**Date**: May 3, 2018

**Members Present**:

Castro, Francisco – Facilities Project Supervisor, Facilities / CSUSB-PDC

Casillas, Mark – Lead Grounds worker, CSUSB – Facilities / Landscape & Fleet

Fricke, Teresa – Director, CSUSB – Environmental Health & Safety

Heim, Robin – Administrative Support Coordinator, CSUSB - Facilities

Hernandez, Brandon – Assistant Custodial Manager, CSUSB – Facilities / Custodial

Holden, Peggy – Accounting Technician, CSUSB – Facilities / Administration

Macias, Juan – Building & Mechanical Services Manager, CSUSB – Facilities Management

Ramirez, Hector – Director, CSUSB – Facilities Planning & Management

Smith, Doug – Plumber, CSUSB – Facilities

Virzi, Ben – Admin Analyst / Specialist, CSUSB – Environmental Health & Safety

**Members Absent**:

Bird, Paul – Lead Building Service Engineer, CSUSB – Facilities / Heating & Air Conditioning

Dinis, Raul – Facilities Project Supervisor, CSUSB – Housing & Residential Education

Hanlin, Randall – Associate Director of Housing Services, CSUSB – Housing & Residential Education

Martin, Miguel – Project Manager, CSUSB – Facilities

Sorenson, Jennifer – Associate Vice President, CSUSB – Facilities Planning & Management

**Call to Order**: Macias called meeting to order at 8:35 a.m.

**Minutes**: From February 1, 2018 – Approved (P. Holden / B. Hernandez)

**FIRE MARSHALL INSPECTIONS**:

**Macias**: Regarding Fire Marshall report(s) – Ben Virzi, EHS addressing and enforcing “None storage area” regulations in connection with the areas in question. EHS will continue to attempt to converse with various departments in connection with HPE (Kinesiology, Athletics...) and conduct walk-thru with Jody Van Leuven, to insure excess materials are removed and properly disposed of.

**VEHICLES / CARTS**:

**Macias**: Restated that all CSUSB carts in various stages of retrofitting for horns and seat belts; replaced as needed.

**ROOF HATCHES:**

**Macias**: Roof Hatches to remain “Pending” on docket; some work already “In Process.” Ladders & hatches configurations to be considered as pertains to Safety Compliance standards and logistics of ladder to hatch(es). Per **D. Smith**, roof hatch to SMSU is broken; springs & levers need to be repaired. Per F. Castro, hatch for catwalk not complete yet. Possibility of implementing cage or straps in some areas. FPDC contact needed for design engineer with hoist and help with inside theatre catwalk.

**TRAINING**:

**Macias**: EHS, Ben Virzi, to update staff training list(S) for upcoming training: Heat Illness and ARC Flash for June, as well as on hands-on forklift training.

MSDSavailable on both EHS and FM websites. Yellow MSDS binders should be on site as information must be “readily available,” especially in areas (i.e., VA) where plumbers are exposed to various contaminate or corrosive materials. Reiterated that Macias will review follow-up cycle once Safety Observation sheets are submitted to either FM or EHS.

**Ramirez**: Reminder of needed Annual Pesticide Training.

**EYEWASH STATIONS**:

**Macias / Smith:** Reiterated requirements for “10 second access” to eyewashes. Reexamined how to best protect eye washes from excessive weather and temperatures. Smith stated that plumbing has materials on-hand to prep necessary areas. Castro mentioned need for BIO lab at PDC to have necessary equipment installed.

**Smith:** Mention ofhandheld portable eye washers that connect to faucets. Per J. Macias, give product details to B. Virzi to evaluate.

**ROADWAY(S):**

**Macias**: Continued discussion regarding possibility of UP implementing / installing more speed bumps, or possibly stop signs on every corner, throughout campus roadways – and implementing extra patrol. Standard Operating Procedure (SOP) to be developed regarding Gate Arms / Sensors codes. Installation of 4-way intersection stop in process at Ash / West Campus Circle.

**NEW ITEMS** discussed:

* **Castro**: Service to scissor lift and P.O.
* **EHS** to look into recommendation to install eyewashes in BIO Custodial Closet.
* **FM** repipe and paint white to deflect sun.
* **PDC:** Copper theft.
* Pest Training on 5/29/18.
* Power Shut-down and Hazardous Water Cleanup.
* **PDC**: HazMat Inspection(s).
* **EHS:** State Audit: lab safety, CSU compliance, Chemical management, “Asbestos” signage, Tunnel entrance instruction signage.
* **Smith**: Ditch Switch – no lights (priority). Macias: T. Campbell to do.
* **Casillas:** Fork Lift training for Grounds personnel. To send B. Virzi names.
* **Ramirez**: Hearing retesting.

**NEXT MEETING AUTOMATICALLY SCHEDULED FOR**: Thursday, August 2, 2018 @ 8:30 a.m.

Meeting Adjourned at 9:19 a.m.

JM:rh