

CSUSB ART SAFETY COMMITTEE MEETING MINUTES

January 7, 2020

Attendees:

Rueyling Chaung, *Dean of College Arts and Letters*
Matthew Poole, *Chair, Art Department*
Felipe Jimenez, *Administrative Support Technician, Art Department*
Nate Dubbs, *Instructional Support Technician, Art Department*
Elliot Jackson, *Instructional Support Technician, Art Department*
Sara Flis, *Technician, Performing Arts Department*
Eric Mulz, *Technician, Performing Arts Department*
Kathy Pierson, *Specialist, Environmental Health and Safety*
Benjamin Virzi, *Specialist, Environmental Health and Safety*
Rominna Valentine Ico, *Specialist, Environmental Health and Safety*
Beiwei Tu, *Executive Director, Risk Management*

Time Started: 10:07AM

Time Ended: 11:13 AM

Minutes recorded by: Rominna Valentine Ico

- **Prior Meeting Minutes**
 - Approved with no changes.
- **New Items/EH&S Items**
 1. **CSU Safety Audit Findings**
 - a. **Procurement card policy enforcement**
 - Due to the Chancellor's Office audit findings, the Procurement Department will no longer allow chemicals to be purchased using a Procard, therefore departments must plan accordingly.
 - Since the installation of this policy EH&S wanted to determine how the procedure has affected the department's operations.
 - Various departments have mentioned that they end up "stockpiling" chemicals instead of ordering more frequently, since the process is time-consuming.
 - Departments also agree that having a list of approved chemicals would be a never-ending challenge since chemicals being used can change frequently.
 - EH&S will continue to work with the Procurement Department to further streamline the process for ordering chemicals.
 2. **Student Workshop Training**
 - Documentation for training is required for 3 years based on the CSU's Document Retention Policy. <https://www2.calstate.edu/csu-system/records-retention-disposition/Pages/default.aspx>
 - EH&S would like to remind and encourage that all training is documented and retained for at least 3 years.
 3. **Risk and Safety Solutions (RSS) Software**
 - EH&S is looking to implement RSS for chemical inventory for the visual arts department

- EH&S to host RSS training tailored for the theater and arts department to gain some familiarity on how the software works.

4. Aramark Rag Service

- Kathy to help implement a rag service for the photo lab and art studio work areas.
 - This will help be more environmentally conscious by reusing rags instead of creating more waste ensures proper method of handling potentially hazardous chemicals and/or solvents for compliance purposes.

5. Workshop Waste Management

a. Chemical waste disposal

- CSUSB is considered a large quantity generator, even with the conversion of quarter to semester, regular quarterly pickups for waste disposal are still in effect.
- EH&S would like to remind you to label all chemical and waste containers properly.
 - If you have questions about chemical waste or need waste containers, please contact Benjamin Virzi for a consultation.

6. Department Accidents/Incidents Protocol

- EH&S recommends that each department has a protocol or procedure for power outages.
 - Have a step by step so that all faculty/staff members know what to do in case of an event.
 - Ensure classes that need light/electricity know what to do if there is no power.

7. EH&S Hazard Assessments

- EH&S willing to provide or help assess hazards associated with workplace tasks.
 - Make recommendations, provide PPE, and consultation.

8. New Items to the Table

- Kathy to schedule with Nat to test for hearing protection.

The next meeting will be scheduled for Spring 2020.

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