'm looking forward to spending more time with my dogs and enjoying retirement.

Closing Remarks:
Thanks again to everyone for attending today's ESC meeting. I'll send out the invitation to our next meeting, which will be on the third Tuesday in October. If you have any topics or agenda items you'd like to include, please let me know — I'm happy to add them.

IN ATTENDANCE:

*Safety Committee Labor Representatives

Gary Rosenblum, AVP of Risk Management
Don Nahhas, Software & Data Analyst of Risk Management
Yvanne Bolano, ASC II of Risk Management
Janee' Hardman, Industrial Hygienist of Environmental Health and Safety
Troy Bettcher, Senior ELR Specialist
Brittany Anderson-Steele, Safety Manager of College of NSM

Jason McHarg, Grounds of Facilities*
Oscar Castro, Student Assistant of CCE-Facilities
Brent Moffatt, Physical Security & IT Manager of Police Department
Alan Dixon-Hurd, Assistant Director, SSWD Exam Proctoring Services*
Earl Gratuito,
Matt Mason, Transportation Maintenance*
Jeanne Harris Van Dahlen, Senior Associate Vice President for Student Health, Counseling and Wellness
Tyler Harris, Director, Environmental Health & Safety
Adell Seibles, Workers' Compensation Manager
Amy Burke-Jones, Annual Giving Associate *
Melissa Trujillo, Library Services Specialist*
Nicole Fox, Associate Professor of Criminal Justice Division
Samuel N. Jones, Associate Vice President for Campus Life
Michael Keenan, Special Projects Manager of CEC
Behnam Arad, Associate Dean for Students Affairs of the College of E&CS
Nayeli Parra Gonzalez, Youth Protection Program Analyst of Risk Management
Glen Schaezlein, Director of Grounds and Custodial Services
Bob Hitomi, Environmental Specialist of EH&S
Courtney McLeod-Golden, Director of Planning, Design & Construction
Debra Ahrens, Library Services Specialist III*
Tim Bair, Director of Facilities Operations
Chris Taylor, Associate Dean for Student Success of the College of NSM Deans Office
Felicia Linstrot Johnson, Associate Vice President, Facilities Management
Jeff Dierking, Director of UTAPS
Meysee Vang, EH&S Specialist
Pam Robertson, Health Education Assistant of SHS Clinic *
Dania Santos-Cruz, Property Manager of UEI
Michael Ray, Associate Professor
Susan Colley-Monk, of NSM
Jamal Thompson, Assistant Property Manager
Thomas Scarry, Occupational Health and Safety Specialist