

California State University  
Channel Islands

**SAFETY COMMITTEE MEETING**  
**Minutes**

Minutes of June 14, 2023, meeting

**Attendees:**

<i>EHS, Director:</i>	Joyce Spencer
<i>EHS, Safety Specialist:</i>	Derick Nguyen
<i>EHS, Lab Safety:</i>	Marissa Zosimo
<i>Senior Chemistry Lab Technician:</i>	Scott Duffer
<i>Senior Biology Lab Technician:</i>	Jessica Dalton
<i>Lab Safety, College of Arts &amp; Sciences:</i>	Bryan Swig
<i>Assistant Director, Campus Recreation:</i>	Josh Wade
<i>Staff Resources Specialist, Division of Student Affairs:</i>	Courtney Ellis
<i>Director of Housing Services &amp; Operations:</i>	Rachel Tafoya
<i>Director of Residential Education:</i>	Gary Gordon
<i>Senior Manager of Trades, Facilities Services:</i>	Michael Harrison
<i>Manager of Custodial Services:</i>	Michael Reyes
<i>HR, Workers Compensation &amp; HR Specialist:</i>	Kim Sones
<i>Police Lieutenant, Public Safety:</i>	Lt. Christopher Jetton
<i>Emergency Manager:</i>	Maggie Tougas
<i>Associate Director of Info Security:</i>	Carlos Miranda

**Regrets:**

<i>EHS, Health &amp; Safety/COVID Safety:</i>	Jack Mohr
<i>Grounds Manager:</i>	Jason Hughes
<i>Department Chair, ESRM:</i>	Sean Anderson
<i>Assistant Vice President for Student Wellness:</i>	Michael Gravagne
<i>Art &amp; Performing Arts Instructional Support Technician:</i>	Ivan Grooms
<i>Art &amp; Performing Arts Instructional Support Technician:</i>	Kenji Webb
<i>Associate Dean, College of Arts &amp; Sciences:</i>	Phil Hampton

**1) Introductions-** Joyce Spencer welcomes everyone and thanks you all for joining this meeting

**2) Unfinished Business**

- a) Sea Lion Fencing at CIBC
  - i) No changes since last meeting
  - ii) FS: fencing should arrive in the next week or so
- b) Earthquake Retrofitting (primarily labs)
  - i) No update
- c) Glaze space (Arts)
  - i) Planning to be functional by Fall semester (faculty only space)
  - ii) Updraft installation and finalized work estimate in progress
  - iii) EHS walkthrough before Fall semester

### 3) New Business – Round Table

#### a) EH&S

- i) COVID-19: Still waiting to see full impact of end of State of Emergency. New cases were down over Spring '23 semester and have continued to be minimal in summer. Cal/OSHA requirements for notifying employees and CDPH Isolation guidelines still in force. Planning for mitigation in HRE for AY 23/24 (e.g., re-entry testing, designated isolation space)
- ii) Review of EHS Programs/Plans underway
  - (1) Reproductive Health Plan – Looking at making some changes to current plan, modifying assessments forms
  - (2) Mold Assessments- EHS saw an uptick of questions and concerns during Spring 2023 with heavier rainfall. Using NIOSH Mold Assessment Forms to provide concerned employees with more detailed records post inspection.
- iii) Napa Hall & Topanga Heat Issues: Walkthrough with EHS, FS, A&S, Provost's office in May. FS was able to set radiators in Topanga to cool, working on wall AC units for Napa Hall. FS has data loggers that were being calibrated and will be placed in spaces identified as highest concern by Arts (Napa 1190, 1145, 1121, and Topanga 1976); EHS will monitor temperature readings over summer to see if/when spaces get beyond heat thresholds set out in new Cal/OSHA indoor heat regulations.
- iv) Chemical Inventories: Chemical inventories must be certified on RSS annually to stay in compliance. This covers A&S (Lab techs and research faculty), CIBC, Facilities, and possibly SRIRS
- v) Chemical Hygiene Plan Training:
  - (1) Lab techs: Scheduled to receive the training before the start of the Fall semester
  - (2) Faculty: Tentative dates have been scheduled but will coordinate with department chairs on the best days and times.
- vi) Swallows: Season for nesting causing large amounts of bird poop
  - (1) Having paper on the ground in the area can be an easy clean up solution

#### b) A&S

- i) Jessica Dalton
  - (1) New autoclave – FS will install
  - (2) Disposing old chemicals to prepare for Fall. Chemical waste will be a larger amount than normal.
    - (a) Marissa: CHP/ Lab safety training will be scheduled for faculty in Fall
- ii) Bryan Swig
  - (1) Hazardous waste site – lights (work order)
  - (2) Chemical inventory – assigned to lab techs and some spaces already completed
    - (a) August 11<sup>th</sup> deadline
- iii) Scott Duffer
  - (1) Infrastructure – new equipment installed
  - (2) Fume hood sashes fixed
  - (3) Aliso 231 Fume hood did not pass certification - work with FS
  - (4) Roof - Mike McConnell
    - (a) Scheduled for July
    - (b) Seismic work and coordination (design architects and engineers) in progress

#### c) HRE

- i) Summer conference cycling in through August 12<sup>th</sup>
- ii) Town Center Summer Housing: 81 students
- iii) Occupancy Fall semester: 1187
- iv) Fall evacuations - Maggie
- v) Swallows and related debris

- (1) affected hallway in Housing
  - (2) working with facilities to decrease activity
- vi) Covid-19 protocols for Fall moving?
- d) CIBC
  - i) Phone lines (emergencies) - analog phone or headset? - Maggie
- e) FS
  - i) Michael Harrison
    - (1) North Loop: Flagmen to direct traffic and barricades on University Drive
    - (2) Earthquake straps: follow up w/ FS
    - (3) Levy pumps will be ready for next storms
  - ii) Michael Reyes
    - (1) Staying on top of heat prevention for staff
  - iii) Fire Extinguisher monthly inspections
    - (1) Task is talked about being pushed to custodians. Union was involved but no new updates.
- f) HR
  - i) No Updates
- g) Public Safety/PD
  - i) Road closure from Loop construction
  - ii) Potholes will be filled on Camarillo St near Sage Hall (coming soon)
- h) Emergency Preparedness
  - i) Exercise w/ Chancellors' office EOS
    - (1) 10 other campuses included
    - (2) provide support and mutual aid for northern sister campuses
    - (3) test capabilities for EOC
  - ii) Participating in Coastal Trident, Port Hueneme Center for Asymmetric Warfare
    - (1) Scenario of Tsunami in Oxnard - involves CIBC (Josh Wade)
    - (2) Scheduled in July
  - iii) Building Marshal training
  - iv) Fire extinguisher training - Joyce/ Derick
  - v) Updated Emergency Operations Plan
  - vi) Fire Extinguisher in Traylor is expired - work order submitted
- i) ITS
  - i) AI apps popping up - recordings (ex: Otter);
    - (1) Raises concern when recording meetings

#### 4) Reports and Miscellaneous Information

##### a) 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: 3/9/2023 – 6/14/2023

<b>Total</b>	<b>5</b>
<b>EMPLOYEE</b>	<b>3</b>
<b>STUDENT</b>	<b>2</b>

TYPE	Department	Injury Description 3/9/2023 – 6/7/2023
E	FS	Eye Irritation- spraying aerosol (documentation only)
S	A&S	Chemical spill- BSL-1 (documentation only)
E	HR	Ankle injury- rolled ankle exiting cart (documentation only)
S		Ankle injury- trip/fall
E	FS	Ankle injury- (documentation only)