

**CSUSB PALM DESERT CAMPUS (PDC) SAFETY COMMITTEE  
MEETING MINUTES  
June 22, 2017**

**Attendees:**

Jorge Esparza, *Facilities Worker, PDC*  
Jack MacFarlane, *Operations Director, PDC*  
Katrina McDowell, *Community Service Officer, PDC*  
Michael Nguyen, *Specialist, Environmental Health and Safety (EHS)*  
Cary Tyler, *Technology/Special Projects Specialist, PDC*

**Absent:**

Francisco Castro, *Maintenance Mechanic, PDC*  
Kathy Pierson, *Specialist, EHS*  
Patricia Weyand, *Assistant Director for Technology, PDC*  
Penni Thompson, *Theater Operations Specialist, PDC*

**Time Started: 1:10 PM**

**Time Ended: 2:10 PM**

**Minutes recorded by: Michael Nguyen**

Committee attendees received the minutes from the last PDC Safety Committee meeting (believed to be January 2013). There were no comments made from the floor regarding the 2013 minutes.

**1. Theater Safety Inspection – June 28**

Tracy Spark, a Health and Safety Advisor with the UC Performing Arts Safety Center of Excellence, has been contracted by the CSU Chancellor's Office to conduct a safety review and consultation with every CSU campus which has theater facilities. Inspection dates for CSUSB have been set: Wed. June 28 for Palm Desert Campus (PDC) and Thurs. June 29 for the main campus. Tracy and an EHS representative (tentatively Kathy Pierson, but Michael will substitute if necessary) will arrive at PDC at approximately 9:30am on the 28th, with the inspection to last about four hours. Dr. MacFarlane and Mr. Tyler expressed an interest in being present during the inspection. Per e-mail sent by Jody Van Leuven, Mr. Castro may also be present.

## **2. Laboratory Safety Inspections**

Consistent with EHS' role on main campus, EHS specialists have come to PDC to inspect the Biology and Chemistry labs approximately once a quarter. (EHS also inspects the rooms used for Nursing and Health Science courses, but those inspections are conducted less frequently.) The reports have been sent to instructors Susan Lujan and Gary Vieiro, as well as Dr. MacFarlane. Ms. Lujan and Mr. Vieiro have taken the appropriate corrective actions as recommended by EHS.

### *Hazardous Waste Disposal*

EHS will arrange for the proper disposal of biological and chemical (laboratory) waste via waste hauler. The two haulers are TCI and Stericycle, respectively. The goal is to have the waste picked up by the end of the summer. EHS will contact Ms. Lujan and Mr. Vieiro to make any required accommodations prior to waste pickup.

### *UCR Chemistry Class*

A UCR chemistry class will be utilizing the chemistry lab (HS-108) the week of June 26. The fume hood in that room is currently tagged out of service due to a low-flow alarm issue. However, the exhaust flow in that fume hood exceeds the legal minimum standard. Michael e-mailed the program coordinator from UCR informing her that the fume hood was okay to use as long as the hood sash was not raised past a sticker on the left-hand side (approximately 12 inches' height).

## **3. Food Events and Notifications**

EHS is responsible for vetting and approving all events on campus where food may be sold and/or distributed to members of the campus community. EHS had not received a Food Event Notification Form from a PDC entity for over a year until last month's events hosted by the Veterans Success Center. Generally speaking, an entity which wishes to serve food on campus must complete EHS' Food Event Notification Form and present EHS with a copy of the vendor's current health permit. This should be done at least one week prior to the event. The FENF may be completed online by going to [www.csusb.edu/ehs](http://www.csusb.edu/ehs), then clicking on "Forms," then "Food Sales/Services on Campus." EHS will come out to PDC and inspect food events as time and operational needs permit.

## **4. Fire Life Safety issues**

### *Barbecue*

Last month, Michael noticed a barbecue grill sitting next to a wooden stand (akin to those found at carnivals) in the courtyard adjacent to the Rogers Gateway Building. While he was assured by a Community Service Officer that the students had not barbecued next to the stand, Michael mentioned that the California Fire Code prohibits use of an open flame within 20 feet of any combustible materials (including stands and tents). Organizations may use barbecues as long as this distance is maintained. Please feel free to contact Michael/EHS regarding your fire life safety questions and concerns.

### *Evac-Chairs*

The Executive Director of Risk Management recently asked EHS to conduct an updated inventory of all Evac-Chairs on main campus and PDC. All chairs which were on record at PDC were found to be in their respective locations. April Wing, the new Emergency Manager, will be updating members of the campus with training procedures and other pertinent information as they become available.

## **5. New matters from the floor**

### *Wheelchair Lift – Indian Wells Theatre*

Mr. Esparza mentioned that the wheelchair lift at IWT had a tendency to malfunction; the door would not open when the lift arrived from the second floor to the first floor. Sometimes, the operator needed to press “down” to lower the lift past the first-floor landing, let go of the button, then press “up” to go back to the landing in order to get the door to open. This has been a recurring issue. Mr. Esparza noted that the lift is almost due for its semiannual inspection by a contractor. Michael will contact Facilities Management to arrange for the contractor to return.

### *Stage Curtain – Indian Wells Theatre*

Mr. Esparza mentioned that he and Mr. Castro recently tested the stage curtain in IWT for fire resistance. This occurred around April 2017.

### *Emergency Eyewash/Shower Drainage*

Mr. Esparza mentioned that although the emergency eyewash/shower station in HS-108 does have a floor drain, the water tends to pool around the drain rather than going directly to it. (The water from the eyewash is discharged a couple inches off the floor.) Michael recommended that Mr. Esparza arrange to install a pipe leading out from the discharge hole to the drain. Michael also recommended that the broken-glass box sitting near the eyewash be disposed of and replaced, as the bottom of the box “sags” due to water damage.

### *GHS Training*

Michael mentioned that as part of the OSHA Hazard Communication standard, Globally Harmonized System (GHS) training is **mandatory** for all employees who have the potential for handling chemicals as part of their job duties. Michael offers live GHS training sessions every month at the main campus, and registration is available through Skillsoft (accessed via MyCoyote). (You can find the next available training sessions on the EHS website, [www.csusb.edu/ehs](http://www.csusb.edu/ehs).) If students are unable to register via Skillsoft, please have them e-mail Michael at [mnguyen@csusb.edu](mailto:mnguyen@csusb.edu) to be manually registered.

The next meeting will be scheduled for September or October 2017.

\*\*\* END \*\*\*