

# CSUSB SCIENCE SAFETY COMMITTEE MEETING MINUTES

December 15, 2020

## Attendees:

Matthew Poole, *Department Chair, Art and Design*  
Nathaniel Dubbs, *Instructional Support Technician, Art and Design*  
Andrew Thompson, *Instructional Support Technician, Art and Design*  
Felipe Jimenez, *Admin Support Coordinator, Art, and Design*  
Dr. Terry Smith, *Department Chair, Theater Arts*  
Catherine Erickson, *Instructional Support Technician, Theatre Arts*  
Sara Fils, *Instructional Support Technician, Theatre Arts*  
Eva Kirsch, *Director, RAFFMA*  
John Fleeman, *Exhibition Designer/Technician, RAFFMA*  
Dr. Stacey Fraser, *Department Chair, Music*  
Dr. Ruelying Chuang, *Dean, Arts and Letter*  
Melisa Morrow, *Training Specialist, Risk Management*  
Michael DeSalvio, *Director, Environmental Health and Safety*  
Benjamin Virzi, *Specialist, Environmental Health and Safety*  
Kathy Pierson, *Specialist, Environmental Health and Safety*  
Rominna Valentine Ico, *Specialist, Environmental Health and Safety*

Time Started: 2:05 PM

Time Ended: 3:00 PM

Minutes recorded by: Rominna Valentine Ico

ENCLOSED: *Committee PowerPoint Presentation*

- **Prior Meeting Minutes**
  - Approved with no changes.
- **New Items/EH&S Items**
  1. **Committee Restructuring and EH&S Website**
    - a. **Committee Restructuring**
      - EH&S is focusing on restructuring the safety committees that EH&S hosts. The plan is to create a system to track reoccurring issues and an elevation process that can help resolve issues with the help of upper management (if needed).
      - Co-chairs of EH&S hosted committees will become part of another committee hosted by Risk Management (RM) where a high-level synopsis of the meeting minutes will be discussed.
      - Any issues (new and reoccurring) can either be addressed at the EH&S hosted level or can be further discussed at the RM committee level for additional help/guidance.
      - Finalization of the new committee structure pending approval from RM and EH&S. All members present agree the structure presented thus far can help create better guidance and intercampus relations for the safety of the campus community.

#### b. EH&S Website Update

- EH&S has updated its website to help customers and campus partners locate the necessary information.
- Rominna has suggested that all members take a look and provide any feedback to improve what is already there.
- Update of the committee webpage and structure plan are posted on the website for viewing.

### 2. EH&S Training Updates

#### a. New Training Specialist

- RM has a new training specialist, Melisa Morrow. Melisa will help EH&S with training needs and is available for any help regarding assigning training and new training needs.
  - How to access assigned training and how to request training were also discussed.
- Melisa presented a PowerPoint (enclosed at the end of meeting minutes) with types of training EH&S and RM offers to help faculty and staff stay in compliance.
- Process for student and employee training was discussed with potential plans for how EH&S will handle training.

### 3. Risk and Safety Solutions (RSS) Software

#### a. Standard Operating Procedures (SOPs)

- There are different types of SOPs required when working in a lab. There are chemical SOPs and procedure and/or protocol SOPs.
- Rominna notified that SOPs are required and checked during an inspection to ensure all lab personnel working in an assigned control area are aware of the hazards when handling certain chemicals. In addition, if there are specific procedures/protocols done in the controlled area they should be documented in an SOP format in order to allow lab personnel to review the steps and further prevent a potential injury or illness when working.

#### b. Door Hazard Signs

- EH&S working on creating new door hazard signs using the information in RSS.
  - EH&S to create the template for all areas needing a door hazard sign that will then be transferred to the responsible person(s), so it can be reviewed annually and updated when a new hazard is introduced to the area.
- Door hazard signs will be checked during an inspection. The new door hazard sign is pending approval of the template and template creation. Current door hazard signs used must be updated until the new signs can be provided.

#### c. Self-Inspections

- EH&S is in the process of rolling out RSS' self-inspection checklist. This checklist will give all responsible parties that have a hazard assessment in RSS to self-inspect their area for compliance before an EH&S inspection.
- Responsible parties can help resolve their self-reported findings and ask EH&S for assistance when needed.

- Training dates for the self-inspection process and submittal are planned for the beginning of 2021. EH&S to send a further notification when training dates are confirmed.

