

CSUSB SCIENCE SAFETY COMMITTEE MEETING MINUTES

December 11, 2020

Attendees:

Tom Benson, *Instruction Support Technician, Biology*
Dr. Kimberly Cousins, *Department Chair, Chemistry*
Teodulo Crisanto, *Instructional Support Technician, Chemistry*
Dr. Javier Torner, *Department Chair, Physics*
Dr. David Maynard, *Department Chair, Geological Sciences (Co-Chair SSC)*
Dr. Lal Mian, *Department Chair, Health Science and Human Ecology*
Dr. Brett Goforth, *Professor, Geography*
Dr. Jennifer Alford, *Professor, Geography*
Michael DeSalvio, *Director, Environmental Health and Safety*
Kathy Pierson, *Specialist, Environmental Health and Safety*
Rominna Valentine Ico, *Specialist, Environmental Health and Safety (Interim Co-Chair SSC)*

Time Started: 3:05 PM

Time Ended: 4:00 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. 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.

b. Biohazardous Waste During COVID

- EH&S will continue to have biohazardous waste pickup and disposal on an on-demand schedule. Departments that have biohazardous waste must coordinate to have a biohazardous waste pickup date.
 - Kathy will coordinate with the department to ensure biohazardous waste is scheduled for pickup.
 - As a reminder, please ensure there is a week's notice to coordinate with the vendor since the service is postponed to on-demand.
 - Considerations for storage until pick up includes:
 - Freezing waste.
 - Preserving specimens.
 - Autoclaving eliminates the need for storage.

5. 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.

6. New Items to the Table

- No new items.

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

*** END ***

SCIENCE SAFETY COMMITTEE MEETING

Dec 11, 2020

3:00pm – 4:00pm

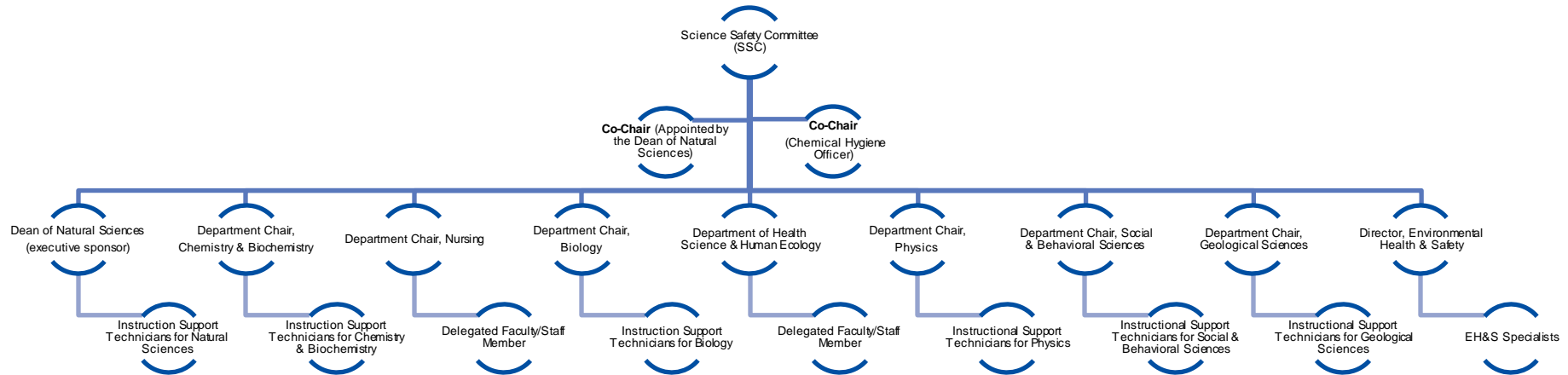
Environmental Health & Safety Department

