

CSUSB PALM DESERT Safety Committee

Meeting Minutes

April 12, 2019

Attendees:

<i>Attendees</i>	<i>Positions</i>
<i>Benjamin Virzi</i>	<i>EHS Analyst</i>
<i>Cary Tyler</i>	<i>Equipment Systems Specialist/PDC</i>
<i>Francisco Castro</i>	<i>Facilities Project Supervisor/PDC</i>
<i>Jack Macfarlane</i>	<i>Director of Campus Operations/PDC</i>
<i>Katrina McDowell</i>	<i>Community Service Specialist/PDC</i>
<i>Teresa Fricke</i>	<i>Director/EHS</i>
<i>Albert Angelo</i>	<i>Health Educator/PDC</i>
<i>Carlos Mendoza</i>	<i>CSS</i>

Time Started 1:00PM

Time Ended 2:00PM

Minutes recorded by: Teresa Fricke

A. Review and follow up of items from previous meeting (January 2019)

1. Table discussion – Thank you from Jack MacFarlane for EHS attention and including the Palm Desert campus in the Fire Watch meeting with the Office of the State Fire Marshall representatives via Zoom conference call.

B. New Items/EHS items

2. Update/progress for Tracy Stark Inspection: The fire curtain has been inspected and certified as meeting appropriate occupancy related fireproof rating. The campus was able to use the vendor recommended by main campus theatre contact Erik.
3. CSU Audit Findings – various findings indicate related campus actions, as listed below.
 - a. RSS Software implementation was explained along with the components now available via the My Coyote portal on the Administrative Systems tab under CSU Safety Management. This system will allow electronic management of hazard assessment, inspection and eventually inventory of hazardous materials within laboratory and other designated spaces, with reporting and documentation

features to assist in Cal-OSHA requirements. EHS will be making appointments on both campuses to assist with profile creation and assessments in May and early June.

- b. Procurement card restrictions; the audit found that the University was not enforcing the Procard policy restricting purchase of chemicals/hazardous materials using the card. Procurement personnel are working with EHS to identify common chemical suppliers and will be communicating renewed enforcement efforts to campus within the audit corrective action period.
 - c. Training requirements and documentation: the audit found that training requirements need to be referenced with position descriptions, and a safety training plan development identifying these requirements. EHS has found a number of programs where training requirements were already identified, but no single document identifying all requirements is available. Campus auditors believe that the current campus policies meet regulatory requirements and are in negotiations to address.
4. Fire Watch and Security. The University Fire Watch procedure is being reviewed and updated. Although fire watch is not frequently necessary with current automated and monitored systems, it is a regulatory requirement to have a plan in place should the need arise if a system impairment is identified. Currently, the PDC utilizes a contract security firm to cover this program when needed. Updates and associated training will be provided to the campus stakeholders upon completion of the procedure.
 - a. The state fire marshal inspection of the PDC is scheduled for June 12, 2019. EHS will accompany the inspector along with PDC staff.
5. Fume Hood Certifications. All campus fume hoods have been certified by the campus vendor. Hood 108 did not meet certification, has been tagged out of service and HAC notified via work order. The work order has been received, completed and closed. EHS will re-test upon next scheduled campus visit (June 2019).
6. Chemical Inventory. All areas with chemicals/hazardous materials are to maintain an active inventory, with associated Safety Data Sheets (SDS). The PDC has completed the EHS requested inventory for the warehouse (thanks to Francisco and Jorge!). Within the next year, the new RSS software and barcodes will assist in maintaining current chemical inventories.
7. Laboratory Waste Management. EHS will continue to manage hazardous waste generated by academic laboratory instruction. Pick-ups will be scheduled by EHS in advance with campus contacts.
8. New Items:

- a. EHS (Ben Virzi) is conducting an air quality investigation in the dean's office (RG203P) due to occupant reported symptoms. A report on findings/recommendations is forthcoming. HAC Chief Engineer John Cox is currently reviewing alternative air filters to address pollen capture, which is high this year due to heavier than normal rainfall. HAC system filter change frequency may also need adjustment dependent on investigation findings.
- b. Cary has reported that the trap door counter balance (spring loaded) has been catching and needs service to ensure opening/closing safely. It was recommended that he contact Glenzora to address with appropriate existing contractors.