

**California State University, Stanislaus  
Environmental Health and Safety Board  
MINUTES FOR: July 16, 2010**

I. Called to Order: 10:05 am

II. Members Present (10/11):

Amy Thomas, SRM/UPD	Kellie Marshall, SRM/UPD	Michele Gordon, Chemistry Dept.
Michael Chavez, Unit-5/Facilities	Barney Gordon, OIT	Jon Kithcart, Art Dept. Safety
Kelly Mode, Human Resources	Dr. Bruce Wilbur, Student Health	

Members Absent (10/11):

Gilbert Luna, Unit-6/Safety Steward	ASI Student Representative	Neil Jacklin, Unit-9/Biological Sciences
Marlys Knutsen, Unit-7/CIS	Christian Hali, Art Dept. Safety	Clay Everett, Theater Safety
Dr. William Bourns, Unit-3/CJ	Samuel Touma, Unit-4	Juan Pulido-Fuentes, RLV Maint.

III. Accepted minutes from last quarterly meeting 4/16/10

IV. Old Business

- A. Material Safety Training for Client Services division of OIT – Barney Gordon contacted Safety and Risk Management and training was provided to his staff June 16th. Training in evacuation procedures will be conducted for Student Computer Lab Assistants later in the summer.

V. New Business

- A. Student Injuries – Members reviewed non-confidential data of Fiscal YTD injury reports
- B. Employee Injuries – Members reviewed non-confidential data of Fiscal YTD injury reports.
- C. University Police Daily Log – Members reviewed public information log of University Police activity.
- D. Safety Training updates – Kellie Marshall presented the safety committee with several updates to trainings happening on campus:
- Building Marshal and Monitor program – specialized trainings will now be conducted on an annual basis to meet the Chancellor's Office EO 1010. An agreement form for the participation in the M & M program was also discussed.
  - Injury and Illness Prevention Program (IIPP) – the Chancellor's Office has provided the CSU system with a comprehensive, online, IIPP training for new hires. Access to the training has been placed on the CSU Stanislaus Campus Training and Professional Development (CTPD) website.
  - Emergency Preparedness for new hires – Chancellor's Office EO #1013 requires new hires to be trained in the Incident Command System (IS 100H.e) within their first year of hire. To meet this SRM has placed a link to the FEMA IS 100.He training on the CTPD website. The information will be shared at New Employee Orientation and follow up will occur with all new hires.
  - Media Site trainings – Kellie Marshall will be working with Media and Distance Learning to develop and create several recorded trainings that will be placed on the CTPD website. Some of the trainings to be included; Emergency Preparedness, Student Lab Safety, and Food Safety.
- E. Evacuation Drill and Emergency Exercise schedule – Kellie Marshall reported that she has been working towards developing a Campus Multi-Year Emergency Exercise and training schedule. The plan includes Emergency Evacuation Drills for the campus and Housing, functional and full scale exercises and will meet all of the requirements as set forth by the state and the Chancellor's Office.
- F. Food Use and Distribution Policy and Procedure update – Amy Thomas informed the committee that the Temporary Food Policy and permit process has been updated to reflect current law contained in the California Retail Food Code (eff. Oct. 11, 2009).
- G. West Nile Virus Update – Dr. Wilbur distributed an updated bulletin regarding West Nile Virus. Dead birds on campus should be reported to either Safety and Risk Management or Facilities Services.
- H. Campus Security and Fire Safety Report 2010 – Kellie Marshall presented the separate campus reports to the committee. She indicated that the reports reflect the new Campus Safety Disclosure Responsibilities as required by the Higher Education Opportunity Act. The new requirements include the disclosure of certain fire safety issues for the campus, specifics for Hate Crimes, Missing Student Notification and Emergency Response and Evacuation procedures. The documents were distributed and noted that they can also be found on the campus emergency webpage.
- I. Defensive Driver Training – Amy Thomas mentioned that since the State Department of General Services continually cancels Defensive Driver Training due to the state budget crisis, the Chancellor's Office is working toward an online version of Defensive Driver Training for campuses. The online version will alleviate the issue of scheduling in person training with DGS and meet the state requirement to accomplish the training prior to driving for university business.
- J. Heat Illness – The committee briefly discussed heat illness awareness issues due to the current triple digit heat currently occurring across the state.
- K. Tree Maintenance Program – Mike Chavez presented a tree maintenance safety issue to the committee. A limb from a campus tree broke and fell upon a car parked on Monte Vista Ave. causing significant damage. Mike mentioned that he feels there is not an adequate tree maintenance program on the campus and expressed his concern regarding the potential for pedestrian injuries from falling limbs.

VI. Adjourned at 10:57 am

**NEXT QUARTERLY MEETING: Friday, October 15<sup>th</sup>, 2010**