

Art Safety Committee Meeting Minutes

May 22, 2020

Attendees

Rueyling Chuang, *Dean, College of Arts and Letters*
Matthew Poole, *Chair, Art and Design*
Nate Dubbs, *Instruction Support Technician, Art and Design*
Andrew Thompson, *Instruction Support Assistant, Art and Design*
Elliot Jackson, *Instruction Support Assistant, Art and Design*
Felipe Jimenez, *Admin Support, Art and Design*
Sara Fils, *Instructional Support Technician, Performing Arts*
Eric Mulz, *Technician, Performing Arts*
Catherine Erickson, *Costume Design, Theatre Arts*
Beiwei Tu, *Executive Director, Risk Management*
Melisa Morrow, *Specialist, Risk Management*
Benjamin Virzi, *Specialist, Environmental Health and Safety*
Kathy Pierson, *Specialist, Environmental Health and Safety*
Rominna Valentine Ico, *Specialist, Environmental Health and Safety*
Patricia Aguilar, *Admin Support, Environmental Health and Safety*

Meeting Details:

Virtual meeting organized by: Rominna Valentine Ico
Meeting Start Time: 3:00 pm
Meeting End Time: 4:15 pm
Minutes Recorded by: Patricia Aguilar
Enclosed: PowerPoint Presentation

Training

Melisa Morrow, specialist for Risk Management was introduced as the Training Specialist to the committee. Melisa gave a presentation for training and how to create safety success by working with departments to better identify the types of training materials needed for laboratories and/or workshops.

EH&S currently uses two training systems, CSULearn for faculty/staff/volunteers and Student Learning Bridge for students. Beiwei Tu concluded with continued efforts to work with the departments to address their training needs and creating a partnership program that can contribute to overall training compliance.

Campus Update

COVID-19 and Current Campus Operations

Beiwei Tu gives the committee a status update regarding Chancellor's Office announcement to go virtual for the Fall Semester, guidelines for COVID-19 are pending Chancellor's Office directive.

Chancellor's Office also to release training for COVID-19 for those classified as essential personnel and those returning to campus. Those returning to campus will need Chancellor's Office approval and well as meeting the guidelines outlined in the department safety plan.

Current campus email notification requires anyone coming to campus to wear a face mask and not come to campus if they feel ill or have been in contact with someone who has had COVID-19. The campus will continue to encourage telecommuting when possible to minimize the number of people on campus.

Committee Meeting Reconstructing

Beiwei Tu proposed a new campus-wide committee structure where all current campus safety committees report or have communication with the Risk and Safety Committee (R&SC) hosted by the Risk Management department. The goal is to accomplish more and hold some accountability for the safety of the campus community.

Each safety committee will undergo a charter and committee organization chart update, where the dean of their corresponding college is an executive sponsor. Dean of their college also plays a more active role by electing the co-chair of the safety committee and bringing any issues discussed in the committee to the attention of the college. Co-chairs of the committees are represented members of the R&SC that can bring updates and concerns to the campus committee for oversight and input.

Eric Mulz expressed some concerns as to what the purpose of the restructuring is and what is being said. Beiwei Tu assured that the goal of the committees is to achieve a more cohesive method of safety and ensure that all aspects are being addressed or brought to the attention of those campus committee members that can help resolve the issue.

Rueyling Chuang wanted to know why some of the departments in the Arts and Letters were not included. She requests to have music and other departments be included in the Art Safety Committee organizational chart as well as a request to record and send any displayed information so that committee members unable to attend can view or reference. Everyone in the meeting agreed.

Rueyling also noted that Museum was not represented, Rominna Valentine confirmed that invite was sent, but a delegate was not sent.

Safety

Intro to Risk and Safety Solutions (RSS)

Anything that has the GHS label is considered a chemical and should be inventoried for the area in which it is used or stored. Rominna Valentine shares what RSS does and how it can help display important safety precautions for those using them.

