

California State University
Channel Islands

**SAFETY COMMITTEE MEETING
MINUTES**

Minutes of December 18, 2019 meeting

1) Attendees:

<i>EHS (Director):</i>	Peer Gerber
<i>EHS (Chemical Hygiene Officer & Laboratory Safety Specialist):</i>	Derick Jaramillo
<i>EHS (Safety Specialist):</i>	Derick Nguyen
<i>EHS (Student Assistant):</i>	Jasmine Smith
<i>Human Resources (Workers Compensation & HR Specialist):</i>	Kim Sones
<i>Facilities Services:</i>	Teresa Kocis
<i>Campus Recreation:</i>	Joshua Wade
<i>School of Arts & Sciences (Safety Compliance Liaison):</i>	Phil Hampton
<i>Environmental Science and Resource Management:</i>	Emily Gaston
<i>Chemistry:</i>	Scott Duffer
<i>Chemistry:</i>	Marty Labasan
<i>Art:</i>	Kenji Webb
<i>Police Department:</i>	Chris Jetton
<i>Division of Student Affairs (Staff Resources Specialist):</i>	Courtney Ellis
<i>ITS (Associate Director of Information Security):</i>	Carlos Miranda

1. **Introductions-** Peer Gerber welcomed everyone, introduced himself and asked everyone to briefly introduce themselves
2. **Review and approve minutes from September 18, 2019 meeting-** The minutes from the September 18, 2019 meeting were briefly reviewed. Carlos Miranda made a motion to approve the minutes, which was seconded by Phil Hampton. There was a unanimous decision to approve these minutes.
3. **Unfinished Business**
 - (a) **Sea Lions at the CIBC-** Joshua Wade mentioned that Facilities services had not been able to complete the fencing installation and that he would speak with Michael Gravagne about elevating this issue with upper management. Joshua also mentioned that risk to staff, students and visitors is heightened during the June-July KIDS activities.
 - (b) **Biology dept. earthquake-resistant shelving-** Derick Jaramillo received a quote from the vendor; however he was informed that funding was removed for lab shelving straps. Derick will stay in contact with the vendor. Derick also mentioned that Maggie Tougas (Emergency

management) offered spare straps and Derick shared them with Mike Mahoney and Scott Duffer. Derick will check to see to that they are in use. Peer Gerber offered to help with securing funding, if needed, for additional straps.

4. New Business

- (a) Derick Jaramillo informed the committee that EHS Inspections will be held in February instead of January as originally scheduled, in order to observe required PPE usage in instructional labs to ensure ongoing students are operating safely, i.e. goggles, gloves, coats, etc. Derick will also contact each lab tech to ensure all training requirements are met, i.e. Chemical Hygiene Plan, Hazardous materials, Student Assistant training, etc.
- (b) Derick Nguyen informed the committee that a hazardous waste pickup is scheduled for Jan 8 2020; Batteries need to be separated from Li-lithium batteries. Non-lithium batteries should be placed in Universal Waste containers; Lithium batteries are treated as hazardous waste. Peer Gerber mentioned that ALL hazardous waste should be in the 90 day hazardous waste building by 12/20/19; a memo was sent out a couple of weeks ago. Teresa Kocis mentioned that she was not informed. Derick Nguyen informed the committee that he will bring it up during the next leads meeting.
- (c) Derick Jaramillo mentioned that all waste containers should be properly labeled because, depending on the type of waste, i.e. universal waste or hazardous waste, certain time frames cannot be exceeded before the containers are transferred to the 90 day hazardous waste storage area. Derick Nguyen mentioned that he has available labels.
- (d) Phil Hampton expressed concerns the 2018 Chemical Hygiene Plan (CHP), approved by CFA but not by CSUEU, is not on the EHS website and recommended that the Safety Committee reviews future CHP revisions by utilizing an approval process form.
- (e) Kenji Webb mentioned that he was never trained on a CHP for Arts sculpture workshops. Derick Jaramillo informed the committee that Kenji has completed the CHP training but that it is designed to combine two elements: First, what the CHP is and a description of each element, secondly how to use the CHP, what protections employees should follow and where a copy of the CHP should be located in each lab. Kenji expressed concerns that Art workshop are included with the science labs and that there is overlap. Peer Gerber mentioned that Derick Jaramillo is available to sit down with Kenji at a later to review the details and refine the training for Art workshop employees. Phil Hampton requested confirmation of this training.
- (f) Scott Duffer expressed concerns that there is confusion regarding the CHP approved by CFA versus the version approved by CSUEU and wondered which version to follow. Peer Gerber mentioned that the latest CHP version created in 2018 was approved by CFA but not CSUEU and that the campus is currently waiting for a new CO executive order that should clarify who is responsible for performing hazard assessments and self-inspections for each lab once every

semester in accordance with the Provost's memo. 2010 self-inspections should be conducted within 10 days after the start of each semester. If an extension is requested, faculty and technicians should contact EHS.

- (g) Peer Gerber informed the committee that a new state assembly bill will require the University to report to Cal-OSHA within eight hours following knowledge of any serious employee or student worker work-related injury or illness. EHS is responsible for contacting Cal-OSHA and campus police officers will continue to call EHS when any employee or student worker is transported to the hospital. However, since there could be situations where a campus police officer is not notified or not present, such as during of-campus activities, Peer Gerber will send a memo to all campus managers and supervisors and inform them that they should call EHS if the campus police department is not notified.

5. Reports and Miscellaneous Information

- (a) Follow up items

All open items from the previous Committee have been closed.

- (b) Injury Report

Normal processes for prevention and response to accidents and injuries are in place and functioning well.

The following is an injury summary report for the Committee's review:

Injury Report: 09/19/2019 – 12/18/2019

EMPLOYEE	10
STUDENT	1
VISITOR	0

Total	11
EMPLOYEE	91%
STUDENT	9%
VISITOR	0%

TYPE	Department	Injury Description
Employee	Electric Shop	Cut on eye from box sliding in transport
Employee	Facilities Worker II	reaching overhead, shoulder pain
Employee	Lock shop	Pain lifting Box
Employee	Public Safety	running during training, right ankle
Employee	Custodial	lifting throwing trash away
Employee	Mail services	Dog bite
Employee	Biology	sharp plastic - small cut glove and hand
Employee	Santa Rosa Island	fall, bruise to arm
Employee	Custodial	Lower back soreness
Student	Chemistry	Carbon dust to eye after release of pressure from device
Student Assistant	Public Safety	Sitting, sudden pain to neck

The student injuries occurred in various locations for various reasons. There were two injuries resulting in lacerations (finger and eye), six others were ergonomic injuries, and one injury resulted from a dog bite. Another injury resulted from a bomb calorimeter suddenly releasing carbon dust into the atmosphere, striking a student's eyes. Six of the 11 injuries occurred within the Facilities Services department.

- Next Meeting

The next meeting will be scheduled during Spring 2020.