

All-Campus Safety Committee Meeting Minutes July 25, 2024

In attendance: Michael Williams, Dawn Tabua, David Saldana Jonathan Scheffler, Khiem Ha, Gilbert Hernandez, Gabrielle McKeney, Jennifer Manqueros, Kyle Boisselle

Michael Williams began the meeting with a shared screen for the meeting agenda and the April meeting minutes. Members were given an opportunity to ask questions about the minutes. There were no questions. The following items were covered by Mike Williams:

New Occupational Safety Specialist

Dawn Tabua was introduced as the new Occupational Safety Specialist. Ricardo Magallanes has resigned from the Chemical Hygiene Officer position and Mike is finalizing a replacement.

New AEDs and Policy

We have a new AED policy and the addition of two campus AEDs. With new construction and remodeling projects, the AED program will be expanded. The EHS resource page has a new AED map. Our AED program includes assigned staff conducting monthly inspections at each location. CPR/AED training was provided in May.

Covid-19 Update

There has been an uptick in Covid-19 cases in our communities, which has been reflected on campus. He wanted to remind everyone that we are still following reporting protocols.

Injury and Illness Prevention Program

Dawn Tabua discussed the new Injury and Illness Prevention Program (IIPP) for the campus. In July, CSUDH hosted an EHS conference for all CSU campus EHS departments. The first speaker was from Cal/OSHA. He discussed common problems with IIPPs, primarily that they were too lengthy. These documents are designed to outline the prevention program, not to be an all-inclusive manual for the safety program. It should be no more than 8 to 10 pages. The policy has been reworked and available on the EHS webpage.

All-CSU EHS Conference

Mike added that the conference was well attended and well received. Educational speakers were relevant and informative. It also allowed EHS departments to put names to faces and discuss challenges that we can work together to make our programs collaborative and more unified.

Job Safety Analysis Program

Mike discussed the Job Safety Analysis (JSA) program. These will be guides to hazardous equipment. JSAs are a step-by-step process that outlines the hazards that can occur and preventative measures. There will be a QR code on each piece of equipment so that workers can scan it and see the JSA on their phones. The JSA will list the PPE required for each piece of equipment, training requirements, and the user manual. Some of the JSAs have already been uploaded to the EHS webpage.

Injury Review 2023/2024

Mike reviewed the injury metrics for the 23/24 fiscal year. He explained the graphs and charts as well as the data involved for injuries within each bargaining unit. He identified the most common injuries (slips/trips/falls) and discussed the spike in custodial injuries. These metrics are important because we are able to address injury trends.

Khiem Ha asked what specifically had been done to reduce the injury rate in unit 5.

Mike responded: For the custodial injuries, CSUDH contracted with E3 Ergonomics to develop a five-week training program. The day shift training was completed, but the night shift is still in progress. Mike invited anyone on the committee to join the ergonomic meeting on Wednesdays at 11:30. Custodians learned best practices for lifting, stretching, and using their equipment ergonomically. Demonstrations were provided and the group participated. The program was well received. Many of the custodians now incorporate stretching in their daily routine. Posters for janitorial storeroom organization (power zone lifting), and stretching posters were created for the breakroom. E3 will create QR codes and videos to go with each piece of equipment as reminders for best use. Danny Morfin will continue the training program and develop additional training materials for best safety practices.

Khiem Ha repeated the question about training. Mike repeated the response.

Angela Holmes stated that she was not aware of the meetings. Mike responded that all custodians were provided with meeting details and that 30 were in attendance. The sign-in sheet would be reviewed.

New Members

Khiem stated that Angela Holmes would be the new unit 5 rep. and that Micah Smith would be unit 7 to replace Jason Boxer.

Strategic Plan

Mike reviewed the Strategic Plan for 24/25 fiscal year. The purpose of the EHS Strategic Plan is to take the metrics from the previous year and create goals to reduce hazards, injuries and promote safety. He asked the committee for suggestions that he could present to the V.P of Finance for future safety campaigns.

Meeting closed. Next meeting scheduled for October 24, 2024 at 10:00 AM.