

## CSUS Executive Safety Committee (ESC)

Tuesday, February 27, 2024 11:00 am – 12:00 pm | ZOOM

### **ATTENDANCE AND PARTICIPATION ARE LISTED AT THE END**

**Note: If you no longer wish to be on the list, please get in touch with Risk Management Services, rms@csus.edu, (916) 278-6119**

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**Call to order:** 11:02 am Yvonne Bolano

### **Review and approve minutes for November: Approved**

**Gary Rosenblum:** Welcome everyone to the ESC for the Spring 2024 semester. We will be conducting this meeting once a month until April. So today we will be catching up on items that happened over the course of 2023. And then we can touch on some old item from previous meetings.

So, I think we have some new attendees here from a variety of places around the university community. If anyone who's joining the meeting for the first time, this is the opportunity to bring up an issue or a question or comment about safety on campus, that is not going to be covered in our agenda.

### **Open Forum:**

**Matthew Mason:** I have a question about shared scooters. Are they going to be returning to campus? Have there been any negotiations.

**Jeff Dierking:** We have the potential of doing six-month pilot programs with Bird, Lime and Super Pedestrian if still interested. Those three companies do have potential contracts that campus procurement is looking at right now to engage in a six-month pilot program. We do have the potential of engaging with that we're just waiting for those contacts to be vetted to do a test run with those vendors or all depends on what's selected.

**Gary:** Those contracts are license agreements to allow those companies to access the university. And that we are not partnering with those companies. We are simply giving them a license access and part of that license includes the requirement that they are able to geofence their scooters so that they don't operate in our pedestrian zone.

**Jeff:** There's also rebalancing. Making sure they come in to service wherever they are at, at a timely matter. And again, they aren't operable through our pedestrian zones on campus. There're quite a few pieces to that operational contract.

**Gary:** That's what we're working on with Procurement and these companies and we will just have to wait to see what happens.

Any other questions or comments?

### **New Business:**

#### ***2023 OSHA Logs***

**Adell Seibels:** Good Morning Everyone! We are just going to go over injury information from the 2023 calendar year. First, we will go over the summary OSHA 300 Form. This is generated from all of our injuries from 2023. What's presented here are what OSHA refers to as recordable injuries. This means any injury or illness incurred at work that led to either receiving medical treatment beyond the first day, being absent from

work for one or more days, being assigned to restricted duty, transitioning to a different job, experiencing loss of consciousness, or resulting in death. In total, we had around 28 injuries, but the majority of them fall under what we classify as non-recordable incidents, typically minor cases that only required a single visit to an occupational medical facility for first aid. I distribute this information to various individuals responsible for posting required notices, such as federal regulations, across campuses. The list is sent out at the end of January and remains posted in a common area from February 1st to April 30th of the current year. It provides an overview of the activity on campus, including the number of lost days and restricted duty days, which are measured in days rather than hours in this OSHA summary

Additionally, I want to highlight a comparison between our injury data for 2023 and 2022. As shown in the second document, there were fortunately no fatalities in either year. However, there was a slight increase in case days away from work this year compared to the previous one, and the number of days with restricted duty also saw a rise. Although the number of recordable cases decreased from the previous year, our concern lies in the increase in days away from work and restricted duty. This remains a persistent challenge for us: finding ways to expedite the return of injured employees to work, either in their full capacity or in a modified role. We continue to discuss strategies within our risk management department and collaborate with affected departments to ensure a swift and safe return to work for our employees. Any questions?

**Susan Colley Monk:** The number is significantly higher in 2023. However, it's worth noting that while some individuals worked throughout the year, there was a portion of us who didn't return until August 2022 due to the pandemic. So, this delayed return to work could contribute to the increase in the number of days away from work in 2023.

**Adell Seibels:** Actually, we were back on campus in 2023, so these numbers reflect our activities while physically present on campus. We're looking at data from two years after the fact, so any impact from the pandemic in 2020 or 2022 wouldn't apply here. So, no, it wouldn't have any effect on the numbers. Do you have any other questions?

