

Environmental Health & Safety Committee – Meeting Minutes 11/7/2018 at 1:30-3:30 PM in Library 209 (Fishbowl)

Attendees: Jeffrey Schineller, Richard Alvarez, Linda Parker, Kimberly Comet (Chair), Ruth Sturtevant, Paul Vrabel, John Smith, Karin Rodamar, Anthony Johnson, Sabrina Zink, Cynthia Hawking, Ron Rudebock, and Jeanne Rynne

Not present: Renee Byrd, Stacie Marshall, Steve Monk, and Jason Kitzerow

1.0 Agenda

1.1 Roll Call

1.2 Review of Previous Meeting Minutes

- There were no comments on the previous minutes from August 29, 2018. Minutes have been posted to the website.

1.3 Review of Previous Items

- **Workplace Violence Prevention Program Updates**

- Kim Comet and Paul Vrabel provided a brief overview the Workplace Violence Prevention Program.
- Kim stated the Workplace Violence Prevention Policy will be ready to move to Policy Review upcoming in December or January.
- Cal/OSHA provided an updated draft of the General Industry Workplace Violence Prevention Standard, which has been released on October 24th. The drafted Standard will be open for public comment until December 14th, 2018. If you have questions or comments, contact Paul Vrabel at paul.vrabel@humboldt.edu or 826-5711.

- **Cal/OSHA Updates**

- Kim Comet provided updates of Cal/OSHA investigation, which occurred in April 2018. HSU received citation packet on the week of October 25th. The findings showed 6 violations totaling a fine of \$2,800.

There are procedures available with State Agencies, that after a year we could qualify for a refund of our citations. We will pursue this option at the end of the year.

These inspections occurred throughout the CSU system to each campus after the California State EH&S Audit came out last year.

- **Water Testing Update**

- The summer testing locations did not include the Housing dormitories, due to activity within the areas. EH&S will work with FM and Housing to get those areas tested over the upcoming winter breaks (November, December, and January)
 - The drinking fountains and sinks used for kitchen preparation will be the selected areas.

- The locations of the testing for dormitories have been selected by construction age of the buildings. At minimum, 1 representative building per decade was chosen to get an accurate representation of all of our facilities.

1.4 Review of Safety Week

- The 2nd Annual Safety Week occurred October 29th through November 2nd, which is a week is dedicated to health, wellness, safety, and emergency preparedness.
 - The Safety Week attendance was not as high as expected. Risk Management & Safety Services will be meeting to discuss potential changes to increase the attendance in presentations. Ideas from the Committee included: eliminating registrations, alternate dates (September), and reaching out to faculty members to incentivize student participation in these presentations.
 - Ruth Sturtevant suggested to attempt to involve Center Activities, they can engage with Water Safety and Outdoor safety. Stating these classes will be offered during Orientation for new students.
 - Citizens CPR (hands only method, not the mouth-to-mouth) was a success for Safety Week. The Red Cross set up the event in the Quad on campus. The Red Cross sets a goal of 125 people for the year throughout the County, we had 64 people in one day participate in the activity. This is a great potential life-saving technique for lay people.

1.5 Monthly Newsletter

- Monthly Newsletters are available from Risk Management & Safety Services. There is a resource library available at: <http://risksafety.humboldt.edu/safety-newsletters>
 - November's topic is [Holiday Safety & Travel](#) from the National Safety Council.
 - [Emergency Preparedness](#) was September's topic and a wonderful resource for all HSU Personnel.

1.6 Confined Space Program Updates

- Risk Management & Safety Services is revising the campus-wide Confined Space Program to get all departments adhering to the same Program on campus. The revision foundation is from Facilities Management's Confined Space Program, as Facilities has more work within confined spaces due to work activities, maintenance, and contractors.
 - A [Confined Space Fact Sheet](#) has been developed for individuals and departments to understand more about confined spaces and the hazards associated with these spaces. If you or your department personnel enter "confined spaces," contact EH&S at 707-826-5711 or 826-3302 for more information and access to the HSU Confined Space Program.

1.7 Updates on Other Committees

- **Diving Safety Committee:** Meeting will occur in December.
- **Boating Safety Committee:** Meeting will occur in December.
- **University Center Safety Committee:** Meeting will occur in December. The UC Committee is also updating their IIPP.
- **Facilities Management Safety Committee:** Following up with Painter's shop reported items from the Cal/OSHA inspection.

1.8 Items from Committee Members

- Richard Alvarez: Requested information to be provided to faculty & staff on the medical emergency response protocol for these situations when they occur during classes.

Kim Comet stated that when emergencies occur in Housing, the Housing auxiliary provides student information to the ambulance or hospital in each specific case. If an emergency occurs in a classroom, the same information is not provided to the ambulance or hospital. This can lead to confusion for the emergency response personnel.

Kim Comet explained that there are discussions on-going with the Dean of Students to communicate appropriate student information to medical personnel when emergencies arise on campus. Updates on resources or processes will be identified to the group at the next Safety Committee meeting.

- Ruth Sturtevant: Explained that she may have a need for a new flammable cabinet for paint within her office area.

Paul Vrabel stated he will work with Ruth to determine if the flammable is required due to material or if the quantity of material meets the required threshold for flammables storage.

- Richard Alvarez: Questioned if it is recommended to update their Injury and Illness Prevention Program (IIPP) annually.

Kim Comet explained that each department must be updating their IIPP annually and if specific names of individuals are present in these documents that they should be replaced with titles instead. Jeff Schineller followed up and asked if the annual review was required for the Chemical Hygiene Plan (CHP). Kim stated the CHP must also be updated annually as well.

- Kim Comet and Sabrina Zink continued that there will be an Internal EH&S Audit performed by the Chancellor's Office at all CSU campuses beginning in January 2019. The Chemical Hygiene Plan, specifically, was identified that majority of campuses were in need of updating that document.
- Sabrina Zink discussed there will be a new software for inspections and hazard assessments available and required to be used from the Chancellor's Office. The software, Risk & Safety Solutions (RSS), was developed by the University of California system.

1.9 Dates of Next Meeting

All meetings will be at 1:30-3:30 PM

- February 6th, 2019 in Library 209 (Fishbowl)

1.10 Adjourned.