

CSUS Executive Safety Committee (ESC)

Tuesday, April 16, 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

Call to order: 11:04 Yvanne Bolano

Review and approve minutes for March: Approved

Gary Rosenblum: Welcome to our final Executive Safety Committee meeting of the semester, unless an emergency arises. The first order of business is to review and approve the previous meeting minutes. I'll open the floor for any suggestions or objections regarding the meeting minutes.

Yvanne Bolano: Regarding last month's attendance, I'd like to ensure our attendance list is accurate. If your name was misspelled or your title was incorrect, please let me know so I can correct it for this meeting and future meeting.

Gary: The attendance list is attached to the meeting minutes, which you can review. As a joint committee, we recognize union representatives and encourage their participation. With no objections, the minutes are approved and will be posted on our public ESC website. Gabrielle will add the missing name to the list. We are not a formal membership committee, so if you've attended one meeting, you'll be added to our mailing list and are welcome at future meetings. Emmanuel Lopez has a correction.

Open Forum

Bill Macriss: I have a question about the protocol for reporting motorized scooter accidents on campus. If there's an incident where a scooter user has a tumble in an area designated for scooters, is there a notification process or does risk management need to be informed.

Gary: We want to know about any incidents involving or witnessed by someone. Employees should file an incident report, which is available on our website. If there's an injury, employees typically go to our PD for first responder services. For student injuries, they should go to the Well, which will provide us with an incident report.

Bill: In this case, it's a student athlete who was injured. I didn't witness it but heard about it. The student was taken to see the athletic trainer. Do the athletic trainers report to the Well, and will they file the incident report? The head coach was notified, and I advised them to file an incident report, but I'm not sure if that was the correct protocol.

Gary: The protocol would likely involve the athletics department and the Well working together to file the incident report, which would then be forwarded to us. I'm not sure of the exact protocol, but I know the Well sends us incident reports when there is a student injury. Adell, have you seen any of these reports from the Well?

Adell Seibels: That is correct. If a student is treated at the well for an incident; they do send us a report

Bill: what about if they are treated at the athletic center by an athletic trainer.

Adell: Not if it's there. We won't get anything at all.

Bill: Well, I will make sure to follow up and make sure that somebody submits an incident report on this.

Lisa Johnson: Whoever witnesses an incident, even if they don't work at the university, should try to file a report, since we may not have all the details. The athletic trainer should submit an incident report, like any health center employee. If that's not happening at Adel, please let us know so we can address it. In this case, you heard a noise but didn't witness the incident. You were in proximity, but the student was already getting up when you looked back. Since you didn't see it happen, you didn't file a report, but we appreciate you bringing this to our attention.

Bill: I didn't witness the incident, and as far as I know, no staff members saw it happen either. We heard a noise, but by the time we looked, the student was already getting up off the ground, trying to clean themselves off. We were in proximity, but we didn't see the incident occur.

Gary: The fact that this incident involved a scooter doesn't make it special, but it is interesting to us because we do track student incidents related to scooters and bikes. Last year, we had around 80-100 reported incidents, though the actual number may be higher. We'll look up the exact figure in our previous meeting minutes. As for this specific incident, it occurred in a location that was not in a pedestrian zone.

Bill: Not in pedestrian zone. It was on the roadway, between Capistrano and the Tennis Courts. I think there was a dip or something there that she indicated she hit.

Gary: If there was a road defect or other issue that contributed to this incident, we would be interested in getting more details about that. Please provide any additional information you have about the location and potential factors involved.

Bill: I'll make sure that either myself or someone submits a report today.

Gary: For anyone submitting a report on this incident, please try to identify the location as precisely as possible, so we can inspect the roadway. Maybe add in a picture

Lisa: Do you have the name of the student. No need to tell me now.

Bill: Yes, I have access to the student's name. I know what team she's on. I can find their name easily

Gary: Thank you, Bill, for bringing that up. Does anyone have anything else they would like to bring up during the open forum?

Yvanne: I'd like to remind everyone that the Open Forum is not just for asking questions or raising concerns, but also for highlighting positive safety contributions from departments on campus. If your department has done something noteworthy in the safety realm, this is a good opportunity to share that.

