

CSUSB Art Safety Committee Meeting

MINUTES

MAY 24, 2017

10:00AM EHS CONFERENCE ROOM--ES 102

MEETING CALLED BY	Michael Nguyen
TYPE OF MEETING	Health and safety meeting addressing the needs of students, faculty, staff and performers in Theatre Arts and Art departments
NOTE TAKER	Rominna Valentine (minutes reviewed by M. Nguyen)
TIMEKEEPER	Rominna Valentine
ATTENDEES	Jody Van Leuven (Exec. Dir., Risk Management), Nate Dubbs (Tech-Art), Eric Mulz (Tech-Theatre Arts), Kathy Pierson (Spec-EHS), Michael Nguyen (Spec-EHS), and Rominna Valentine (Admin-EHS)
MEMBERS ABSENT	Jon Fleeman* (Fullerton Museum), Garry Fish* (Music), Jack MacFarlane (Dir., Palm Desert Campus), Sarah Flis (Theatre Arts), Andrew Thompson (Art), Benjamin Virzi (EHS) *was not invited to committee meeting

Agenda Topics

MEETING CALLED TO ORDER: 10:10AM

MEETING FREQUENCY

NGUYEN

DISCUSSION	Meeting should be scheduled more frequently (quarterly, if possible) to assure that safety matters are mentioned and properly addressed. Committee reviewed minutes from the August 2013 meeting. (The last ASC meeting was in March 2016, but minutes could not be located in time for this meeting.)
	Kathy suggested that both Garry Fish (Music) and Jon Fleeman (Museum) should be invited to the next meeting, since they were invited to the 2013 meeting.
CONCLUSION	The Committee will re-convene in August 2017.

ART SAFETY AUDIT/INSPECTION

VAN LEUVEN

DISCUSSION	Tracy Spark, a Health and Safety Advisor with the UC Performing Arts Safety Center of Excellence, has been contracted by the Chancellor's Office to conduct a safety review and consultation with every CSU campus. Inspection dates for CSUSB have been set: Wed. June 28 for Palm Desert Campus (PDC) and Thurs. June 29 for the main campus. Jody will e-mail committee members for any necessary information before the inspection so that they can advise Tracy as needed. Eric suggested that the Music Recital Hall be included for inspection on the main campus.
	As per previous discussion with Jody, Kathy will be present during the inspection. Kathy also suggested that Eric, Nate, and other pertinent committee members be present during the inspection in order to view problems that may need to be fixed.

Jody wanted to discuss the following before the inspection:

- Involving Mike Zachary for auditing purposes
- Cat walk (lighting attachment and maintenance)
 - How to secure walk and/or maintenance area
- Potential lack of training records
 - Should be able to present training records for every session (quarterly or as needed)
 - Equipment trained on and documentation of training

SAFETY TRAINING FOR STUDENTS

DISCUSSION	Jody suggested a campus-wide approach for students to gain access to training. Potential Blackboard set-up with a risk waiver as a class requirement and for documentation purposes.	
Despite the system-wide push to Skillssoft, there are issues with getting students onboard. Chancellor's Office is working on getting students added, but it remains available on an "as-needed" basis (no universal access for students).		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Look into setting up Blackboard for waiver and online training/recordkeeping	Benjamin might have more information	

GHS TRAINING REQUIREMENTS

NGUYEN

DISCUSSION	OSHA requires Globally Harmonized System (GHS) training for all employees who come in contact with (or have the potential to contact) chemicals in the work area. <ul style="list-style-type: none"> • This is part of the new Hazard Communication standard. Those who took HazCom training before 2013 will have to take the GHS training (i.e., no grandfathering). • Only have to take GHS training once; no annual refresher • Training held at main campus and offered approximately 10 times per year • Sign-up currently done via Skillssoft. Training sessions are announced on the EHS website: www.csusb.edu/ehs
Jody suggested that accessibility to the GHS training be made easier for people to register. Michael mentioned that all instructions for course registration are available in the announcement e-mails.	
CONCLUSIONS	All personnel in the Arts departments who handle chemicals are required to complete this training at least once; this includes student assistants.
Michael is willing to offer courses when more people are available and will consider offering at least one GHS course in summer where perhaps more students are available.	

LOADING DOCK AT PERFORMING ARTS (PA) BUILDING

MULZ

DISCUSSION	Eric stated that majority of the items that were previously stored at the loading dock have either been removed or stored properly in a different location. The current issue is that students use the emergency exit as an entrance into the building. This is a potential safety concern for students entering the area.
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	<ul style="list-style-type: none"> Eric would like to install sign stating “Authorized Personnel Only” to prevent students from entering the area <ul style="list-style-type: none"> Jody would like to install signage prior to the inspection Kathy mentioned that Eric would have to go through Facilities Planning (previously Capital Planning) to get a sign posted. Point of contact: Hamid Azhand Possibility of posting a temporary sign before the inspection Eric would also like to lock the double doors to prevent students from entering, without disabling the emergency egress function – one can open doors from the inside 	
CONCLUSIONS	Students should no longer have access to the loading dock as it presents a potential hazard.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Pursue locking of doors to allow for one-way-only access.	Eric Mulz	
Post a temporary “Authorized Personnel Only” sign until Facilities Planning erects a permanent sign.	Eric Mulz	

FORKLIFT / SCISSOR LIFT TRAINING

MULZ

DISCUSSION	<p>All personnel using either a forklift or scissor lift must be certified every 3 years. Currently EHS does not have a certified trainer on site and has to look to an outside training source.</p> <ul style="list-style-type: none"> Eric is currently having Crystal (Admin Support) look into the training requirements needed to become a trainer Jody suggested that each department could have a person with a “Train a Trainer” certificate or an EHS specialist (Benjamin?) could become a trainer <ul style="list-style-type: none"> Whether they pick in-house or contracted training is a decision for the incoming EHS Director Eric and Nate would like to have someone from each department obtain the certification to train another and get the certification faster Currently Benjamin Virzi (EHS) is scheduling forklift training using the departments’ specific equipment
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ARAMARK RAG SERVICE

NGUYEN / PIERSON

DISCUSSION	<p>Kathy asked Olga (Admin Support, VA) to give Aramark dates to terminate and resume print rag delivery. (No service during the summer)</p> <ul style="list-style-type: none"> Using a rag service is less costly than having rags thrown into a hazardous waste container Eric will talk to Sarah about using Aramark services for paint rags
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SPECIAL NOTES	Meeting Adjourned 10:48am
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