#### 4. Job Safety Analysis (JSA)

- In the event that a control area cannot be captured under RSS, EH&S will be using the JSA software to document hazard assessments for those areas.
- Kathy will be working with department chairs to verify the information is correct and has the proper precautions for the jobs being done in that area.
- JSAs need to be updated at least annually and/or when a hazard is introduced to the control area/employee daily operations.

#### 5. Campus Waste

##### a. Hazardous and Universal Waste During COVID Precautions

- EH&S will continue to have quarterly pickups.
  - Please ensure all containers are labeled properly.
- Weekly Satellite Accumulation Inspections
  - Inspections of the satellite are done weekly when possible and will depend on the COVID situations as time progresses.
  - Based on previous inspection reports, there are little to no violations that are often corrected on-site.
- Waste Containers
  - If any department requires more waste containers, please contact Benjamin Virzi, the hazardous waste manager to coordinate a drop-off.

#### 6. Department Accidents/Incidents Protocol

- EH&S recommends that each department has an accident/incident protocol for responding to such events so that all faculty and staff know what to do in an emergency.
- No accidents/incidents were reported.

#### 7. New Items to the Table

- No new items.

The next meeting will be scheduled when the committee charter update is completed.

\*\*\* END \*\*\*

# ART SAFETY COMMITTEE MEETING

Dec 15, 2020

2:00pm – 3:00pm

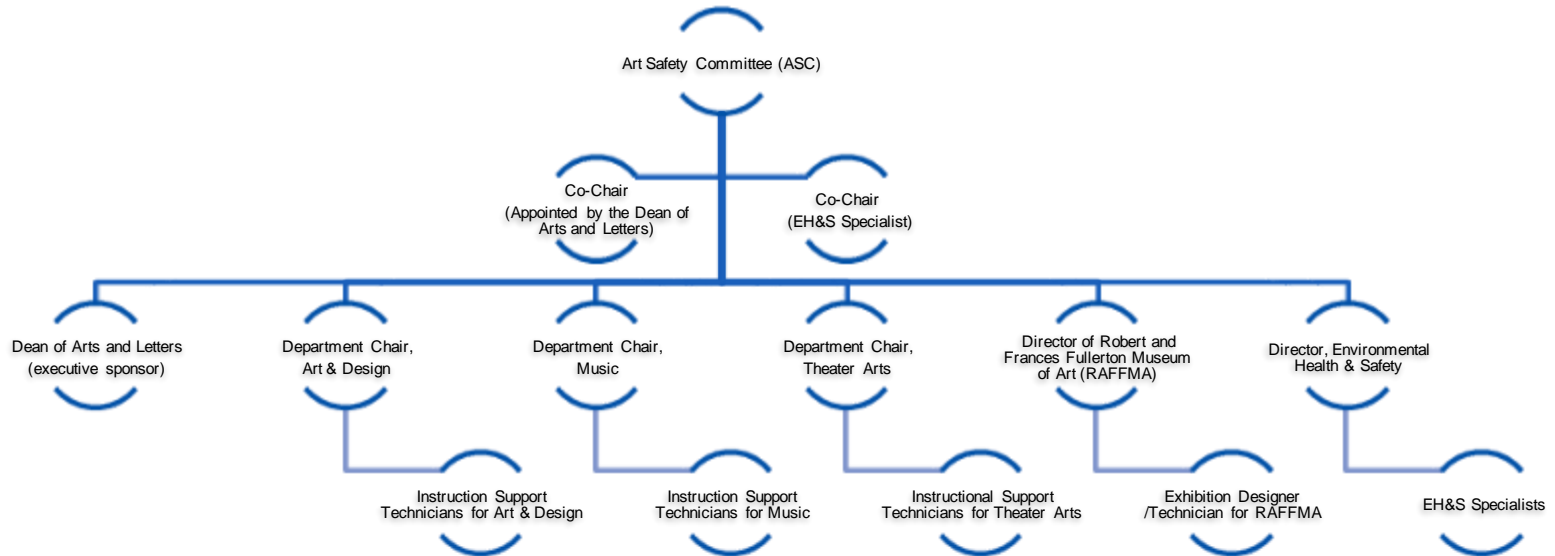
Environmental Health & Safety Department

[www.csusb.edu/ehs](http://www.csusb.edu/ehs)

