

Environmental Health & Safety Committee – Meeting Minutes 5/2/2018 at 1:30-3:30 PM in Library 209 (Fishbowl)

Attendees: Jeffrey Schineller, Richard Alvarez, Kimberly Comet (Chair), TC Comet, Ron Rudebock, Paul Vrael, Steve Monk, Karin Rodamar, and Cynthia Hawking

Not present: Renee Byrd, Unit 4 Representative (vacant), Ruth Sturtevant, Sabrina Zink (maternity leave), UPD Representative, John Smith, Stacie Marshall, Steve Karp, Ava Briscoe, and Jason Kitzerow

1.0 Agenda

1.1 Roll Call

- EHS will work with Human Resources and Union to determine if there are upcoming representative changes to the respective Units 2-9.
- Housing and Facilities Management are merging operations, which will allow for removal of the current Housing position on the Committee.

1.2 Review of Previous Meeting Minutes

- Cynthia Hawking (previously Cynthia Perez) stated she has a name change after getting married.

1.3 Safety Newsletter Updates

- Paul Vrael provided a brief overview on the previous monthly Newsletters, explaining these can be used at work, but also important information for home/personal life as well.
- Jeff Schineller discussed the frequency and communication methods for the Safety Newsletters, stating the Portal would be a better venue to capture more attention. TC Comet suggested the weekly University Notices emails would also be a good location for employees to receive the information. EHS will use these recommendations for upcoming Safety Newsletters.

1.4 Review of Items Identified at Last Meeting (2/7/18)

- Kim Comet provided an update on the Workplace Violence Program development. She stated that there has been a drafted Program and responsible groups are beginning to develop their components within the overall Program. Additional updates to come at the next meeting in August.
- Steve Monk questioned where the Rave Guardian information and application could be found on the website. University Police has detailed information and links to the application on their website: <http://police.humboldt.edu/rave-guardian-app>
 - For additional information, contact Willie Bence (Emergency Management Coordinator) at willie.bence@humboldt.edu

1.5 Updates on Other Committees

- **Diving Safety Committee:** No updates.

- **Boating Safety Committee:** HSU will host a Boating Safety Training in June. Attendees will be from different CSU programs. This training will include boating hazards, environmental considerations, fire extinguishers, and driving component for trailer practical.
- **University Center Safety Committee:** Ron Rudebock stated the UC Safety Committee recently met and reviewed accident reports. The UC Safety Committee also discussed the challenges with SkillPort training between employees vs. students (not accessible unless they are employees).

Kim Comet provided information that the Chancellors Office is in the process of assessing SkillPort for this matter. Committee will receive updates as information comes out. Paul Vrabel stated EHS has begun developing health and safety trainings on Canvas (students' Learning Management System), to make it accessible and ensure the appropriate information is getting to the end users.

- **Facilities Management Safety Committee:** No updates.

1.6 Items from Committee Members

- Kim Comet stated a Cal/OSHA Inspector showed up unannounced on April 27, 2018 to look at our laboratories and meet with Union representatives. The inspector interviewed certain personnel and identified of the lack of required Workplace Postings in the Science B building. After receiving the citation, Risk Management & Safety Services will implement an inclusive campus posting process to capture the rest of campus.
- The Committee will be updated with the findings at the next meeting.
- The Chancellors Office is also requiring all CSU campuses to participate in an Environmental Health & Safety Audit. This will take place by the end of 2019.
- Cynthia Hawking requested follow-up to who is responsible personnel in laboratories for students. Depending on the activities and students in the area, the P.I. or directing faculty member has responsibility of the activities in the lab. The Dean and Chairs have direction over the P.I.'s and faculty to develop their internal protocols for work in labs (i.e. working alone policies, restricting access, contact phone numbers for emergencies, etc.).
- The discussion led to a conversation about a recent incident in Science C building with two students working in a lab who did not properly turn on the appropriate fan prior to warming a hazardous chemical (the fan accelerated the potential fumes into the exhaust, it was fully contained without the fan). The two students were concerned that there was a potential exposure to themselves and the other occupants, EHS responded pulling the fire alarm to evacuate personnel from the facility. The concentration of the agent was determined to be not as hazardous as the initial reported concentration.

The students were taken to the Health Center for evaluation. The Health Center was initially put on lock-down until the chemical concentration was known, due to potential contamination of facility. This was initially not discussed in the de-briefing meeting. The possibility of contamination to others or other vehicles/facilities after these incidents will be discussed between Risk Management, Health Center & applicable departments.

- Richard Alvarez requested information about Emergency Response protocols in regards to Field Trip Authorization. He explained the process is “fuzzy” through SkillPort and a “10-click process.”
- Seismic Retrofit Project and Relocation to the Central Events Field: TC Comet gave an overview of the temporary relocation of individuals from the Library and John Van Duzer Theatre (JVD). He stated that there will be modular units built on the field to provide office for staff and faculty

until the seismic retrofit project is complete. This will impact Parking in the middle of campus and also see a heightened increase near the Campus Events Field.

- Animals on Campus Policy Update: Kim Comet stated the new door placards-stickers for restricting animals in facilities with the exception of Service Animals will be placed in the upcoming year.

1.7 Dates of Next Meeting for 2018

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

- August 29, 2018 in Library 209 (Fishbowl)

1.8 Adjourned.

DRAFT