

**PDC Safety Committee****Date:** 12.02.2025**Time:** 11:30a.m. to 12:30 p.m.**Location:** PDC – RG 117/Oliphant Auditorium**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
Michael DeSalvio
Dora Mejia
Grace Borbe
Saul Rodriguez
Lia Quintanilla
Angelica Arcos
Tyler Swanson
Frank McAlpin
Benjamin Virzi

## 2. Call meeting to order by:

Chair Michael DeSalvio called the meeting to order at 11:38am.

The chair began the meeting with introductions from all attendees, followed by an overview of the committee's objective and the role of EH&S in supporting the campus. It was emphasized that the committee serves as a space to address safety concerns, EHS updates, hazardous materials issues, and other related matters. Members were also encouraged to recommend additional individuals who should be invited to participate in future meetings.

## 3. Introductions and approval of Meeting Minutes

*Minutes: N/A   Motion: N/A   Second: N/A   Oppositions: N/A*

***\* There were no previous meeting minutes to review, as this is the first meeting of the committee since 2022\****

## 4. Teams Channel

The Chair introduced the committee to the PDC Committee 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. Additionally, the committee utilizes Smartsheets to log meetings throughout the year and to track action items through an action log that helps ensure tasks are completed on time. Members were encouraged to post any concerns on the Teams channel or to contact the committee organizers directly.

## 5. Committee Charter

The Chair explained that the university has approximately seven safety committees and that a charter has been created for all of them. The Chair provided an overview of the charter's structure, including meeting frequency, membership requirements, and the voting process needed to establish a quorum. The charter will be finalized and

distributed to all committee members once completed

## 6. Committee Membership

The Chair asked committee members whether there were additional individuals who should be included in the meeting for broader representation. One member suggested adding a student representative, though it was noted that Angelica, a current committee member, is already a student. Another member recommended including the police department, and Dora clarified that she represents UPD through her role in Emergency Management, which is a branch of UPD. The chair also requested that members identify an alternate representative who can attend on their behalf when they are unavailable, noting that alternates must state they are representing the committee member in order to be counted as official representatives.

## 7. EHS Department org chart

The Chair reviewed the organizational chart for the EH&S and Risk Management team, announcing recent new hires and outlining each team member's role and responsibilities.

## 8. EHS Department Services

The Chair reviewed the various services and devices provided by the EHS Department, including:

### [Injury Reporting & Root Cause Analysis](#)

The Chair explained that the EHS Department supports employees with injury reporting by working directly with supervisors to ensure incidents are properly documented. The department also conducts root cause analyses to investigate workplace injuries and identify contributing factors to help prevent future occurrences.

### [Ergonomic Evaluations](#)

EHS has enhanced its ergonomic evaluation process. Employees can now begin with a self-evaluation to determine whether a formal assessment is needed. If additional support is required, EHS will conduct a full ergonomic evaluation to help address workstation or equipment concerns.

### Sharps Containers

An update was provided on sharps container availability. Ben has coordinated the replacement of older, discontinued models and is working with the Health Center to phase them out. While sharps containers remain available in campus restrooms, they are not currently present at PDC but EHS is planning to install them. Due to increased use of auto-injector pens, EHS is assessing whether bigger sharps containers should be added.

### Training Programs

The Chair highlighted the range of training programs offered by EHS, including air quality, heat illness prevention, forklift operation, and various other safety-focused trainings designed to support campus needs.

### Safety Concern Reporting System

To encourage open communication, EHS has developed an anonymous safety concern reporting system that allows individuals to report issues without fear of reprisal. Each submission receives a tracking number, enabling employees to monitor progress through a public dashboard and receive updates on the resolution of their concerns while remaining anonymous.

## 9. First Aid Kits

The Chair discussed the installation of new first aid kits on campus, noting that PDC is the first location where EHS has implemented this rollout, with plans to expand to the San Bernardino campus next. The kits are maintained by Cintas, which replenishes used supplies and bills the department for restocked items. Each kit includes a variety of over-the-counter medications and basic medical supplies, such as Tylenol, bandages, burn gel, Mucinex, and eye drops, to ensure convenient access to essential items. The committee was asked to provide feedback on how well the new kits are working.

## 10. Emergency Management Updates

The Emergency Manager explained that when a campus acquires new AEDs, demonstrations and training on their use are required, along with plans for regular inspections and proper placement. She noted that there are several different AED brands across campus and that all units must be registered with the county, a process

she is currently finalizing. She is also working on providing training materials and a demonstration video for the proper use of evacuation chairs.

She reported that the recent Great ShakeOut drill achieved 100% participation and was highly successful. Additionally, she is developing standardized Emergency Management training to introduce the department's role, responsibilities, and procedures. The training will be approximately 40 minutes long and will be shared with the committee once ready.

### **11. Open Forum**

A committee member noted that RG building does not have an evacuation chair on the east side of the second floor, so she relocated one to that area. The Emergency Manager shared an incident at UH during a power outage where individuals using motorized chairs were unable to use the elevator and required assistance; the evacuation process was difficult due to the weight of the equipment. She expressed interest in partnering to improve procedures and ensure a better experience for individuals with mobility needs. Another member added that students using wheelchairs and walkers had raised similar concerns and felt that repositioning evacuation chairs could be beneficial. The Chair noted that Alycia, the Fire Life and Safety Specialist, is actively addressing recurring elevator outages with vendors. The Emergency Manager suggested adding a tile on the website with elevator procedures and posting informational flyers inside elevators to guide individuals in case they become stuck.

A committee member then raised broader student safety concerns, including the visibility of officers on campus, the inability to lock certain doors during an active shooter situation, and whether EH&S or Emergency Management staff are present at PDC. The Emergency Manager explained that requests for door-locking mechanisms have not yet come through but acknowledged the importance of addressing them. She suggested hosting a student forum to better understand student perspectives and questions. She also noted that budget limitations prevent staffing full-time EH&S or EM positions at PDC, although the Chair reiterated the department's goal of eventually establishing an office at the campus.

The same member requested that procedures and standard operating protocols be provided to faculty and staff so they can give accurate information to students. The Emergency Manager responded that comprehensive emergency procedures for all

possible scenarios have been developed, approved, and will be distributed to faculty, staff, and students. These procedures will cover both PDC and CSUSB, with campuswide training scheduled to begin within the next six months to ensure everyone is prepared.

Another concern was raised about fire marshals not being on-site after 5 p.m. and how evacuations would be managed during those hours. Emergency manager explained that emergency alerts would be issued when needed and that the Building Marshal Program identifies who is responsible for guiding evacuations. She added that UPD is in the process of hiring a police officer to be stationed at PDC, though one is not currently assigned. Currently, the current schedule is that police are present on campus for half the day on Tuesdays and Thursdays. The Community Service Specialist confirmed that Riverside Sheriff deputies are currently on campus from 8:00 a.m. to 3:00 p.m. and return later in the evening; however, this schedule has not yet been finalized for the remainder of the year. The emergency manager emphasized that she remains vigilant for emergencies and can respond regardless of her physical location due to the nature of her role.

The Chair distributed injury reporting cards, explaining that these cards are intended specifically for reporting injuries involving staff and faculty, and not for student injuries. The department is currently working on developing a separate reporting process for student injuries. The cards cover injury reporting for employees within UEC, staff, faculty, and student assistant roles.

## **12. Adjournments**

No additional items were brought to the committee, and the meeting was adjourned at 12:35pm by Michael DeSalvio.