**Gary:** Adele is our workers' compensation manager, and the figures we're discussing adhere to OSHA definitions regarding workplace injuries. While there's significant overlap, it's important to note that these definitions are separate from those used in workers' compensation. If an employee is injured and requires time off work for recovery, it falls under a workers' compensation case. Workers' compensation provides support during their absence from work. As Adele mentioned, the sooner we can facilitate a return to work for these employees, the better it is for both our organization and the employees themselves. However, the duration of time away from work often depends on occupational physicians who assess individual cases. These physicians may recommend additional time off for recovery, and we must adhere to their recommendations, even if it means waiting out the specified calendar days. Did I summarize that adequately?

**Nicole Fox:** So, does everyone receive the same level of healthcare coverage in these situations? I'm aware that sometimes workers' compensation covers the same type of healthcare that individuals already have. Secondly, has the data been analyzed to see if there's a correlation between individuals who are adept at navigating the healthcare system and their ability to return to work sooner? I'm curious if this could be a variable affecting the return-to-work process. Specifically, are those who are more skilled at navigating the system able to access the care they need to recover more efficiently?

**Adell:** That's a very clear explanation. Whenever there's a work-related injury, it falls under the purview of occupational medicine, and the individual's private health insurance doesn't apply. Instead, they receive care through the benefits provided by occupational medicine, which typically involves conservative treatment. However, our third-party administrator, Sedgwick, oversees all aspects of our occupational injuries, including evaluating the length and appropriateness of treatment. Both Sedgwick and the injured individual themselves may question whether the level of care is suitable and if they're receiving the necessary support for recovery.

We're constantly assessing whether the right type of care is being administered. It's worth noting that occupational medicine involves a high volume of cases, and there may be underlying conditions or factors, such as our aging workforce, that could prolong recovery times. We're always mindful of these factors and continually strive to ensure we're doing everything possible to facilitate the earliest possible return to work for individuals. Nicole, your point is excellent and raises important questions, as it underscores our ongoing commitment to optimizing our processes for facilitating employee recovery and return to work.

**Gary:** A common scenario involves a situation where an individual receives a work restriction from the occupational doctor. For instance, the restriction might entail not being able to lift more than 20 pounds. In their usual role, they would occasionally lift items of that weight. Consequently, they're unable to perform their typical duties, which include lifting. This presents a challenge because transitioning individuals from a role involving lifting to a similar one without that requirement is often difficult. While they might be capable of performing many aspects of their job, the restriction regarding lifting weights prevents them from returning to their original role. This type of restriction is typical and contributes to the numbers we observe. Finding alternative roles that align with their job description but don't involve lifting becomes crucial in these situations.

**Glenn:** I'm curious if we've noticed any patterns or common factors among the injuries contributing to the increased numbers. Should we consider focusing on prevention as a means to address many of the other challenges we're currently facing?

**Adell:** As the saying goes, "prevention is key," particularly since the best accident is the one that never occurs. Our most common types of injuries tend to be musculoskeletal and soft tissue-related, such as sprains and strains. These injuries often result from activities like lifting, twisting, and bending, as well as from repeated instances of awkward postures inherent in our job tasks. Fractures and similar severe injuries are relatively rare compared to the prevalence of muscle-related strains, sprains, and inflammations, which can take considerable time to heal.

**Gary:** Adell collaborates closely with the EHS department, and often conduct job reviews and safety analyses for positions where injuries have occurred. Through this process, we occasionally identify issues that require resolution and improvement. For instance, I recall a case involving regular pulling on a dumpster that lacked a handle. These instances prompt us to investigate further and utilize the data gathered to enhance our preventive measures. We are committed to leveraging this information to anticipate and mitigate potential hazards.

