California State University

Channel Islands

**SAFETY COMMITTEE MEETING**

**MINUTES**

Minutes of November 13, 2013 meeting

 1) In attendance were:

 *OPC Management:* Jose Chanes

 *Police Department:* Mike Morris

 *Academic Affairs Safety*: Scott Duffer

 *Academic Affairs Safety:* Ivan Grooms

 *Safety/Environment:* Bill Kupfer, Chair

 *Student Affairs:* Ed Lebioda

 *Unit 5:* Ricky Medrano

 *Academic Affairs Safety*: Michael Mahoney

 *Academic Affairs:* Gina Matibag

 *Academic Affairs:* Hilda Ocampo

 *OPC Safety:* Derick Nguyen

 *Risk Manager:* Katharine Hullinger

 *Health and Safety Manager:* vacant

Information item: Manny Ramos, the campus Health and Safety Manager, left campus employment and recruitment is underway to refill the position.

Information item: The delivery of on-line courses (Injury and Illness Prevention Program, Hazard Communication and Ergonomics) has been delayed due to the vacancy in the Health and Safety Manager position.

1) Jose Chanes provided a summary of the revised campus Fall Protection Program. A consultant has been hired by Facilities Services to assist with implementation of this, and other, safety programs.

2) The Chair presented an injury report. There were 31 injuries since the last Committee meeting on June 26, 2013. Sixteen of these injuries were staff members and fourteen of those worked in Facilities Services. Seven students and eight visitors were injured.

Most of the Facilities injuries were not severe, although one potentially dangerous heat illness hospitalization garnered an OSHA investigation that is on-going. There were four insect “bites” associated with a large amount of manual labor on the new entrance road landscaping.

Seven students were injured while involved in a wide variety of activities, and these injuries appeared to be random.

Eight campus visitors were injured, five of these were enrollees (minors) associated with external entities on campus for summer conferences/camps; three of these five injuries were head injuries.

Corrective actions have been taken as indicated by injury investigations.

3) Follow up items:

* A concern about conformance with the Lead Operations and Maintenance Program was addressed. The Chair reviewed all records of air samples taken during work with lead based paint. The review revealed that more personal air sampling is required by the campus Lead Operations and Maintenance Program. Personal air samples must be done for all work disturbing lead based paint until we have sufficient information to adequately assess this hazard. At least three personal air samples must be done for every type of work conducted. The Facilities Services Safety Coordinator will perform, or arrange for performance, of these air samples.
* The Chair assessed the condition of the stairs in BTW adjoining BTE. A work order for improvement of the traction surfaces was placed.
* The Chair investigated a report of students welding and grinding without proper protective equipment. The professor directing these activities (Matt Furmanski) was advised in writing. He responded, indicating each student is individually trained and the training documented, and further, that he would continue surveillance of student activities to ensure they are observing safety procedures.

4) External Audits

Two external audits of campus EH&S programs were completed since the last Committee meeting. Presentation of the synergy project comprehensive EH&S assessment was deferred to a future meeting. The Chair presented a detailed review, description and analysis of the Trustees Hazardous Materials Management Audit. This audit went very well; Campus structure, authority, written programs and compliance systems are well organized and in place; in addition implementation is generally good. However issues related to inadequate internal audit/assessment and training were found. These two shortcomings were not surprises as previous assessments by campus EH&S have documented the same issues.

The campus is responding in a number of ways. Much of the work involves capturing and providing safety training for all students who work in hazardous materials laboratories. Other work involves the performance of safety/environmental self-assessments in all laboratories and Facilities shop areas. A particularly important change is to have every lab manager (typically faculty) assess hazards, determine mitigations, convey this information to lab workers and document that process. Another effort is underway for EH&S to provide training of all staff and faculty in all areas where hazardous materials are used. The campus Chemical Hygiene Plan (CHP) is the document wherein these procedures in laboratories are defined. The EH&S office is the author of the CHP and the primary contact for the audit and is thus is planning, organizing and working with teams to implement the campus responses. A calendar of campus actions lists milestones that are required; actions and documentation will extend into Spring of 2014.

5) Changes in the campus Chemical Hygiene (lab safety) Plan were briefly described. Required processes have been developed and written, and documentation facilitated with new forms.

* Next Meeting

The next meeting will be scheduled in the next calendar quarter.

dist: Safety Committee

cc:

 Simone Aloisio, Academic Affairs

 Gary Berg, Extended Education

 Karen Carey, Academic Affairs

 Dave Chakraborty, Operations, Planning and Construction

 Amy Denton, Academic Affairs

 Gayle Hutchinson, Provost, Academic Affairs

 Damien Pena, Student Affairs

 John Reid, University Police

 Greg Sawyer, Student Affairs

 Ysabel Trinidad, Finance and Administration

 Dan Wakelee, Academic Affairs