RSS can be accessed through the [MyCoyote](#) portal. Some key features RSS has is the ability to be used with a mobile device or anything that has internet and camera capability can be used for

inventory chemicals. RSS can also view the timeline on how long the chemical has been in there or if it was moved from one location to another. It will also provide a good tracking system for any chemical container within a specific inventory and let you know if a container has been removed, added, or edited within the inventory.

One of the newest features includes the use of “Hazard Door Signs,” the RSS software will use the chemical inventory created and provide a sign that can be used for emergency contact information and general hazard/precautionary notification before entering an area with chemicals. EH&S is looking to implement the use of “Hazard Door Signs” in both the Science and Arts departments that have chemicals associated with an area.

Overall, the RSS software will provide a better understanding of the types of chemicals present throughout campus and it will help determine if the facilities using those chemicals have the proper safety mechanisms in place.

Waste

Hazardous Waste and Universal Waste Updates

Waste disposal for VA photo lab:

- New secondary was placed per Benjamin Virzi.
- Photo waste disposal drum was overfilled previously, please assure some headspace is left in the drums. Please do not overfill the drums.

With the campus moving to a new semester system changes for waste created is a concern. Benjamin Virzi has assured that waste pickups will still happen quarterly to comply with the local regulations.

Eric Mulz inquired about the waste still on the dock, Benjamin Virzi responded that he will reach out to Eric to make sure it is taken care of.

Aramark Rag Service for Photo and Print Workshops Update

With campus' current shelter in place due to COVID-19, EH&S has suspended rag service delivery and service until the workshop operations reopen.

Kathy Pierson asks committee attendees if there any classes for Summer or Fall that will be needing rags? Rueyling Chuang, shares that there may be some classes scheduled for Fall that have associated labs, but nothing is finalized. Matthew Poole suggests suspending Summer rag service, since there is no operations needing rag service presently. Everyone agreed that service is not needed and is dependent on the classes that get approved for Fall 2020.

Open Forum

Rominna Valentine asked committee attendees if there were any incidents or accidents that have occurred since the closure of the campus. The committee reported no incidents or accidents.

Nate Dubbs mentioned that he regularly goes to campus twice a week to do some needed tasks, but that no incidents or accidents have occurred while on campus.

Rueyling Chuang requested Rominna Valentine to email the PowerPoint presentation so that she may share with potential committee members and get their input. Rominna Valentine agrees to provide the needed information.

Closing Remarks

EH&S is available for consultative services or help Monday thru Friday virtually from 8 am to 5 pm. Committee Meeting adjourned, next meeting to be held in Fall 2020.

Art Safety Committee Meeting

EH&S Training



Melba Morrow- Training and Learning Management System Specialist
Melba.Morrow@csusb.edu

Restructuring of Campus Safety Committees



Cal State San Bernardino

Risk and Safety Solutions (RSS)



Implementation of Chemical Inventory

3:00—4:05 pm via Zoom
May 22, 2020

EH&S Training



Melisa Morrow- Training and Learning Management System Specialist

Melisa.Morrow@csusb.edu

Safety Training Process

1- Identify Learners

- How can we be alerted that there are students/staff who need safety training?

2-Needs Assessment

- How is it determined what training modules are needed for given learners/courses?
- How is this communicated between faculty (PI, etc) and EHS team?

3- Deliver Training & Track Completion

Current Process for Learners for Online Training

- Students – Log into LMS through EHS website and locate designated training module(s)
- Faculty/Staff - Training modules assigned through CSULearn
- Complete training within allotted timeframe and print certificate verifying completion

Current Process for Learners for Instructor Led Training (ILT)

- Faculty sets up training sessions (with or without the assistance of the EHS team)
- Faculty tracks attendance and completion of training