**Adell:** I'm aware that in facilities management, there's a strong emphasis on conducting tailgate meetings, and I must commend your team for their dedication to this practice. I recall that at one point, and I hope it's still the case, there was a component of stretching incorporated into these sessions before individuals embarked on their assigned tasks. This simple practice of stretching before beginning any work can be incredibly beneficial. It's often the small things that can make a significant difference in our overall well-being and safety.

### **Trip Hazard Process:**

**Meysee Vang:** I oversee campus inspections for trip hazards and collaborate closely with Glenn and his team to promptly address any identified hazards. We primarily focus on uneven surfaces like curbs and steps, obstructed pathways caused by debris or objects, and slippery indoor surfaces during inclement weather. If you notice any trip hazards, please report them to our Risk Management Services via phone or online form, providing detailed information and photos if possible. I maintain a spreadsheet documenting reported hazards, which Glenn's team accesses for updates and completion statuses. Additionally, I've created a trip hazard map for easier location identification. Hazards are prioritized based on foot traffic and risk severity.

We rely on campus community reports to identify hazards efficiently. Once hazards are reported, Glenn's team addresses them in phases. An annual report is shared with Facilities Management to ensure ongoing hazard mitigation. Examples of completed hazard repairs include uneven pavement near the levee and an uneven surface near the main quad. Your vigilance in reporting hazards is appreciated, and together, we can ensure a safer campus environment. Any questions before we conclude? Glen, would you like to add anything?

**Glenn:** I believe Meysee has done an excellent job documenting and disseminating this information. Just this morning, my team was updating the spreadsheet Meysee provided. We recently received additional funding specifically for addressing trip hazards, which came through around the beginning of the year. Upon receiving this funding, we utilized Meysee's spreadsheet, which prioritizes trip hazards based on severity and risk, to identify high-priority hazards for immediate action. So far, we've identified 19 top-priority trip hazards and have managed to address nine of them, despite challenging weather conditions. With the arrival of spring and summer, we anticipate being able to address more hazards. However, as always, our resources are limited, and we may not have enough funding to address all identified hazards. We are committed to utilizing our resources efficiently and effectively, and we're hopeful for additional funding in the next fiscal year to continue addressing trip hazards based on their priority and our available resources and space constraints.

**Adam Rechs:** I'm certain Glen is aware that within the Presidential Task Force on campus safety, there's a platform for prioritizing issues and providing comments. Recently, it was brought to my attention that the yellow tactile paving, intended to aid visually impaired individuals in detecting curbs, was perceived as a tripping hazard. This presents a dilemma between safety and potential accidents. While I'm unsure if any action can be taken, it's worth noting that these tactile paving's are likely mandated by state law and cannot be altered. Nonetheless, this comment raised an interesting point within our task force discussions.

**Glenn:** You are absolutely right. Those are mandated by ADA; so we don't have a choice as to where they go. They are also called Truncated Domes.

**Michael Keenan:** Thank you for putting that map together and maintaining that spreadsheet. I realize we have limited funding and need to prioritize accordingly. Do you happen to have any statistics available? If not, do you have approximate figures regarding the number of entries on the list and how many are addressed annually? Just trying to get a sense of the overall numbers.

**Meysee:** Currently, the list comprises approximately 120 items. As for the repairs of trip hazards, the frequency varies. I can't provide an exact figure as it's contingent on available funding, which can fluctuate between semesters or years.

**Michael:** It might be valuable to track these hazards over time. I've been aware of some trip hazards for years, particularly potholes that are not easily visible. While I understand priorities and funding constraints, is there a way we can formally mark these hazards, especially the ones outdoors, to increase awareness and safety until they are repaired?

**Tyler Harris:** As we progress through this process, we can explore various methods to safely identify these hazards. It's been reiterated several times that we're collaboratively addressing risks as a university team. Moving forward, we're open to identifying safe and suitable approaches.

**Gary:** When you say pothole, are you talking about roadways?

**Michael:** Let's define "roadway" accurately. Technically, the area in front of a parking structure is a road, but it's not accessible to vehicles, except for the shuttle. So, not on the sidewalk, but typically referring to a pothole on asphalt.

