

Art Safety Committee**Date:** 03.05.26**Time:** 09:00 a.m. to 10:00 a.m.**Location:** VA-302**Committee Chairs:** Michael DeSalvio**Minutes Prepared by:** Lia Quintanilla

Topic	Speaker
Meeting called to order & Roll Call	Chair
Minutes Approval	Chair
Open Forum	Open Discussion

1. Roll Call

Committee Members
Michael DeSalvio
Sara Flis
Benjamin Virzi
Saul Rodriguez
Nate Dubbs
Gus Castaneda
Matthew Poole
Lia Quintanilla
Tyler Bjur

1. Call meeting to order by:

Chair Michael DeSalvio officially commenced the meeting at 09:08 am

The Chair reminded members of the purpose of the Teams channel, noting that it is used to post agendas, presentations, and meeting minutes. Chair also discussed identifying additional individuals who could be invited to join the committee to help increase audience participation and feedback. The goal is to ensure departments are well represented and to support the committee in consistently meeting quorum requirements. Tyler Bjur will be added to the Teams channel and committee roster.

2. Introductions and approval of Meeting Minutes

Minutes: Approved Motion: Gus Castaneda Second: Sara Flis Oppositions: none

3. First Aid Kit Updates

The Chair mentioned that they walked through the spaces with Cintas and members of the committee to identify locations for the installation of first aid kits. The EHS department will cover the cost of installation. The kits will include items such as pain medication, eye drops, bandages, and gels. This approach will help avoid the need for corporate card purchases and potential reconciliation issues.

There was a concern raised about student access to the kits. It was clarified that the kits will be placed in controlled spaces where only faculty and staff should have access. Cintas will replenish the kits on a monthly basis and restock any items that have run out, billing accordingly. All invoices will be processed through P2P, with costs charged back as needed. Members were reminded to keep track of all invoices for audit purposes.

4. Safety Spotlight

The Chair highlighted the exciting development of the glass chandelier being created by Katherine Gray for the Performing Arts Building. Students expressed interest in helping with the installation of the chandeliers. Saul and Michael met with the students last Monday to provide training and ensure they were compliant with safety requirements and working in a safe environment. It was noted that it was very fulfilling to see students actively participating in the installation and collaborating on the project.

Matthew also mentioned that in the new building, the director will likely need significant assistance from students when shows are taking place. He wanted to provide a heads-up that students will be heavily involved in supporting production and related activities.

5. Clutter Hazard and Rodent Issues

The Chair addressed recent rodent activity in the Performing Arts Building. A note had to be sent to students requesting the removal of their project due to potential hazards. Moving forward, the goal is to allow students to continue their projects safely while providing guidance to minimize risks. Guidelines can be provided to ensure that projects do not create hazards, and this will avoid the chances of students being asked to remove anything that poses a safety concern.

There was also discussion about rodent issues at the CGI and how easily rodents can enter the buildings. The lead ground manager is able to quickly identify signs of rodent activity. Members were asked to notify the team if they suspect any rodent exposure so it can be promptly addressed.

6. Reminders

The Chair provided an update on shop safety assessments, inspections, and inventory. Although these have not yet been completed, plans are in place to work with Ben – EHS's Research Safety Officer and Alycia, the Fire Life Safety Specialist, to address them.

Ben mentioned that for the shop safety assessment, they are collaborating with RSS, a software vendor within the UC system. RSS has developed innovative tools for conducting safety assessments to determine what products and safety equipment are needed.

7. JSA's

The Chair explained that a Job Safety Analysis (JSA) is similar to a job description but goes further by translating work assignments into identified hazards. It outlines the potential risks workers may be exposed to, along with the likelihood and consequences of those hazards occurring. This process helps determine the appropriate audience for implementation, such as entry-level students or those in their final year.

8. Development of Art Safety Plan – Next Steps

The Chair shared his vision for the art safety plan, emphasizing the need for a document that supports compliance while remaining clear, concise, and practical. He also noted the opportunity to go a step further by making the document promotional, highlighting new initiatives and showcasing activities such as performance-based work, art projects, ceramics, and glassblowing. He suggested developing an outline of key topics to include in the document, such as equipment use and other relevant safety considerations.

9. Training

The chair confirmed that forklift training is required and discussed additional training needs. A committee member suggested that ladder safety training may also be necessary, while another member noted that although forklifts and ladders are in use, it is unclear whether current training certifications are up to date. The Chair advised that any identified training needs should be communicated to EHS, which will assist in developing content and providing certification. Additional opportunities include creating power tool safety training and implementing the CSU shop safety course.

As an **action item**, Chair will send the training module and shop safety course link to committee members: Nate and Eric.

10. Open forum

Committee member confirmed that training is needed for specialized systems such as the fly system, orchestra pit lift, and lighting system. A committee member noted that RSS is currently offering faculty training, though additional participation may be necessary. The chair suggested collaborating with RSS to ensure training is more accessible. The committee also discussed injury reporting after two recent incidents, including a minor student injury that required completion of a Form 268. The Chair clarified that maintaining proper injury documentation is required; for students, forms should be completed and they should be referred to the Student Health Center for evaluation and triage, while employee injuries are handled in coordination with RSS through workers' compensation. For now, completed forms should be emailed to UPD and EHS for recordkeeping.

Additionally, EHS Research Officer has requested that any departments with drones report them so they can be registered and covered under the appropriate insurance.

11. Adjournment

No additional items were brought to the committee, and the meeting was adjourned at 9:51am by Michael DeSalvio