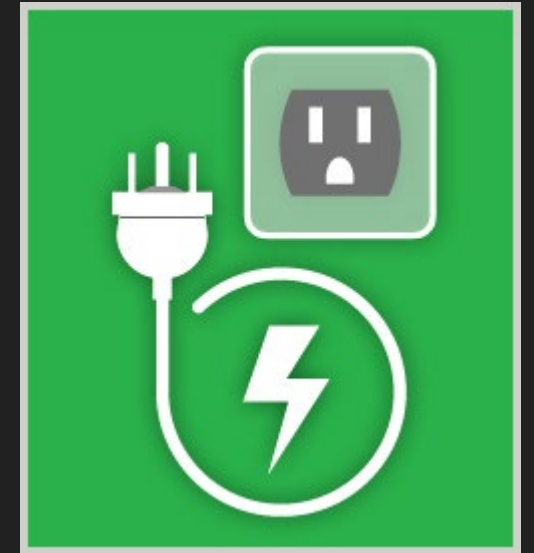
4- Training Content Evaluation

- How can we track recertification?
- How can we evaluate the effectiveness of training and update content as needed (i.e., learner survey, performance improvement, faculty input, etc)?

Dept Training Matrix

FM Training Matrix Class	Current Method of Delivery O=Online ILT=Instructor Led Training	Curriculum Title	Curriculum Activity Code	CSU Learn Course Activity Code	Length of course	Expiration Date/Freq Time to Complete	Job Codes *=designated individuals
Accident Investigation	O	Accident Investigation	CSUSB-CURRIC-ACCIDENTINVESTIGATION	ehs_cal_a14_sh_enus	32 min	Initial only	Bldg. Service Eng. Supervisor-6700 Electrician Supervisor-6534 Facilities Project Supervisor-6265 Lead Custodian-2015 Lead Groundswoker-0726 Lead Painter-6525 Supervising Plumber-6547 Managers?
Asbestos Awareness	O		CSUSB-CURRIC-ASBESTOS	ehs_cal_a01_sh_enus	37 min	Annually	AC/Refrigeration Mechanic-6699 Auto Equipment Mechanic-6270* Bldg. Service Eng./Fac. Control Specialist-6260, 6702 Bldg. Service Eng. Supervisor-6700 Carpenter-6476 Supervising/Lead Carpenter-6474 Custodian-2010 Electrician-6533 Electrician Supervisor-6534 Facilities Project Supervisor-6265 Facilities Worker/Maintenance Mech.-6251, 6940 Grounds Worker-0731

What kind of safety training do you need for your faculty/staff and students?



How Can We Support You in Tracking Training Completion?



Looking forward to working with you...



