

Environmental Health & Safety Committee – Meeting Minutes

8/30/2017 at 1:30-3:30 PM in SBS 335

Attendees: Jeffrey Schineller, Richard Alvarez, John Smith, Kimberly Comet (Chair), TC Comet, Stacie Marshall, Ron Rudebock, Ruth Sturtevant, Chris Guillen, Paul Vrabel, Steve Karp, Steve Monk, and Cynthia Perez

Not present: Renee Byrd, Steve McKenzie, Karin Rodamar, Sabrina Zink, Steve Tillinghast, and Jason Kitzerow

1.0 Agenda

1.1 Welcome the New Members to the Committee

1.2 Review of Previous Meeting Minutes

- No comments.

1.3 Review of Items Identified at Last Meeting (3-22-17)

- Kim Comet followed up on the request for a Unit 8 (sworn officers) representative for the committee, stating that they will attend meetings, but due to responsibilities, the individual(s) for the meetings may rotate depending on schedules.
- Associated Students will also provide a representative for the 2017-2018 year.
- Kim explained the AED Program, Fire Extinguisher Inspection & Use Procedures have been drafted and needs to be reviewed prior to implementation campus-wide.
- The review of the concern for Panic Button is being reviewed within applicable departments including; UPD, Student Health, Facilities Mgmt., Risk Mgmt., and Human Resources.

1.4 Review of New Equipment Process

- Risk Management & Safety Services developed guidelines for purchasing or obtaining new equipment for activities on campus. The link is on the Risk Management & Safety Services for departments to use prior to purchase or obtaining equipment.
 - <http://www2.humboldt.edu/risksafety/sites/default/files/equipment%20flowchart.pdf>
 - Jeffrey Schineller (CNRS rep.) suggested to insert a Check Box on a Purchase Order, which would state the New Equipment Process has be reviewed and followed.
 - Jeffrey Schineller questioned how the information would get to all departments. The Portal and Email communication were stated as possible venues for the release.

- The Risk Management & Safety Services website also updated the “Safety Suggestion/Action Form” to highlight the button/tab for use.



1.5 Updates on Other Committees

- *Diving Safety Committee*: Richard Alvarez stated this committee will be reconstructed with himself as the Chair. This development was approved by the Campus EH&S Committee.
- *Boating Safety Committee*: Steve Monk explained there are multiple groups which will need to participate in the committee including; Athletics, Academia & Center Arts.
- *University Center Safety Committee*: Ruth Sturtevant communicated that the UC Safety Committee has been reestablished as well.

1.6 Items from Committee Members

- Stacie Marshall (Unit 7) had a question on the licensing requirements of the elevators inspections. She noted that an inspection certificate had the Expiration Date whited out. TC Comet (Facilities) explained that the elevators are current on inspections; the documents are kept at Facilities Management. The Committee discussed the option of posting a notice of where the documentation is kept.
- Steve Monk received a question about CPR/AED certification through the University. Kim explained that RM&SS is preparing for **Safety Week (Oct. 16-20th)** which will include many trainings available for all personnel: students, faculty, & staff. There is also a local membership for this training if requested through EH&S.
- Steve Karp stated to the group that Alliant the insurance group for the University will facilitate trainings for unusual equipment or processes on campus, for example ATV Safety.
- Richard Alvarez stated there was a CERT “bag of necessities” in case of a pool evacuation. It was recommended to review & update the contents and list.
- Kim communicated the “Smoking Ban” for the California State University system and it’s effective date of September 1st, 2017.

1.7 Dates of Meetings for 2017/2018

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

- November 8, 2017
- February 7, 2018
- May 2, 2018

1.8 Adjourned.