**Gary:** We're talking about roadway or roadway like areas.

**Michael:** This raises other topics, perhaps not suitable for discussion at the moment. For instance, Jed Smith Road, which runs alongside the union, Riverside, and Shannon, lacks adequate separation between pedestrians and bicycles.

**Gary:** We've discussed that area before. Jeff, do you have any comments about that? Do you want to talk more about it offline?

**Jeff:** Michael are you referencing the area, the plaza area in front of PS two or the Jed Smith. And then it goes down, past Guy West bridge and then around the corner.

**Michael:** One high-priority issue I had was addressed some time ago, which I appreciate. However, the potholes I'm concerned about are located in front of Parking Structure 2 and along Sinclair Road, between Eureka and Capistrano, near the tennis courts gate. These are particularly concerning as they're difficult to spot.

**Jeff:** I believe it boils down to identifying the specific locations of the hazards and determining whether they fall within Meysee's survey. If it's within our department's responsibility, we collaborate with facilities to address the repairs promptly. However, it would be beneficial if we could find an effective way to mark them, as you suggested, for easier identification and action.

**Michael:** Thank you. I understand the practicalities and realities of getting them all fixed when identified. But since some of these hazards have been around for a while, it'd be good to find a way to at least lessen the risk until we can address them properly.

**Gary:** Well Meysee has the process for intaking those and we'll be happy to process them and see what we can do.

**Michael:** Gary, those hazards haven't been addressed properly. Honestly, I've tried marking them over the past three years, but I was told I couldn't. Now, the markings have faded due to the sun, and since I'm not allowed to mark them, I'm requesting that they be properly marked somehow to ensure people can avoid them.

**Gary:** Well our team will take a look at those. Apparently, we know which ones they are and we will do the best we can.

### **2023 Lighting Report Summary**

**Gary:** Let me interject briefly. The topic we're discussing has been brought up by the President's Safety Task Force. Campus lighting is emphasized in both the strategic plan and the task force's work. For the past year, we've had a lighting concern form available on our website, which has been promoted publicly. Now, Tom will provide us with an overview of the activity related to that form over the past year. Tom, over to you.

**Tom Scarry:** About a year ago, we launched an online reporting form on Cognito for individuals to report concerns about campus lighting, such as insufficient lighting or burned-out fixtures. The form includes options to specify concerns and provide detailed descriptions of locations, including nearby buildings and upload pictures. We've received 72 submissions so far, with 61 investigated and 10 resulting in work orders for repairs. Additionally, we've identified one location needing additional lighting, specifically the dumpster area near Sacramental Hall. We're also planning to investigate 11 recent submissions. Investigations involve nighttime surveys with a luminosity meter. That summarizes the past year of our lighting concern reporting initiative. Any questions?

**Tim Bair:** I just wanted to mention that we've conducted a comprehensive lighting study for the campus. While we can't address all identified areas due to budget constraints, it has helped identify numerous potential improvement areas. We'll work collaboratively to prioritize tasks based on the resources available. Additionally, I have an electrician and a facility worker dedicated to addressing lighting concerns promptly. If any issue is urgent, please submit a work order or email me directly, and we'll ensure it's attended to promptly. We've had great success in quickly resolving issues with the locations reported so far.

**Tyler:** Yeah, and we're had very good success of the things, the locations being fixed quickly.

**Michael:** I have a question regarding this matter. I work in Riverside, and we've been working on arrangements to upgrade the lighting in our buildings. Is this initiative related to that project, or is it separate?

**Tom:** For the most part, this project is dealing with outdoor lighting. The indoor lighting is already a program that the electrical shop and design and contractors are currently working on.

### **Old Business**

#### ***COVID updates:***

**Gary:** The California Department of Public Health recently updated their COVID safety guidance for employers, with revisions made in January. Following suit, in February, the Federal CDC adopted similar guidelines based on California's framework. Additionally, Cal OSHA's COVID safety regulations remain in effect for another year, aligning with the standards set by the California Department of Public Health. Since Cal OSHA defers to the Department of Public Health's guidelines, we are in the process of revising our COVID safety protocols, including website content, forms, and reporting procedures.