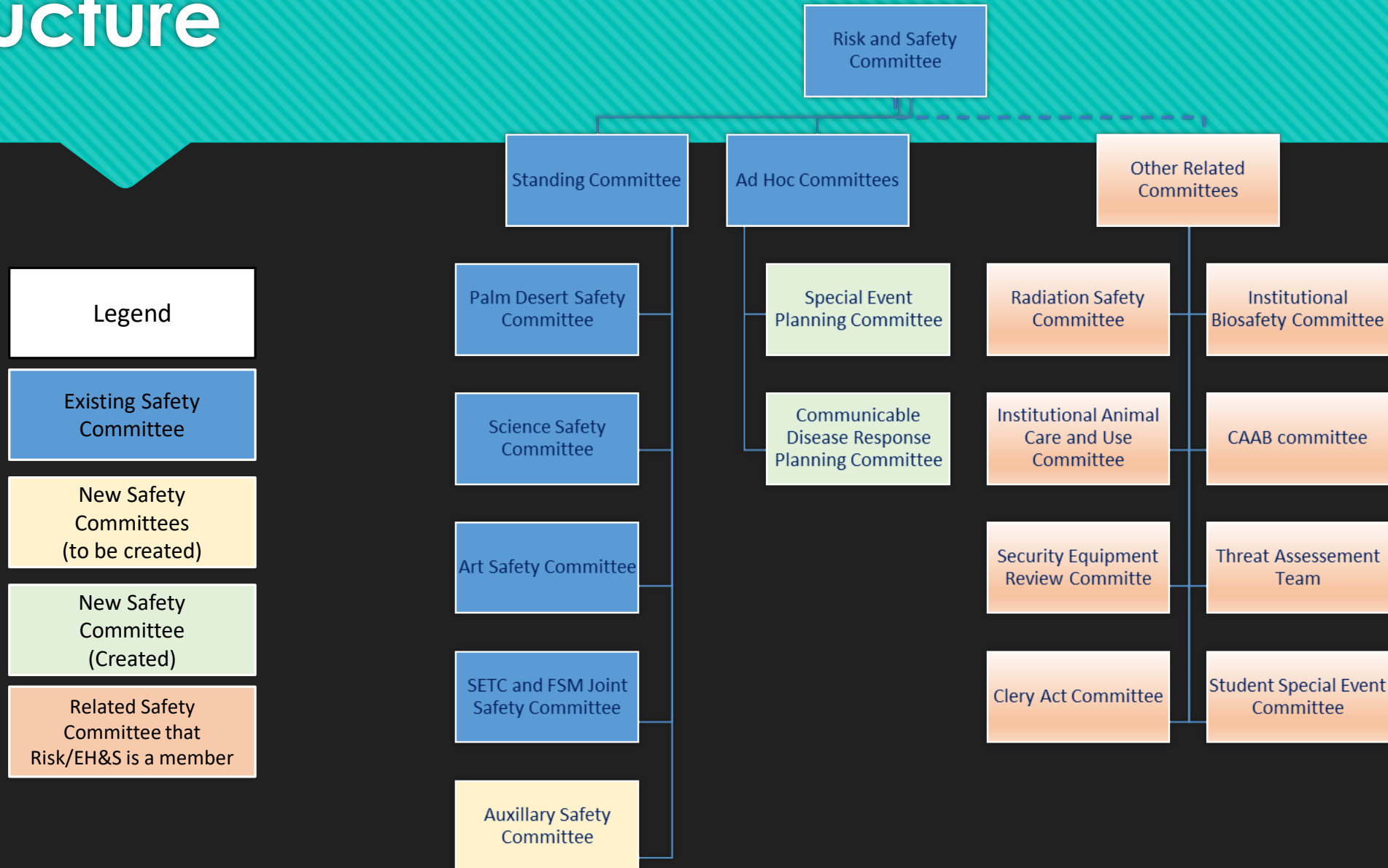
Environmental Health and
Safety Department

