

**SAFETY COMMITTEE MEETING
MINUTES**

Minutes of September 18, 2019 meeting

1) Attendees:

	<i>EHS (Director):</i>	Peer Gerber
	<i>EHS (Health & Safety Manager):</i>	Joyce Spencer
<i>EHS (Chemical Hygiene Officer & Laboratory Safety Specialist):</i>		Derick Jaramillo
	<i>EHS (Safety Specialist):</i>	Derick Nguyen
<i>Human Resources (Workers Compensation & HR Specialist):</i>		Kim Sones
	<i>Risk Management (Analyst/Risk Specialist):</i>	Tina Kotin-Savitch
<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>Biotechnology:</i>	Melissa McCoy
	<i>Biology:</i>	Michael Mahoney
	<i>Art:</i>	Kenji Webb
	<i>Art:</i>	Ivan Grooms
	<i>Police Department:</i>	Curtis Deboni
<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 June 12, 2019 meeting-** The minutes from the June 12 2019 meeting were briefly reviewed. Kim Sones made a motion to approve the minutes, which was seconded by Kenji Webb. There was a unanimous decision to approve these minutes.
3. **Unfinished Business**
 - (a) Sea Lions at the CIBC- During the 19 September 2018 meeting, Joshua Wade reported that the Channel Islands Harbor master approved a Facilities Services-funded construction project to install fencing along the dock with non-penetrating post brackets that will be installed over the dock cleats. **Facilities Services completed engineering plans and a cost estimate. This information has been relayed to Michael Gravagne- Director of Campus Recreation & Interim Director of WPE**
 - (b) Catherine Hutchinson mentioned that she received a last-minute request from Guy Spevak for a cost estimate to install earthquake-resistant shelving for the Biology dept laboratory

items utilizing available FEMA funds. Catherine informed Peer that more time is needed in order to properly determine the department's needs.

Peer informed the Committee that this item has been removed from the list of FEMA grant projects and is currently on hold pending alternate funding availability. Derick Jaramillo will obtain a quote from a vendor and he will check with Emergency Management Services for available straps.

4. New Business

- (a) Tina Kotin-Savitch clarified a statement made during the June 12 safety committee meeting regarding cart driver qualifications. The defensive driving course must be completed every 4 years, not every 5 years as previously mentioned. Additionally, Tina provided the following information regarding CSUCI's Driving Eligibility and Procedures:

Eligibility to Drive Vehicles on University Business

Appropriate administrators should ensure their employees are properly authorized for vehicle use prior to approving travel requests or expense claims involving use of vehicles on University business. A driver must meet the following eligibility requirements in order to drive a vehicle on University business:

- The driver must have a valid driver's license
- The driver must be a University employee
- The driver must complete Defensive Driver Fundamentals certification and Cart Safety training (if driving campus electrical vehicles). Valid for 4 years upon completion.
- If driving a vehicle is a requirement of an employee's job then the employee's license and driving record will be checked – vehicle use will be contingent upon a safe driving record.
- No one under 18 years of age may drive on University business.

Procedures for Use of University-owned Vehicles

In order to drive a University-owned vehicle an employee must meet the eligibility requirements listed above. Contact Risk Management for enrollment in the below online programs:

- Complete online Defensive Driver Fundamentals Certification.
- Complete an INF 1101, DMV Authorization for Release of Driver Record Information. Return the form to CI Risk Management.
- Complete online Cart Safety training if driving campus electrical vehicles.

- (b) Derick Jaramillo informed the committee that he has created a summary flowchart for laboratory safety training requirements. This flow chart outlines the training requirements for various laboratory personnel. To be clear, anyone working in a lab can attend chemical hygiene plan training (CHP). However, students enrolled in a 400 level research class are required to

complete the CSU Laboratory Safety Fundamentals course. They gain access via Sumtotal when they are officially enrolled. Volunteer researchers do not have access to Sumtotal, therefore they must complete an online NIH Lab Safety Training course. Completion certificates for both courses (NIH or CSU Lab Safety Fundamentals) must be printed or scanned and maintained by the appropriate department administrator. Grant funded field researchers may be exempt from chemical hygiene plan training (CHP) if **NONE** of their research activities take place in a laboratory at **ANY TIME**. If any part of their work occurs in a lab, they **MUST** complete CHP training. Finally, in addition to the trainings mentioned above, **ALL** personnel engaged in field or laboratory activities are required to complete safety training specific to their work environment. Documentation of this training must be maintained for a minimum of three years.

- (c) Peer Gerber mentioned that the Chancellor's Office has been on our campus for the past two weeks to performing a Health & Safety audit of our University and they will be here until) October 4th. The auditors provided an interim status report and not findings have been noted so far. Peer congratulated everyone for working very safely and diligently.
- (d) Derick Nguyen informed the committee that any concern regarding bird droppings or any other animal should be reported to Facilities Services Work Center at 805-437-846. Depending on the issue, Facilities Services will either send Grounds personnel or contact Animal Control to resolve the issue.
- (e) Emily Gaston informed Phil Hampton that a few research students are performing work exclusively out in the field and she asked if these employees are required to complete the Chemical Hygiene Plan/Laboratory Safety training since they never work in any laboratory. Derick Jaramillo informed the committee that they are not required to complete this training if they never enter any laboratory. EH&S should receive a written statement for each of those employees in order to remove them from the training list.
- (f) Derick Nguyen informed the committee that a fire extinguisher training session is scheduled for Thursday 26 September from 10am-1pm in the South Quad. This live fire extinguisher exercise is open to all faculty and staff employees.

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: 06/13/2019 – 09/18/2019

EMPLOYEE	13
STUDENT	5
VISITOR	6

Total	24
EMPLOYEE	54%
STUDENT	21%
VISITOR	25%

Injury Reports		
Type	Department	Injury Description
Employee	Custodial	Tripped and twisted ankle
Employee	Custodial	Pulling Trash-lower back pain
Employee	Financial Services	Cart accident, fell out, not seated properly
Employee	Grounds	Closed car door on hand
Employee	Grounds	Mowing and rock hit leg - bruise
Employee	Housing	Summer conference - fell on ground
Employee	Public Safety	Hand laceration while practice shooting
Employee	Public Safety	Rash
Student	Art	Cut Finger on Table Saw
Student	housing	Rocked back chair onto toe
Student	Nursing	Cut thumb, glass shattered (wore gloves)
Student	Nursing	Took Cap off Epi Pen and stuck himself
Student		Scraped knee
Student Assistant	CIBC	Back Pain while helping kids with boats
Student Assistant	Movers	lifting furniture dropped, lost balance twisted ankle
Student Assistant	Recreation	Fell and hit head on ground
Student Assistant		Dropped speaker on foot
Student Assistant		Twisted ankle in grass
Visitor	CIBC	Head hit by paddle
Visitor	CIBC	Stingray puncture
Visitor	MSLI	Door not opened wide enough, closed on finger

Visitor	Summer Conf. guest	Blister
Visitor	Summer Conf. guest	hand smashed between cart and wall
Visitor	Summer Conf. guest	Small cut on Finger

The student injuries occurred in various locations for various reasons. Two incidents resulted in a finger laceration. Regarding employee injuries, normal processes for prevention and response to accidents and injuries are in place and functioning. Four employee injuries occurred within the Facilities Services department (two in Custodial Services, two in Grounds Services). One incident involved an electric cart driver who accelerated the vehicle while a passenger was boarding a rear-facing seat.

- Next Meeting

The next meeting will be scheduled during Winter, 2019.