**Tyler Harris:** Thanks, Gary. You gave a thorough rundown. As Gary mentioned, the California Department of Public Health (CDPH) recently updated their guidelines in mid-January. Subsequently, Cal OSHA also revised their guidelines, which will remain in effect for another year. Despite these updates, three key changes have occurred regarding what employees should do if they test positive, how close contacts are handled in the workplace, and the testing process. Employees who test positive with symptoms must remain excluded from the workplace until they're symptom-free for at least 24 hours without using fever-reducing medications. Face masks are required for 10 days from symptom onset, unless two negative tests are obtained. However, those without symptoms no longer have a defined isolation period and can return to work once symptoms subside, with no requirement for negative tests. Close contacts are only recommended to test if they develop new symptoms, and high-risk contacts should mask indoors for 10 days. Employers are still required to provide test kits to close contacts as per Cal OSHA standards. We're currently working to streamline and unify COVID-related information across various platforms. Please ask any questions you may have, and expect to see updates on the websites to reflect these changes.

**Susan:** Hey, Tyler. So you're collaborating with HR, right? I've never seen the letter sent to close contacts. So, if someone tests positive, they're not required to isolate for five days anymore, correct?

**Tyler:** There's no longer a set isolation period.

**Susan:** Got it, thanks for clarifying.

**Gary:** We're probably going to be revising that HR letter too. Our team is taking the lead on all of this. Susan, we will collaborate with you, and everyone will work together to address communication across all websites.

**Susan:** Also, testing kits. If an employee receives a close contact letter from HR and needs a test kit, they won't be able to obtain one if they're currently testing positive or have exhausted their supply. We don't have an endless amount of test kits available.

**Gary:** We've arranged for a supplier to provide test kits to employees. Those who receive a close contact letter from HR can use it as authorization to collect a test kit from the VP's office. This information will also be accessible online. Employees are still obligated to complete the COVID test and to complete using the same form as before. This requirement remains in effect until the end of the Cal OSHA era next January, as mandated by the college for safety tracking purposes.

**Yvanne:** Are they obligated to notify us when they're ready to return to work, or is that solely the responsibility of their supervisor? I recall receiving calls from employees seeking clearance to return to work after testing negative. Is that no longer required?

**Gary:** No that is not a thing anymore. That should be between you and your supervisor. Now, shifting our focus to employees, faculty, and students, each group has its own process, including positive students.

**Susan:** Students have their own link. UEI employees have their own link. And then faculty and staff of the university. Student employees are employees; so, they would use the employee form.

**Margret Reece:** Are we still required to report this to Risk Management.?

**Gary:** Yes, that's the online report form. It's a confidential management tool, and once we identify the close contacts, we forward it to HR.

You can find that form on the Risk Management website.

### ***Campus Pedestrian Safety Update***

**Gary:** We are continuously addressing the issue of scooters on pedestrian routes, which remains one of our primary focus areas. With the absence of licensed vendors due to the pandemic, many individuals have acquired personal scooters, prompting us to revise the campus wheels policy to accommodate personal ownership. We plan to conduct an outreach program targeting all scooter owners on campus, providing them with informational materials and guidelines. This includes distributing materials to residents in campus housing, engaging with athletic teams, and physically tagging scooters with flyers containing important information. Additionally, we have engaged with student groups, including ASI, to emphasize the importance of self-enforcement and mutual respect in pedestrian zones. Despite the continuation of our signage efforts, we are considering further measures such as removing scooters found in pedestrian zones and reinforcing the message of pedestrian safety through direct engagement. We welcome any questions or comments on this matter.