Restructuring of Campus Safety Committees



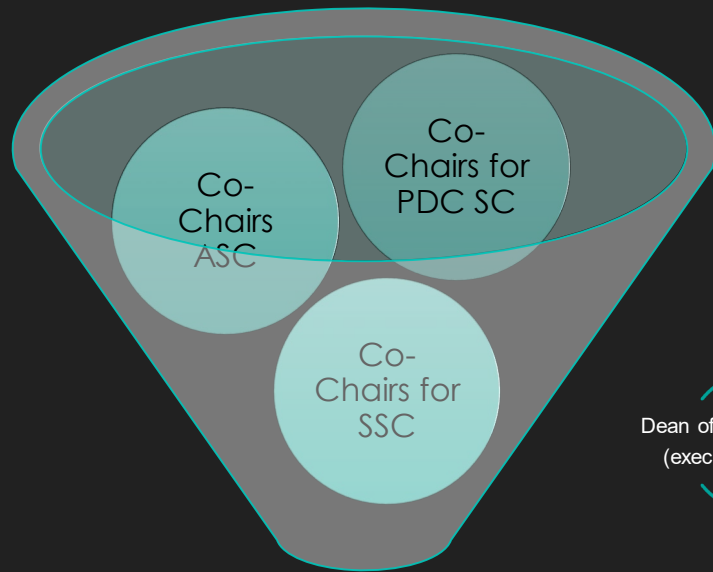
Cal State San Bernardino

Proposed Campus Safety Committee Structure

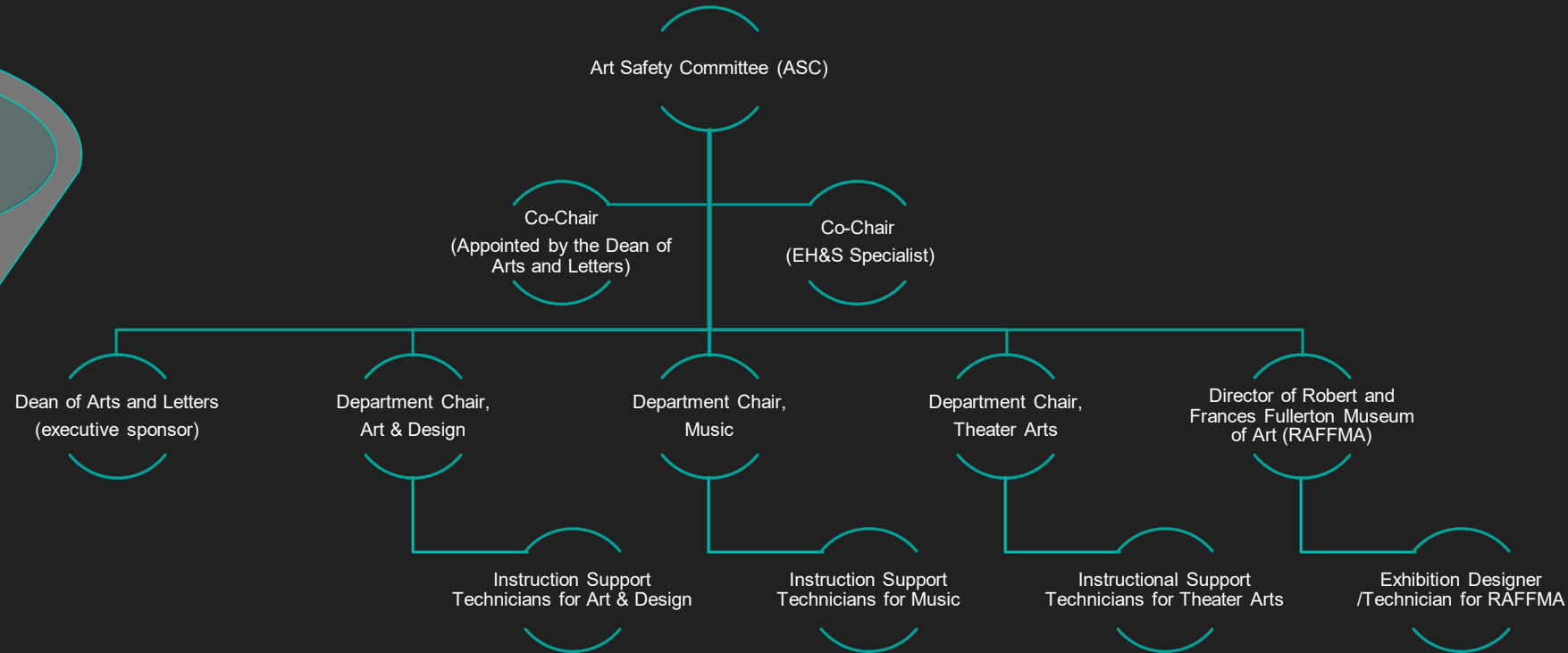


Proposed Art Safety Committee Structure

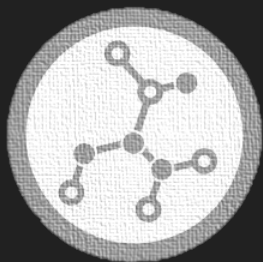
Draft



Risk and Safety
Committee



Risk and Safety Solutions (RSS)



Implementation of Chemical Inventory

What is RSS for chemicals?

- Track and inventory your chemicals
- Quick and easy way to maintain chemical inventory
- Summary of potential hazards and safety information for an area

Some RSS features

- Can be used with mobile device
- Recent activity for all containers in your inventory
- Can make inventory or container private
- Door Hazard Signs



How do I access RSS?

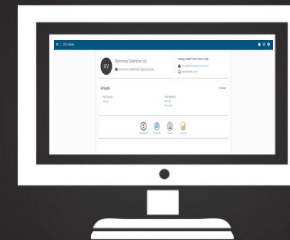
- Login in to MyCoyote using your Coyote ID and Password
- Choose Administrative Systems Tile
- Choose CSU Safety Management Tile
- Type in your CSUSB email to login in



Administrative Systems



CSU Safety Management



Welcome to RSS