

Environmental Health & Safety Committee – Meeting Minutes

November 9th, 2016 at 1:30-3:30 PM

Attendees: Richard Alvarez, Michael Camann, Kimberly Comet, Traci Ferdolage, Stacie Marshall, Steve McKenzie, Steve Monk, Karin Rodamar, Ron Rudebock, Jerry Saner, Ruth Sturtevant, Steve Tillinghast, Anna Villagomez, Paul Vrabel, Sabrina Zink

Not present: Jason Kitzerow, Steven Mottaz, John Smith

1.0 Agenda

1.1 Introductions and explanation of role of positions within the Committee.

2.0 Occupational Safety Presentation

2.1 Paul Vrabel, Occupational Safety Coordinator presented a general overview of objectives and responsibilities of Department and University (See PPT for additional information). Main topics covered:

- OSHA background and history explaining employee and employer rights.
- Risks affect us all on a daily basis if we acknowledge it or not. Driving to work is a substantial risk we take every day.
- Federal OSHA and Cal/OSHA understanding and differences.
- Proactive versus Reactive approach to EHS.
- Hazard Identification and Near Miss Reporting – help accumulate data to build a successful foundation of a program moving forward.
- Hazard Hierarchy of Controls – Elimination (ideal), Substitution, Engineering controls, Administrative controls, and last line of hazard control - Personal Protective Equipment (PPE).
- Measuring safety performance – Probability vs Impact Chart
- Serious Injury Reporting notifications to Risk Management & Safety Services department within 8 to 24 hours.

3.0 Environmental Health Presentation

3.1 Sabrina Zink, Environmental Health & Safety Specialist presented a general overview of health and environmental programs which impacted HSU and how we all play a role in ensuring an eco-conscious campus (See PPT). Main topics covered:

- Managing the Storm-Water permitting process for Arcata and Trinidad locations and requirements we are responsible for at HSU.
- Pollution is created, but cannot be destroyed – “Everything is connected.”
- Food Safety – distribution outside of Dining Services, there is an additional process for food service.
- Waste Water Permit – we have responsibility for what waste we send to our local Waste Water Treatment facilities.

- “Cradle-to-Grave” – lifetime ownership of our hazardous waste.
- Hazardous Waste must be labeled, stored, and disposed of appropriately per the EPA.

4.0 Risk Management Presentation

4.1 Kimberly Comet, Director of Risk Management & Safety Services presented on a general overview of the risk management policies and processes of the University (See PPT). Main topics covered:

- The University and our Department is charged with identifying and assessing all types of risk.
- Liability and losses that we can expect at the University.
- Processes at identifying the risk and controlling that risk – looking at data, trending information, inspections, injuries, and near-misses.
- Field trips, traveling abroad and within the country is controlled through administrative policies to limit liability.
- Clubs have a heightened level of risk due to all of their activities.
- Controlling the risk by documentation and internal processes including; risk transfer, contracts, insurance, waiver forms, training, supervision and procedures.
- Measuring tools using a Probability Chart explaining frequency vs. impact.

5.0 Communication of Meeting & Minutes

5.1 Kim asked the Committee what would be the preferred method to relay the information to the appropriate groups members.

- Karin Rodamar - Paperless
- Stacie Marshall - Chapter meetings, email and opening that two-way communication between the applicable groups for the membership.
- Steve McKenzie – Upload on website to maintain a “library” of policies, procedures, forms and other information.

5.2 The Committee will be sent a draft of the minutes for review and then they will be posted to the Risk Management & Safety Services website.

5.3 Traci Ferdolage questioned how the Campus Committee will interact with other department-specific safety committees. What is the relationship between the committees?

6.0 Homework Assignment – Charter Review

6.1 Review the old Charter of the Safety Committee and come up with a new updated Charter by the next meeting in March.

6.2 Risk Management will send out a draft of the Charter in January for review.

7.0 Expectations of Committee

7.1 Jerry Saner asked what authority the Committee and the Risk Management & Safety Services department has for the campus. Kim Comet responded saying that the issue or concern would have to be tracked separately and could possibly be presented to the President if there was a need for that.

7.2 Steve Tillinghast talked about the old Committees processes and practices.

7.3 Traci Ferdolage responded by explaining the current work order processes within Facilities Management. Traci stated their group could bring safety concerns which they accumulate to the group and how we could prioritize the concerns as a whole.

7.4 Steve Tillinghast brought up the need for consistent campus-wide policies or procedures, including student safety.

7.5 Development of on-line training for students through Canvas and for employees through SkillPort.

7.6 Traci F. stated the previous Committee performed a Campus Safety Walk group which would walk campus walkpaths to identify deficiencies on our external property including; lighting, tripping hazards, over vegetation in certain areas and other potential security concerns.

8.0 Next Scheduled Meeting

8.1 March 22th, 2016 at 1:30 - 3:30 PM