

CSUSB PALM DESERT CAMPUS (PDC) SAFETY COMMITTEE
MEETING MINUTES
February 7, 2018

Attendees:

Jack MacFarlane, *Operations Director, PDC*
Teresa Fricke, *Director, Environmental Health and Safety (EHS)*
Kathy Pierson, *Specialist, EHS*
Michael Nguyen, *Specialist, EHS*
Cary Tyler, *Technology/Special Projects Specialist, PDC*
Francisco Castro, *Maintenance Mechanic, PDC*
Jorge Esparza, *Facilities Worker, PDC*
Patricia Weyand, *Assistant Director for Technology, PDC*
Penni Thompson, *Theater Operations Specialist, PDC*

Time Started: 10:10 am

Time Ended: 11:30 am

Minutes recorded by: Michael Nguyen

1. Theater Safety Inspection Report

CSUSB EHS received the report associated with Tracy Spark's inspection (UC Performing Arts Safety Center of Excellence) in June 2017. The report in its entirety was shared to the committee members via email prior to the meeting. Although only 3 pages of the report had items pertaining specifically to PDC, the report was shared to members as a useful "FYI" for future reference.

Overall, Tracy commended the PDC staff for keeping the Indian Wells Theater in excellent shape. Michael mentioned that EHS would follow up on requirements pertaining to periodic rigging inspections and flame-resistant curtain testing.

2. Forklift Safety Training

At the moment, the only lift present at PDC is a scissor lift. However, Francisco mentioned that he is in the process of getting a forklift from the main campus transported to PDC. Francisco is trained to operate both the scissor lift and forklift. Per EHS' interpretation of the Cal-OSHA code, Francisco can provide 3-year refresher trainings to other PDC staff members who use the scissor lift. EHS will advise regarding bringing a forklift trainer to host initial trainings for other PDC staff members once the forklift arrives at PDC.

3. Lab Safety

Fume Hoods

Both fume hoods (one in the Chemistry instructional lab and another in the adjacent prep room) are operational and have been certified by EHS.

Lab Inspection Findings

Michael conducts a routine safety inspection of one Biology and one Chemistry lab every quarter. Overall, the inspections have been very good. As a reminder, it is the PDC instructors' responsibilities to ensure that all chemical containers and waste containers are appropriately labeled (e.g. GHS labels on virgin chemicals). If there are any questions regarding labels, please contact EHS.

4. Food Safety

Since the previous PDC safety committee meeting, there has been at least one instance where a campus organization attempted to sell food on campus without obtaining EHS' approval. In one particular case, the organization wanted to cook ground beef in a Crock-Pot. Ground beef and other meat items are considered Potentially Hazardous Foods and must be prepared with the utmost care. To ensure that EHS can properly vet these events, please encourage campus organizations to fill out a Food Event Notification Form on the EHS website at least 7 days prior to the event.

To access the form, please follow these steps:

- Go to <http://csusb.edu/ehs>
- Click on "Forms"
- Click on "Food Event Notification Form"
 - You will then be prompted to enter your Coyote ID and password (if you are not already logged on to MyCoyote Single Sign-On).

Penni asked if non-campus entities which rented facilities such as IWT would also be required to submit an EHS food event form. At this time, those entities are not required to do so. However, a copy of the vendor's health permit (issued by Riverside County Public Health) should be sent to EHS so that EHS can verify that the food being served is being prepared at a permitted facility.

5. Pedestrian Safety

Several PDC staff members have expressed concerns regarding pedestrian safety in the parking lots as well as Cook Street (jaywalking). Parking Services has already initiated several steps to help improve pedestrian safety and mitigate unsafe actions by pedestrians and motorists. EHS compiled a list of concern items and shared them with Parking Services and Facilities Planning and Management personnel during the Parking Update meeting on February 14.

(This list will be sent to the committee members as a separate document.)

6. Ceiling Hatch

Someone expressed a concern regarding accessing the ceiling hatch in the control room of IWT. The door to the control room swings directly underneath the hatch, which presents a serious life safety complication (a first responder might not be able to open the door if someone fell from the hatch). There is an air supply vent about 5 feet away, further in from the door. It was suggested that the HVAC duct opening (which can be easily repositioned) be relocated from the current vent to the hatch, and the hatch be repurposed as a supply vent. The access hatch would be relocated then to the current vent. This would eliminate the life safety issue.

7. New items from committee members

Emergency Egress – Health Sciences building

EHS specialists noticed that some of the circular tables in the Health Sciences building atrium (near the main entrance) were relatively close to the main doors. In an emergency, these tables and chairs could get knocked over and block access to the doors. Michael recommended to Dr. MacFarlane that these tables be pushed back at least another 10 feet to preserve a clear egress route from the classrooms and computer lab to the exit doors.

The next meeting will be scheduled for late June or early July 2018.

*** END ***