# Safety Committees Restructuring



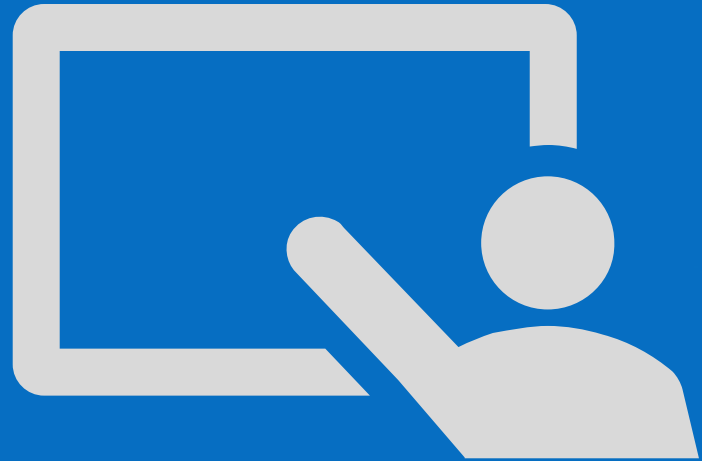
# Art Safety Committee Structure



Information regarding **Safety  
Committees** can be found on  
the EH&S website



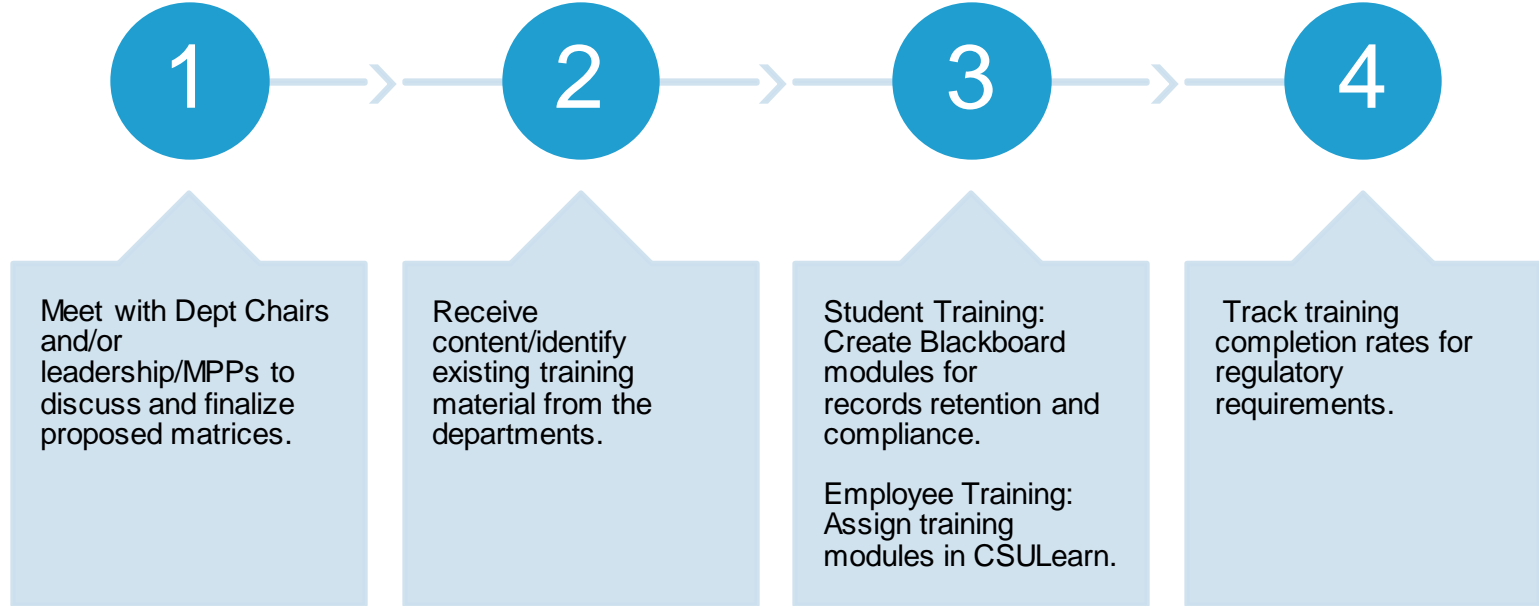
# Training



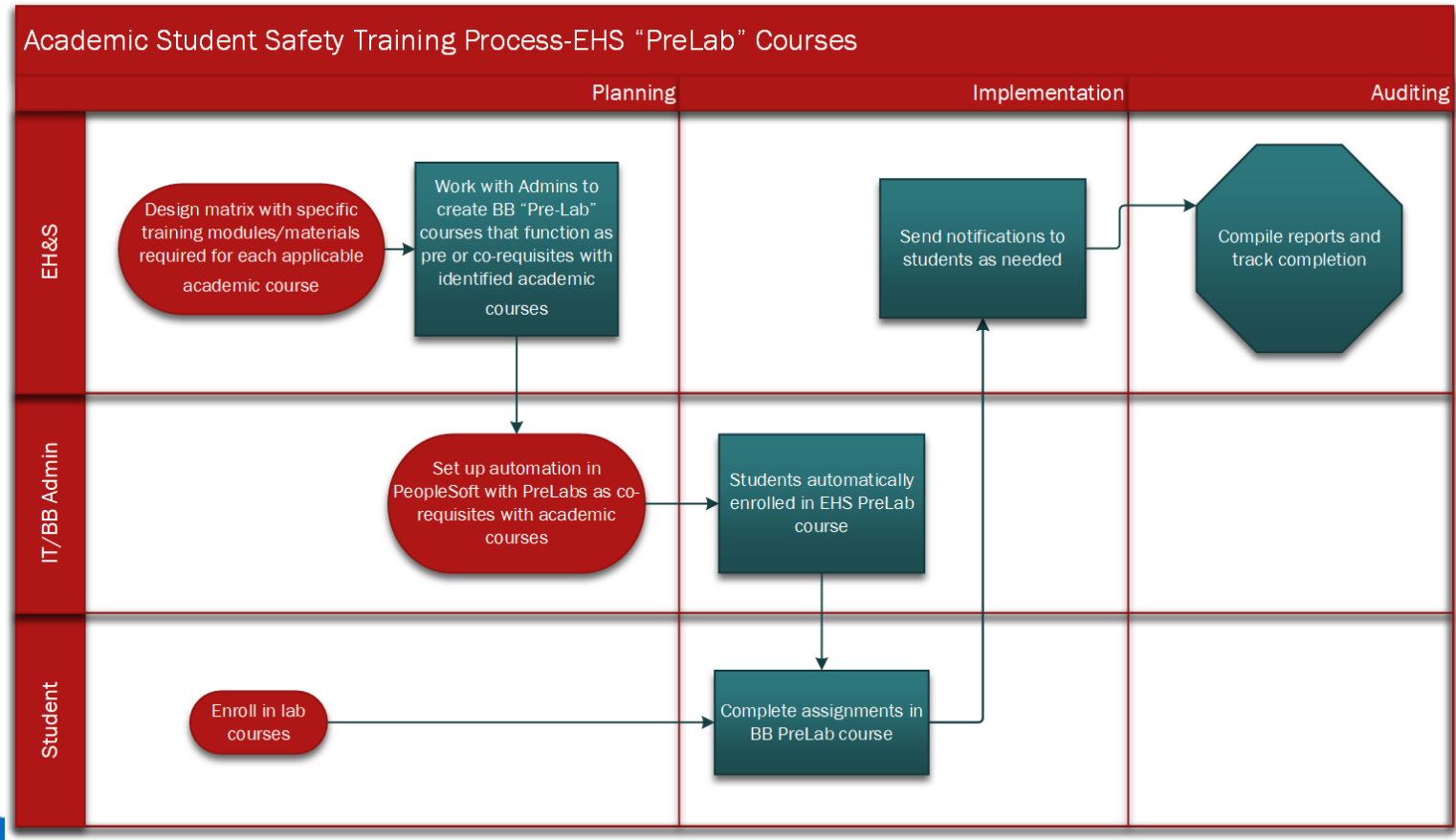


# Important Milestones

## Student and Employee Training



# Blackboard System Process for Student Training



# CSULearn System Process for Employee Training

The screenshot displays the CSULearn system interface. At the top is a blue navigation bar with icons for user profile, group, books, and a search icon, followed by the CSUSB logo. Below the navigation bar is a large banner with the text "CSULearn" and "California State University, San Bernardino Professional Development Learn Management System". To the right of the banner is a sidebar with a red "CSU Tutor" button and a black "Assigned Learning" button. Below the banner is a row of four buttons: "Assigned Learning" (blue), "Recently Viewed" (dark blue), "Transcript" (dark blue), and "Training Schedule" (dark blue). A white overlay box is positioned on the right side of the screen, displaying a training module titled "CURRICULUM Heat Illness Prev For Sups" with a "REQUIRED" tag. The overlay also shows the "Due Date" as "10/19/2020" and the "Status" as "Past Due". A "REGISTER" button with a dropdown arrow is located at the bottom right of the overlay.