Gary: Thanks, Yvanne, that's a great point. We welcome departments with local safety committees to share positive safety initiatives they've been working on. That's a great way to highlight the good work being done across campus.

Okay, let's move on to our next item - the campus lock upgrade program report. This is in response to a question raised at our last meeting about lock improvements on campus. I've gathered information from our facilities Management team to provide an update. I've created a 'safety door update' that looks back over the past 5 years. During that time, the campus has installed 134 electronic locks, at a labor cost of over \$93,000 and material costs exceeding a quarter million dollars. As you can see, upgrading locks across campus is an ongoing process that requires significant resources in terms of costs, labor, and time. It's not something that can be done instantaneously campus wide.

Tim or Glenn, would you like to add anything further to this update on the lock upgrade program?

Glenn Schaezlein: Thanks for compiling this, Gary. This likely captures about 80% of the lock upgrade efforts, as a forensic audit would be needed for full accuracy. Upgrading locks campus-wide is an ongoing effort that requires sustained resources. Although we've made progress with one-time funding in the past, we didn't receive it this year, so our ability to continue has decreased. We may need to use our already tight operations budget. We do have a few installations planned for this summer, including some in Tahoe and another building. We're hopeful for additional funding to accelerate the program.

Gary: Thanks, Glenn. As you know, we're facing tight budgets, so funds for upgrades are limited. Despite these challenges, we've made progress over the past five years, although fitting new locks across campus is complex due to varying door types. This isn't a simple task.

Now, let's move on to the Heat Illness Prevention (HIP) program. With the hot season approaching, we're distributing HIP water bottles with QR codes linking to heat illness prevention resources. The program includes training for both students and employees on recognizing heat illness symptoms, staying hydrated, and taking precautions during outdoor activities. We've also set up a campus weather station and air quality monitors to provide real-time data. Our program slogan is "Be HIP, take a Sip," and we hope it encourages everyone to stay hydrated. Any questions?

Yvanne: If you would like a water bottle, we will be tabling it on birthday this Thursday so you can get yourself a free bottle.

Gary: Alright, I think that wraps things up for today and for the semester. If you have any safety concerns, feel free to call 82020 number, or reach out directly to me or Yvanne, and we'll do our best to address any safety or risk issues. Thanks everyone for your time and enjoy your early lunch!

IN ATTENDANCE:

*Safety Committee Labor Representatives

Gary Rosenblum, AVP of Risk Management, Chair

Yvanne Bolano, ASC II Risk Management

Earl Gratuuto, Student

Jazmine Erazo, Student

Susan Colley-Monk, Risk Management Analyst

Adell Seibels, Workers Compensation Manager of Risk Management

Troy Bettcher, Senior Employee & Labor Relations Analyst of ELR

Janie Mutchler, Emergency Manager of Risk Management

Tyler Harris, Director of Environmental Health and Safety

Nicole Fox,

Todd Dangott, Director of Risk Management

Michael Keenan, OS Analyst of the College of Engineering & Computer Science

Glen Schaezlein, Building Trades Manager of Facilities

Jennifer O'Neal-Watts, Copyright Specialist of University Library

Manuel Lopez

Castro

Shannon Datwyler, Associate Dean for Student Success of College of NSM

Tim Bair, Director of Facilities Operations

Bill Macriss, AVP/Chief of Strategic Partnerships for Student Affairs

Jeff Dierking, Director of University Transportation and Parking

Caesar Rack

Brittany Anderson-Steele, Safety Manager of NSM
Nayeli Parra Gonzalez, Youth Protection Program Analyst of Risk Management
Lisa Johnson, Budget Analyst of SHS-Administration
Gabriel Conejo-Gallegos, Student
Matthew Mason, Transportation Maintenance, Teamsters*
Margaret Reece, Director, Operational Effectiveness & Efficiency
Meysee Vang, EH&S Specialist of Risk Management Services
Janee Hardman, Industrial Hygienist of Environmental Health and Safety
Behnam Arad Professor of Computer Science and Computer Engineering, Interim Dean