

**Campus Wide Health & Safety Committee Meeting Minutes****Date:** 01/20/26**Time:** 10:00 a.m. to 11:00 a.m.**Location:** UEC Board Room -102**Committee Chairs:** Michael DeSalvio**Minutes Prepared by:** Lia Quintanilla

Topic	Speaker
Meeting called to order & Roll Call	Chair
Subcommittee Reports	Chair
Old Business/New Business	Chair
Open Forum	Open Discussion

**1. Roll Call**

Committee Members in Attendance: Saul Rodriguez, Michael DeSalvio, Albina Guerrero, Lola Cromwell, Larry Boyer, Ernesto Torres, Lorena Segovia, Juan Macias, Lynniece Warren, Grace Borbe, Jenny Sorenson, Beth Jaworski, Ross Williams, Robert Crim, Alan Llavore, Jenny Puccinelli, Dora Mejia, Jose Sanchez, Steve Martinez and Benjamin Virzi.

**2. Call meeting to order by: Michael DeSalvio (Chair) at 10:01am**

The Chair noted that the committee will meet three times per year: in spring, fall, and winter. Committee members then participated in a round-robin introduction. The Chair reviewed the agenda and distributed the following materials: the Health & Safety Committee Worksheet, Watch Your Step Flyer, Risk and Safety Bulletin, and injury reporting wallet cards.

**3. Subcommittee Reports:**

Chair share that there are several subcommittees operating across campus, and the committee wants to ensure they have the opportunity to share updates at the campus-wide level to keep all members informed.

- ***PDC Safety Committee***

The PDC Safety Committee held its first meeting since 2022. The committee is comprised of faculty, staff, students, and Environmental Health & Safety (EHS). Grace Borbe reported on the committee's behalf.

One of the primary topics discussed was active shooter concerns. Training has been scheduled in collaboration with University Police Department (UPD) and the Office of Emergency Management.

The committee identified the need for additional first aid kits, and new kits have since been installed. It was also noted that sharps containers are filling up quickly; as a result, EHS is revisiting the service schedule.

The committee reviewed AED devices, and a work order related to relocating evacuation chairs was discussed.

Faculty members raised concerns regarding a lack of familiarity with campus safety protocols. Risk Management is working to better engage faculty and support bidirectional communication between the campus-wide safety committee, subcommittees, and individual campus community members.

Grace also shared that PDC will be holding an upcoming faculty and staff meeting, during which relevant safety information will be communicated.

- ***Art Safety Committee***

A representative from the Art Safety Committee was unable to attend the meeting; therefore, the Chair provided the report on the committee's behalf.

Environmental Health & Safety (EHS) is working with RAFPA, Performing Arts, and Visual Arts to coordinate first aid kit placement throughout their installations. The first aid kits will be serviced through Cintas, which will handle replenishment and billing as needed.

The Facilities Subcommittee is scheduled to meet in February, and a report will be provided at the next campus-wide meeting.

#### **4. Old Business**

Old business Introductions and approval of Meeting Minutes.

**Minutes:** Approved    **Motion:** Ernesto Torres    **Second:** Jennifer Sorenson    **Oppositions:** none

The Chair reminded committee members that meeting minutes, presentations, and announcements are available in the Teams channels, with a dedicated channel for each safety committee.

## 5. New Business

- *Animal on Campus Policy*

The Chair shared that a meeting would be held later in the week to review the campus Animals on Campus Policy. Committee members interested in participating were encouraged to notify the Chair.

The campus policy was last reviewed in 2021 and primarily addresses service animals in support of ADA and Fair Housing requirements. Since the policy's approval, several issues have arisen, including the improper disposal of animal waste in buildings, offices, and common areas, as well as allergy concerns. Additional concerns were noted regarding emotional support animals being brought into the workplace without appropriate authorization.

The working group will focus on clarifying service animal definitions, outlining what may and may not be asked of animal handlers, and ensuring that campus representatives do not exceed their authority. Clarification will also be provided that service animals are not required to have tags, vests, or other identifying markings, to avoid misinformation or confusion regarding animals on campus.

Housing shared that a process is already in place for residents requesting ADA accommodations and emotional support animals. Some custodial staff have reported safety concerns when entering spaces where animals are present unexpectedly.

- *EHS Incident & Injury Overview*

The Chair reviewed the Environmental Health & Safety (EHS) injury data and trends. Overall, there has been an increase in injury reporting, which indicates greater awareness and transparency across campus. A significant increase was noted in incident-only reports. EHS will continue to monitor yearly trends to better understand reporting patterns.

Employee Injury Report wallet cards were distributed to all committee members.

The Occupational Health & Safety Specialist provided an overview of the Root Cause Analysis (RCA) process. An RCA is required for each reported injury. While supervisors are responsible for completing the RCA, EHS frequently contacts the unit to meet with the employee to gather additional information and may collaborate with supervisors as needed. The goal is to collect information as soon as possible to identify contributing factors and implement preventive measures. The RCA process is also intended to build trust and ensure employees are actively involved in discussions and recommendations.

The Chair reviewed injury statistics, noting that injuries occur most frequently on Mondays and toward the end of the workweek. Additionally, weekend injuries showed that slips, trips, and falls accounted for the highest number of claims (9) and resulted in the greatest number of lost workdays (380). This was followed by repetitive motion injuries (4), often associated with repeated work tasks.

It was noted that several injury reports lack sufficient data, resulting in unknown causes. Approximately 62% of claims did not identify a body part associated with the injury.

**Action Item:**

EHS will develop a standardized reporting template to ensure consistent data sharing from meeting to meeting. Division-level injury safety scorecards will be distributed to division leaders in late January.

- **Safety Concern Reports**

In December, increased rodent activity was reported on the third floor of CGI, causing distress for employees working in the affected area. Concerns included property damage, audible activity, visible sightings, and droppings throughout the office space. Traps were placed throughout the area, and a third-party pest control vendor was engaged. Additionally, San Bernardino County Public Health conducted a site visit and provided recommendations in coordination with campus efforts. A final report will be issued once available.

The committee emphasized the importance of prompt reporting when employees feel unwell in the workplace or observe concerning conditions. Early reporting allows issues to be addressed quickly and helps prevent escalation.

**Action Item:**

Remind all employees to report safety concerns immediately, even if they appear minor.

## 6. Open Forum

With no further concerns or comments, the Chair concluded the meeting. Committee members were encouraged to share key takeaways and provide any feedback as they return to their respective units. The Chair also emphasized the importance of distributing Employee Injury Reporting wallet cards, noting that additional cards are available upon request. These wallet cards are intended for all employees, and the committee is working with Distribution Services to make them more widely accessible to teams.

The wallet cards provide a quick reference for what needs to be reported and what does not, as well as additional safety resources on the reverse side.

## 7. Adjournment

No additional items were brought to the committee, and the meeting was adjourned at 10:48am by Michael DeSalvio.