**Yvanne:** If you have any questions, please don't hesitate to contact us via 82020 or RMS email. We'll conclude here. Thank you to our presenters for their contributions today. Our next meeting is scheduled for March 26, unless there are any changes. We'll ensure to provide updates on any modifications. The materials will be distributed to you prior to the meeting for review and approval. If you have any final comments, please share them now before we adjourn. Have a wonderful day, everyone. Thank you and goodbye.

### **IN ATTENDANCE:**

\*Safety Committee Labor Representatives

Yvanne Bolano, ASC II Risk Management

Gary Rosenblum, AVP of Risk Management, Chair

Jasmine Razo, Student

Matt Kroner, Sergeant of CSUS Police Department

Michael Nguyen, AVP/ Executive Director of Inclusive Excellence

Elisa Trimboli, Manager of Anchor University Partnerships

Kevan Shafizadeh, Dean for the College of Engineering and Computer Science  
Peter Ho, ESS Security Systems Specialist of Security and Administration  
Nayeli, Youth Protection Program Analyst of Risk Management  
Bob Hitomi, Environmental Specialist of Risk Management  
Glen Schaezlein, Building Trades Manager of Facilities  
Tania Nunez, Director of Planning, Design, Construction  
Luna, Student  
Janie Mutchler, Emergency Manager of Risk Management Services  
Sohnya Castorena, Student  
Christina Lofthouse, Police Lieutenant of CSUS Police Department  
Chet Madison, Chief of Police of CSUS Police Department  
Bill Macriss, AVP/Chief of Strategic Partnerships for Student Affairs  
Thomas Scarry, Occupational Safety Specialist of Risk Management  
Felicia Linstrot Johnson, AVP of Facilities Management  
Todd Dangott, Director Risk Management  
Martinique Baker, ASC of Student Academic Successful & Educational Equity Programs  
Lynda Nakamura, Director of Digital Learning & Technology Solutions  
Mark Hendricks, VP and Chief Information Officer  
Jennifer O'Neal-Watts, Copyright Specialist of University Library  
Meysee Vang, EH&S Specialist of Risk Management Services  
Behnam Arad Professor of Computer Science and Computer Engineering, Interim Dean  
Nataly Andrade-Dominguez, Executive ASI President  
Michael Keenan, OS Analyst of the College of Engineering & Computer Science  
Patrick Murphy, Senior Employee & Labor Relations Analyst of HR  
Nitin Roy, Assistant Professor of Department of Public Health  
Margaret Reece, Director, Operational Effectiveness & Efficiency  
Lisa Hammersley, Dean of the College of Natural Sciences & Mathematics  
Sasha Danna, Lawyer on behalf of Chancellors of Office  
Don Nahhas, Software & Data Analyst of Risk Management Services  
Patrice Griffith, Director of Property Services, UEI  
Matthew Mason, Transportation Maintenance, Teamsters\*  
Earl Gratuito  
Jeff Dierking, Director of University Transportation and Parking  
Journey Thompson, Student Assistant of Risk Management Services  
Oscar Castro, CCE-Facilities I/S ASST III  
Nicole Fox, Assistant Professor of the Criminal Justice Division\*  
Summer Ventis, Assistant Professor of the Arts Department  
Mark Hyde, Director of ELR  
Jenny Le, Property Manager of UEI  
Allied Students for Justice  
Nate Rice, Officer of CSUS Police Department  
Susan Colley-Monk, Risk Management Analyst  
Janee Hardman, Industrial Hygienist of Environmental Health and Safety  
Pam Robertson, Health Education Assistant of SHS-Clinic  
Adell Seibles, Workers Compensation Manager of Risk Management  
Carlotta Moore, CSUS Coordinator of McNair Scholars Program & Graduate Diversity Program  
Veronica Boulos, Executive ASI Vice President  
Tim Bair, Director of Facilities Operations  
Brittany Anderson-Steele, Safety Manager of NSM  
Shannon Datwyler Associate Dean for Student Success of College of NSM  
Brent Moffatt, Physical Security & IT Manager of Security and Administration  
Lovepreet Kaur