

Environmental Health & Safety Committee – Meeting Minutes 8/29/2018 at 1:30-3:30 PM in Library 209 (Fishbowl)

Attendees: Jeffrey Schineller, Richard Alvarez, Linda Parker, Kimberly Comet (Chair), Ruth Sturtevant, Paul Vrabel, Steve Monk, John Smith, Karin Rodamar, Sabrina Zink, and Donn Peterson

Not present: Renee Byrd, Stacie Marshall, Jeanne Rynne, Kacie Flynn, Cynthia Hawking, Ron Rudebock, and Jason Kitzerow

1.0 Agenda

1.1 Roll Call

- Welcome to new & returning Committee members!

1.2 Review of Previous Meeting Minutes

- There were no comments on the previous minutes from May 2, 2018.

1.3 Review of Previous Items

- **Workplace Violence Prevention Program Updates**

- Kim Comet, Donn Peterson, and Paul Vrabel provided a brief overview the Workplace Violence Prevention Program including the revision of Policy and training.
- The **Policy** is the process of revision and will hopefully be in draft format for review by University Senate in the Fall 2018.
- **Training for Front Desk workers:** University Police Department (UPD) has agreed to develop an in-person de-escalation training for front desk workers dealing with public engagement, financial handling, or disgruntled persons. The training is designed to identify behavioral traits (mental, physical, or emotional) of concern, when to contact UPD, and what to expect when UPD is notified for these situations.

This training will be prioritized for groups with engagement of transcripts, grades, financial handling, fines or citations, patients, and higher level of public engagement. It will be available for request to groups as well.

- **Cal/OSHA Updates**

- Kim Comet provided updates of Cal/OSHA investigation, which occurred in April & May 2018. Kim stated there has been no received reports from the investigation. All CSU campuses received visits from Cal/OSHA after the EHS California State Audit was released last year. The main focus was laboratory safety and stock rooms with hazardous chemicals. We will update the group with any reports or findings at the next Committee meeting.

- **Water Testing Update**

- Kim Comet provided in put on on-going water testing. Kim stated Sabrina Zink is performing the testing at different locations around campus. The Chancellor's Office sent out a letter stating for all Campuses to test and left it up to the specific campuses to test their areas.

The results should be coming out in the upcoming weeks following this meeting. They will be posted on the [EH&S Website](#). EH&S did not test the dormitories due to them never being vacant. The testing location needs to have no activity for at least 8 hours and no more than 18 hours. EH&S is working with the dormitories to test over the upcoming holiday breaks.

- **Animals Placards and Policy Review**

- Two Animal Policies (employees and students) were approved after a two and a half year process through Senate. The Animal Policies can be found on the [Risk Management website](#).
- No Smoking Signage and Service Animals Signage has been posted on the doors on our facilities.



1.4 Updates and Relevant Information

- SkillPort Learning Management System (LMS) is changing over to Sum Total LMS. Sum Total has easier accessibility to reporting of training documentation and compliance. Through the course of the change from SkillPort to Sum Total, there may be a few days where neither LMS would be available. The tentative date of transfer is scheduled in October 2018. For more information contact our Training and Professional Development department.
- Monthly Newsletters are available from Risk Management & Safety Services. There is a resource library available at: <http://risksafety.humboldt.edu/safety-newsletters>

1.5 Incident Review – Unknown Chemical

- Paul Vrabel provided an overview of an incident, which occurred over the summer. The purpose was to analyze the incident for gaps and learn from the error likely situations found.
- The summary of the incident review is as follows: an employee encountered an unknown and unlabeled broken dark bottle in an unusual location. The employee picked the bottle up and sniffed the container to determine what the contents were in the bottle. They explained it possibly could be a chemical and delivered it to their supervision. Supervision notified EH&S and the investigation determined the bottle was non-hazardous and a consumer product.
 - This situation did not result in incident, but there were many error likely situations throughout the process.
 - When you are unsure or do not know how to respond to a situation or unknown, stop & contact supervision immediately.
 - Personal protective equipment must be used when handling unknown chemicals to eliminate or minimize the opportunity for exposure.
 - It is not recommended to sniff chemicals to determine their identity. EH&S has available to test the unknown for properties to determine the classification of chemical or product.
 - For more information, contact Paul Vrabel in RM&SS at 826-5711 or paul.vrabel@humboldt.edu

1.6 Updates on Other Committees

- **Diving Safety Committee:** Meeting later in the semester. There will be significant changes to the Standards of the Diving. This will not impact there
- **Boating Safety Committee:** Had first successful training in June with external personnel.

- **University Center Safety Committee:** Insurance representative with dining occurred for the higher turnover positions. UC is developing slides and trainings developed to capture the intermittent or students who miss the training.

Ruth Sturtevant stated the IIPP for UC will be revised this year and development of an Ergonomic Procedure. Paul Vrabel stated he could assist in development as requested.

- **Facilities Management Safety Committee:** No updates.

1.7 **Items from Committee Members**

- Richard Alvarez: In the beginning of the year meeting in KRA, the fire alarm went off and 4 individuals were Floor Marshals, but did not know what to do.
 - Kim Comet stated the new Emergency Management Coordinator will be starting September 12th and will follow up with this incident.
- Kim Comet brought up the potential for the 2nd Safety Week which could occur in October. Upcoming news about Safety Week will be available on the Risk Management & Safety Services website.
- Sabrina Zink informed the group about the annual campus notification about Asbestos. The annual notification will be posted on the Portal and also can be review on the EH&S website.
- Linda Parker noted to the group of the heightened amount of skate boarders on campus traveling through Stop signs without helmets. UPD posts signs at certain spots on campus informing bikes and boards must stop at all Stop signs. Don Peterson stated it is an on-going education with skateboarders and if there are repeat offenders, they will take action as necessary. Karin Rodamar in the Health Center stated there were multiple skateboard injuries in the first 2 weeks of classes.

1.8 **Dates of Next Meeting**

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

- November 7th, 2018 in Library 209 (Fishbowl)

1.9 **Adjourned.**