

Art Safety Committee

Date: 10.15.25

Time: 10:00 a.m. to 11:00 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
Art Safety Plan, Injury Reporting Updates, Assessment Inventory Inspection, Injury Reporting, Performing Arts Center, Food event Notification Form, Chemical Purchasing, Safety Committee Status report, New Art Club	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

1. Call meeting to order by:

Chair Michael DeSalvio officially commenced the meeting at 10:05 am.

The Chair provided a reminder about the purpose of the Teams channel, noting that it is used to post agendas, presentations, and meeting minutes. The committee now has a **Committee Charter** (approximately eight pages) for members to review. The Chair is finalizing it, and it will be uploaded to the Teams channel once completed.

2. Introductions and approval of Meeting Minutes

Minutes: **Approved**

Motion: *n/a*

Second: *n/a*

Oppositions: *none*

Committee meeting minutes were approved unanimously

3. Arts Safety Plan

The Chair shared the creation of an Arts Safety Plan designed for new faculty and students, with the goal of producing a concise and accessible document that highlights essential safety information. The first step will be to develop an outline of topics for the plan, after which staff will collaborate to ensure all relevant safety areas are included. The plan should be targeted, functional, and easy to understand for users. Committee members also expressed the need for guidance and mentorship on safety procedures, suggesting opportunities to shadow safety operations to confirm proper practices

4. Injury report updates

The Chair provided an overview of the program and data, emphasizing the goal of empowering employees to understand where most injuries are occurring and to help prevent them from happening again. He reviewed the EHS 2025 incident and injury overview, including risk and safety solutions data, percentages of completed reports, and root cause analysis metrics. To date, 19 reports have been completed. Chair also shared totals for all incidents, including open claims and incident-only metrics. He stressed the importance of reporting injuries as soon as possible, that timely reporting ensures employees receive prompt treatment and prevents situations from worsening. He noted that recent data indicates some injuries have not been reported in a timely manner, underscoring the need for continued focus on early reporting and prevention.

5. Assessment Inventory Inspection

The Chair discussed the importance of maintaining an updated inventory of materials and equipment, emphasizing that it helps identify potential hazards during inspections. Assessments will be conducted specifically for shop areas to ensure appropriate PPE (Personal Protective Equipment) requirements are met. Students working in these areas will be required to review and sign hazard acknowledgment forms outlining the risks present in their environment.

The person responsible in each area will manage the inventory and must certify it annually, ensuring all chemicals are properly documented. New members will automatically receive an onboarding email with relevant information. The Principal Investigator (PI) or designated responsible individual will oversee compliance and accuracy within their department.

The team is also considering implementing chemical Standard Operating Procedures (SOPs) within the RSS system. This feature would automatically notify users when a newly added chemical requires an SOP or related safety documentation.

During the discussion, a committee member asked whether a list of chemicals or SOPs currently exists. The chair explained that the implementation is being rolled out in stages. Committee members also asked how students across various workshops will receive and complete acknowledgment forms. The chair clarified that an automated system is being developed, primarily for student assistants and staff, with examples already in place for the Kinesiology and Nursing departments and plans to extend the process to the Art Department next.

6. Injury Reporting

The chair distributed injury reporting cards to the committee and encouraged members to share them with their respective teams. The cards are intended for employees only and include a QR code for submitting injury reports, along with key phone numbers and resource information. He also mentioned that a separate card for MPPs (Management Personnel Plan employees) is being developed, which will include additional resources on how to support injured employees. This version will be distributed soon.

7. **Performing Arts Center**

The Performing Arts Center project is progressing and expected to be completed soon. As preparations begin to move equipment and materials into the new space, The Chair reminded the committee to ensure that no hazards are transferred to the new building—such as broken, damaged, or unsafe items. He encouraged everyone to be mindful of what is being moved and to reach out to EHS for assistance if there are any questions about the safety or condition of equipment or materials. A committee member also mentioned that, since new items will be relocated to the Performing Arts Center, it would be helpful to receive support in removing old or unused items from the current building, as storage space is becoming limited.

8. **Food Event Notification Form**

Chair addressed the topic of food at campus events, noting that clubs and organizations often provide items such as pizza, snacks, and other pre-packaged foods. He explained that there is a process in place for food-related events: if an event is open to the public, a food permit request must be submitted. However, if the event is private and limited to invited participants, a permit is not required. The chair also shared that the team is developing internal training content for food handler certification, allowing employees to obtain their card without paying for the county-issued version and helping to reduce paperwork. He clarified that alcohol service follows a separate process managed by Yote Eats, as they hold the campus alcohol license. For private events involving alcohol, EHS will verify event details before approval.

Action Item: Ben to follow up with Yote Eats regarding serving alcohol on campus.

9. **Chemical Purchasing**

Chair provided an update on the purchasing process. He explained that purchases made through the corporate card don't require prior approval from EHS — employees can proceed directly with the purchase. The upcoming implementation of the new P2P (Procure-to-Pay) system will further streamline purchasing, making transactions easier; however, it will also increase the number of approvals that EHS needs to review and sign. The chair asked that if anyone has pending approvals, they should notify EHS for follow-up. He also noted that EHS now oversees furniture purchases, so any related requests should be coordinated through the department.

10. Safety Committee status report

The chair emphasized the importance of including the Art Committee in campus-wide safety discussions and invited a representative from this committee to join the Campus-Wide Health and Safety Committee to provide brief reports. Matthew Poole volunteered to serve as the representative.

Action item: Include Matthew in the next Campus-Wide Health and Safety Committee meeting invitation.

11. New art club

The chair noted the formation of a new woodworking art club, which has contacted Risk Management with questions about liability waivers. The chair expressed full support for student clubs and new creative initiatives. Action item: Send Nate an email regarding the woodworking club and liability waiver process.

12. Open forum

The chair introduced Saul Rodriguez, Occupational Health and Safety Specialist, to the committee. Introductions were conducted by all members.

First Aid Kits: The program is ready to launch, and some kits have already been sent to Palm Desert. The kits are provided by Cintas at approximately \$50 each. Departments can email EHS to begin the ordering process. A larger wall-mounted kit option is also available, which includes medication and is replenished by Cintas every two weeks, with billing handled afterward. EHS can provide details on the available kits or connect departments directly with Cintas. A question was raised regarding whether ointments and medications can now be included, and chair confirmed that this is allowed if ordered and managed through EHS.

Action Items:

- **Art Safety/Performing Arts:** Coordinate first aid kits distribution.
- **Training:** Schedule a “Train the Trainer” session for OSTs forklift training for Nate, Saul, Ben, and SMSU. Obtain a purchase order (PO).
- **Committee Updates:** Remove Mary Scully from the committee roster.

13. Adjournment

No additional items were brought to the committee, and the meeting was adjourned at 11:05am by Michael DeSalvio.