

PDC Safety Committee

Date: 05.12.26

Time: 11:00a.m. to 12:00 p.m.

Location: PDC – RG 303

Committee Chairs: Michael DeSalvio

Minutes Prepared by: Lia Quintanilla

Topic	Speaker
Meeting called to order & Roll Call	Chair
Agenda Topics	Chair
Open Forum	Open Discussion

1. Roll Call

Committee Members Present: Juan Macias, Michael DeSalvio, Tyler Swanson, Beth Jaworski, Jorge Esparza, Manuel Moreno, Katrina Maxwell, Roland Gallardo, Avi Rodriguez, Dora Mejia, Saul Rodriguez, Benjamin Virzi, and Lia Quintanilla.

2. Call meeting to order by:

Chair Michael DeSalvio called the meeting to order at 11:05am.

3. Introductions and approval of Meeting Minutes

Minutes: Approved *Motion:* Katrina Maxwell *Second:* Avi Rodriguez *Oppositions:* none

4. Teams Channel

The Chair introduced himself and gave an overview of the PDC Committee mission and goals. He went over the Teams channel, explaining that it serves as the central

location for meeting minutes, agendas, presentations, and all relevant resources or documents related to discussion topics. The channel is also used for communication about upcoming meetings and for sharing important information. It was noted that maintaining these materials is important for audit purposes.

Handouts: Agenda and Meeting minutes from last meeting.

5. Animals on Campus Policy

The Chair reported that Environmental Health & Safety and Risk Management recently met with the Administrative Council to present the revised Animals on Campus policy. The updated policy addresses ADA accommodations, housing-related animals, Emotional Support Animals (ESAs), and service animals on campus. Feedback has been gathered from faculty and staff, and multiple campus representatives have been consulted throughout the review process.

The Chair also shared that efforts are underway to advance a policy allowing pets to be walked on campus. Designated pet relief areas have been identified, and waste bag dispensers will be installed to encourage pet owners to clean up after their animals. An official campus communication regarding the updated policy will be released soon.

6. Injury Trends and Safety Concerns

The Chair shared that recent injury reports have revealed trends involving indoor and outdoor slips, trips, and falls. Late reporting of injuries has also been identified as a concern, as some employees delay reporting incidents and later require medical treatment after the condition worsens.

The committee was encouraged to promote overreporting of incidents so that proper documentation is maintained and employees can receive timely treatment and support. Employees may choose whether or not to open a workers' compensation claim; however, it is important that the incident is reported and documented as soon as possible. The Chair also noted that panic attacks may be reported through the injury reporting process. Prompt reporting helps ensure accurate documentation and allows the institution to provide appropriate assistance to employees.

7. First Aid Kits

The Chair shared that several first aid kits have been installed throughout the PDC campus and requested feedback on their effectiveness. A committee member reported

that the kits are easily accessible and have been working well. The kits are restocked monthly, and a service log is maintained with signatures documenting each visit. The Chair also noted that, due to the success of the program, plans are underway to expand the installation of first aid kits to the SB campus. The kits contain emergency supplies such as medications, burn gel, bandages, and other helpful medical items.

8. Injury Reporting and supervisor Responsibilities

The Chair emphasized the importance of employees reporting injuries immediately. Supervisors should be made aware of all incidents and are responsible for assisting employees with the injury reporting process. Environmental Health & Safety (EH&S) should also be notified promptly.

The Chair explained that a root cause analysis is conducted after an injury is reported. This process may include visiting the site of the incident, taking photographs, and speaking with witnesses to help determine the cause of the injury. Committee members were encouraged to remind employees to report injuries as soon as possible and to work with the EHS Occupational Health Specialist throughout the reporting and follow-up process.

9. Performance Evaluations

The Chair shared that it is currently performance evaluation season and noted that many evaluation templates include a section related to safety. The Chair encouraged supervisors to recognize employees throughout the year for demonstrating safe behavior and making good safety-related decisions. Providing positive recognition for safe practices helps reinforce and promote a strong culture of safety within the workplace.

10. Emergency Management updates

Emergency Management provided several updates to the committee. The Emergency Operations Center (EOC) was activated last week. It was also shared that the university has transitioned from using Kuali to the EOC platform, which will now be used for both Emergency Management and Business Continuity operations.

As part of the university's Business Continuity initiative, the first phase will focus on

core operational departments, including EH&S, Risk Management, IT, and Payroll. These departments will receive updated Business Continuity Plans to ensure they are prepared to respond appropriately during emergencies and maintain essential operations. In future phases, Management Personnel Plan (MPP) employees will be responsible for overseeing their department's Business Continuity Plans, which may involve delegation to staff members. Currently, approximately 82 Business Continuity Plans are in development or review.

Emergency Management also shared lessons learned from the recent Canvas system breach. One key issue identified was the lack of a secondary backup platform that would allow students continued access to class resources and communications during a system outage. As a result, the university relied primarily on email communications throughout the incident. Discussions are currently underway regarding the implementation of a backup communication and resource access platform for students. It was also reported that Canvas paid the ransom demand, and the university was informed that no information would be leaked.

Additionally, Emergency Management reported that the Emergency Management Guide for the audit is approximately 95% complete. The department is also working on various emergency preparedness drills and plans to resume regular evacuation drills.

11. Open Forum

Action Item: Add UPD Updates as a standing item on upcoming meeting agendas.

A committee member raised a safety concern regarding a recent building intrusion incident. The member shared that the alarm was triggered; however, no notification was sent to staff, and security personnel were not present on campus at the time. The member expressed concern about arriving to work while the alarm was still active and emphasized the importance of receiving notifications to ensure it is safe to enter the building after an alarm event. The member noted that staff should be informed when a building has been cleared and determined to be safe following a potential intrusion. Another committee member and Captain Gallardo explained that University Police Department (UPD) personnel review camera footage before dispatching a Regional Safety Officer (RSO). If no suspicious activity is observed, an RSO may not be sent. However, if concerning or dangerous activity is identified, an officer will be dispatched immediately.

The committee discussed the need to clarify procedures for responding to false alarms. Captain Gallardo explained that there are two types of alarms: intrusion alarms and fire alarms. For intrusion alarms, UPD reviews surveillance cameras to assess the situation, and if a burglary or suspicious activity is confirmed, an officer is dispatched.

Captain Gallardo also noted that each building may designate individuals to receive alarm notifications, and some contacts on the current list may no longer work at the university. Departments were encouraged to update their notification lists by contacting dispatch or emailing Captain Gallardo directly. He emphasized that maintaining a police presence at PDC is a priority and that every effort will be made to have an officer respond to campus when needed.

Additionally, Dora, the Emergency Manager, shared that she will begin visiting the campus monthly to provide assistance and support. EH&S will also increase its presence on campus through more frequent visits.

12. Adjournments

No additional items were brought to the committee, and the meeting was adjourned at 11:53am by Michael DeSalvio.