**CSULearn**  
California State University, San Bernardino Professional Development Learn Management System

**Assigned Learning**  
Content assigned based on  
[https://csu.sumtotal.host/core/dash/Learning\\_Assigned/initial](https://csu.sumtotal.host/core/dash/Learning_Assigned/initial)

**Recently Viewed**  
Access recently viewed content.

**Transcript**  
Access your training records.

**Training Schedule**  
View upcoming training on campus.

**CURRICULUM**  
**Heat Illness Prev For Sups** **REQUIRED**

**Due Date**  
10/19/2020

**Status**  
Past Due

**REGISTER** ▼

# Long Term Goals for Training

- Create standardized student safety training materials with the collaboration of the Department Chair/Professor responsible of course.
- Review and update materials on an annual basis to ensure accuracy and relevance.
- Evaluate completion rates to improve compliance and minimize safety-related incidents.



# Risk and Safety Solutions (RSS)





Administrative Systems



CSU Safety Management



Welcome to RSS

## How do I access RSS?

- Login to MyCoyote using your Coyote ID and Password
- Choose Administrative Systems Tile
- Choose CSU Safety Management Tile
- Type in your CSUSB email to login



# RSS Implementation

## ■ Standard Operating Procedures (SOPs)

- Ensure consistency and standardized process
- Ease in replication
- Visual representation of which chemical need SOPs



= Still needs SOP

= SOPs created and approved

## ■ Self-Inspect

- Gives responsible parties the ability to self report
- Can verify compliance and work towards compliance prior to annual EH&S inspection
- Builds partnership with EH&S to help address findings reported




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WE DEFINE THE *Future*

# Door Hazard Signs

- Combine all elements in the RSS door hazard signs into a one-page document
- Reviewed annually to ensure accurate information is displayed

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## Lab Hazard Information


Building: Enter Here      Room: Enter Here

**Emergency Contact Information**  
*In case of emergency, dial 911 Immediately*

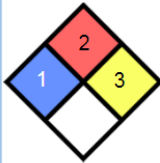
Name	Role	Department	Phone	Alt. Phone
Contact 1	Role 1	Department 1	Phone 1	Phone 2

**Hazard Information**


GHS Pictograms



NFPA and Other Associated Hazards



NO FOOD or DRINK




**Additional Information**


Personal Protective Equipment (PPE)



Special Precautions




CAUTION  
Radioactive  
Materials




CAUTION  
Biohazard

Resources



SUS



SOP

Environmental Health and Safety: (909) 537-5179      Revised 10/23/2020





# Job Safety Analysis (JSAs)



# Why Do We Need JSAs?

- A Job Safety Analysis (JSA) is a technique that focuses on job tasks to identify hazards before they occur.
- A JSA is important to help prevent workplace injuries and illnesses by:
  - looking at workplace operations to identify hazards
  - establishing proper job procedures to minimize/eliminate hazards
  - ensuring that all employees are trained properly
- JSA findings can be used to:
  - create procedures which protect employees from hazards
  - train employees in the steps required to perform jobs safely



# Campus Waste During COVID



# Hazardous Waste Process During COVID

- Disposal
  - Hazardous waste disposal is still occurring quarterly
  - Please ensure containers are properly labeled prior to disposal
- Weekly Satellite Accumulation Inspections
  - Inspections are done weekly when possible and depending on the COVID situation
  - Inspections results have minor violations that are corrected on-site whenever possible
- Waste Containers
  - If a department requires more waste containers, please contact Benjamin Virzi ([bvirzi@csusb.edu](mailto:bvirzi@csusb.edu)) to coordinate drop off.



# Questions?



Environmental Health &  
Safety Department

[www.csusb.edu/ehs](http://www.csusb.edu/ehs)

Monday thru Friday 8am—5pm

Email us: [ehs@csusb.edu](mailto:ehs@csusb.edu)

Call us: 909-537-5179