www.csusb.edu/ehs

Safety Committees Restructuring



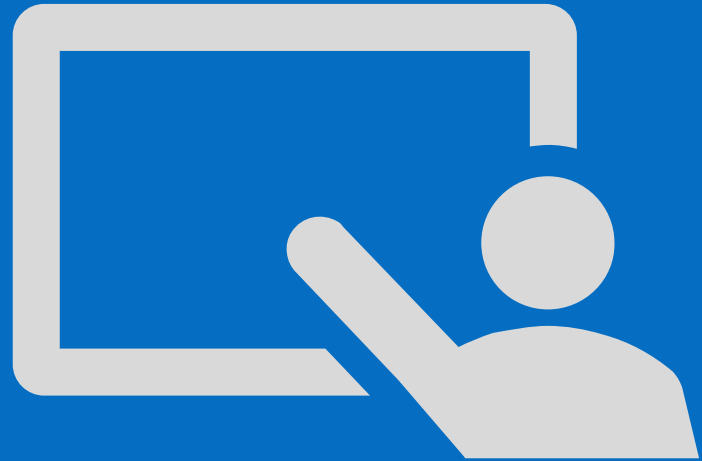
Science Safety Committee Structure



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

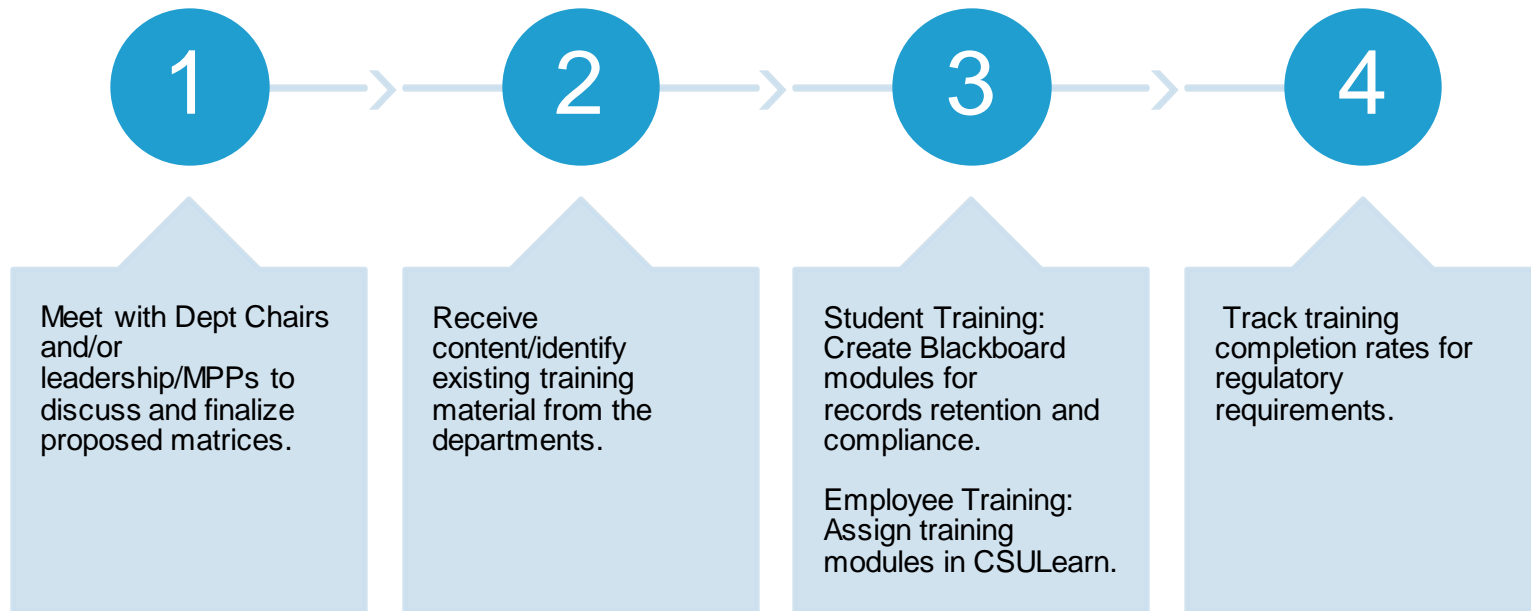


Training

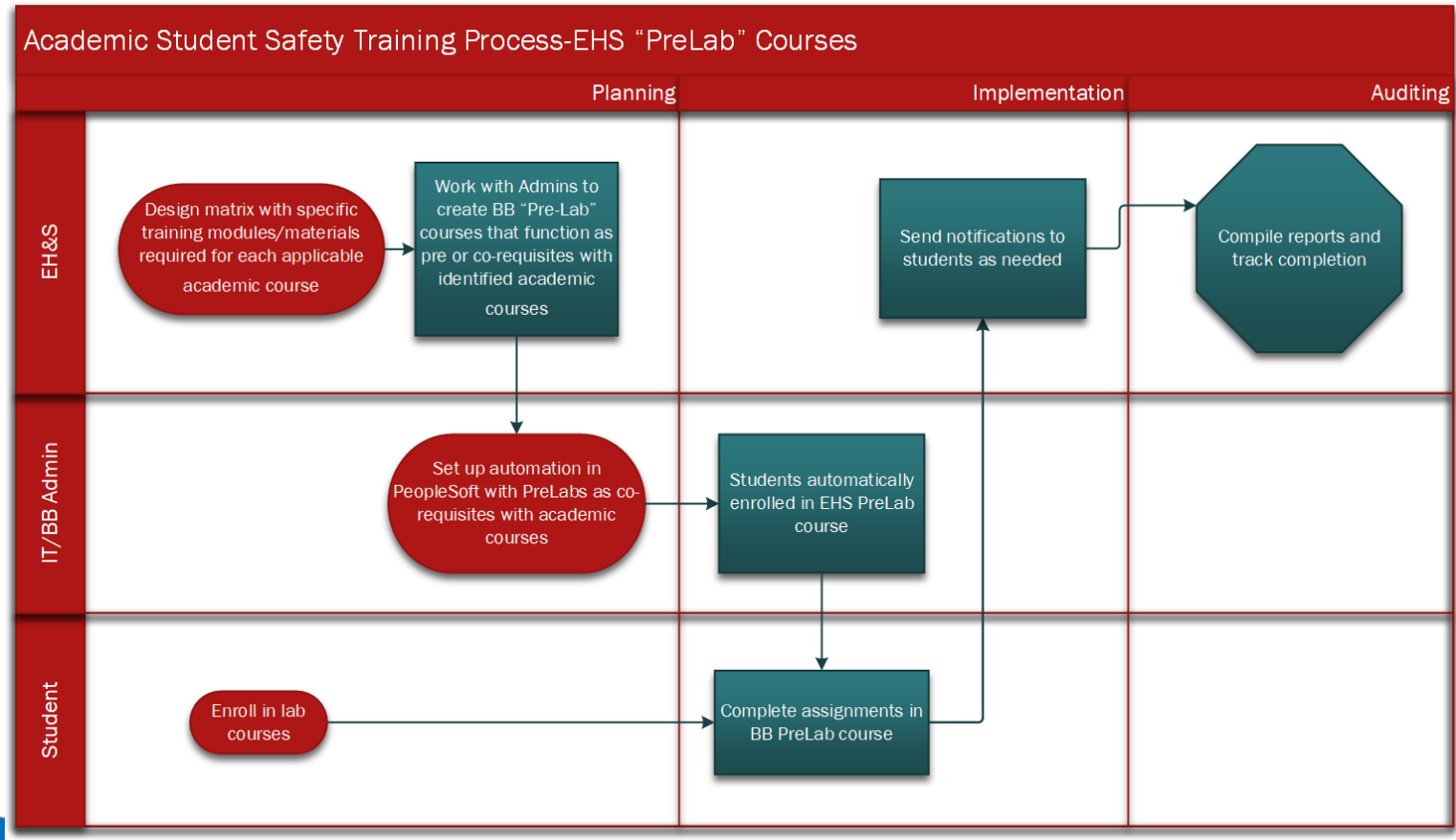


Important Milestones

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 help, along with the CSUSB logo and search/help icons. Below the navigation bar is a main banner area 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 large 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. Below the title is an icon of two workers in hard hats. The "Due Date" is listed as "10/19/2020" and the "Status" is "Past Due". A "REGISTER" button with a dropdown arrow is located at the bottom right of the overlay box.

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

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




CSUSB

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

 CSUSB

WE DEFINE THE *Future*

Lab Hazard Information

Building: Enter Here Room: Enter Here

Emergency Contact Information

In case of emergency, dial 911 Immediately

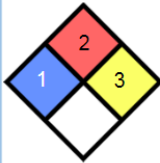
Name	Role	Department	Phone	Alt. Phone
Contact 1	Role 1	Department 1	Phone 1	Phone 2

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



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) to coordinate drop off.



Biohazard Waste Pick-up Process

■ Waste Types

- Red Drum-Biohazard red-bag/medical wastes
- White Drum-Pathology waste
- Gray Drum-Pharmacology waste

■ Biohazard waste vendor costs

- Each Location is charged for first red drum & per pound for other waste
- Often, small amounts make disposal cost-prohibitive



Biohazard Waste Consolidation

- Administrative practices
 - Intra-department coordination
 - Communication with EHS
- Storage Considerations for Consolidation Purposes
 - Freezers
 - Preserved Specimens
 - Autoclaving-eliminates need for storage



Questions?



Environmental Health &
Safety Department

www.csusb.edu/ehs

Monday thru Friday 8am—5pm

Email us: ehs@csusb.edu

Call us: 909-537-5179