

Campus-Wide Health and Safety Committee

October 24, 2024 10:00 AM

Meeting Minutes

The meeting began at 10:00 AM. Members present: Dawn Tabua, Michael Williams, Shaun Milton, Khiem Ha, Sarah Turkel, Gilbert Hernandez, Jennifer Manqueros, Micah Smith, Bennie Williams, Jonathan Scheffler, Dr. Sophia Momand

Minutes Review – Michael Williams

Meeting minutes from the July 25, 2024 meeting were reviewed. He reminded everyone that the minutes to each meeting are posted online. No questions were asked.

Work Shoe Policy – Michael Williams

Mike reviewed the new work shoe policy based on American Society of Testing and Materials (ASTM) standards. The policy requires workers who have been identified at risk for hazards to the feet (e.g. trades, custodial) to wear shoes with foot protection based on the hazards they encounter. For example, custodians work around slippery floors, so their shoes would need to be slip resistant.

Mike also introduced the committee to *Shoes for Crews*, an online service that creates a portal specific to CSUDH. Employees can log in and order two pairs of work shoes per year, within an allotted cost.

Gilbert asked whether there was any assistance to employees if they were not tech savvy, especially with logins, emails etc. Mike responded that there was support offered by managers, and that they did not need to use the single sign-on. A QR code was available – the experience is similar to buying something from Amazon. Employees use the ID number to select shoes from a custom menu of the shoes that were approved by managers and EHS suited for the job. If the employee wants to buy a shoe greater than the \$90.00 limit, they can do so, but will have to pay the difference.

Chemical Hygiene Officer introduction – Michael Williams

Mike introduced the group to Rigoberto Arenas, the new chemical hygiene officer for the university. Rigo comes from the National Laboratories in New Mexico. He will be tasked with

inspecting all classroom and research laboratories on campus and ensure that chemical inventories are maintained.

Injury Reporting and Review – Shaun Milton

Shaun reviewed injuries that occurred within the past quarter, listing the type of injury and the cause. She reported that a new format for injury reporting is under development with the goal of expediting the reporting process and ensuring that employees are able to get care smoothly and quickly.

Dawn Tabua added that the injury investigation process is also being conducted in a timelier manner. In one case, a language barrier existed. By investigating the injury early, clarifications were made and the resulting report was more accurate.

Mike added that this injury was another example of why work shoes are important. Signage was posted at the physical plant yard warning that puncture resistant shoes must be worn in the recycling and dumpster areas.

Injury Metrics – Michael Williams

Mike reviewed the injury trends over the past year. Slips, trips, and falls are still a leading cause of injury. However, ergonomics injuries have increased. Unit 5, which had the highest number of injuries last fiscal year, has seen improvements. A five-week ergonomic training session was provided over the summer. Each class covered stretching, proper lifting, and demonstrating equipment used by custodians. Custodians will continue to have their own safety meetings and address issues relevant to their work.

Ergonomics Lab - Dawn Tabua

The ergonomics lab for office employees has had some updates. Office Relief is the campus's new vendor for ergonomic office supplies. New chairs have been added to the lab with better cost considerations.

Shop Inspections - Dawn Tabua

Dawn reported that each workshop and maker space will be inspected on a regular basis. Previously, the inspection was annual. Workshops were tired and cluttered. Shop managers have been very responsive to the inspection and improvements have been observed across the campus. Shops such as the theatre shop and ceramics have been introduced to the Risk and

Safety Solutions online system for chemical inventories and have begun the process of cataloging their chemicals.

New Employee Orientation – Dawn Tabua

The new employee orientation has been updated. At the next committee meeting, Dawn will present the first part of it to the committee to help understand how new employees are introduced to the safety program on campus.

Khiem Ha – Stress in the Workplace

Khiem asked a question about stress being an occupational injury/illness and wondered what was being done on campus to help employees who are experiencing stress on the job.

Shaun responded to the question and pointed to the wellness newsletter produced by Human Resources. There are several resources available to employees, specifically courses that employees can attend. The response has been positive and there has been a steady increase in those who participate.

Meeting concluded at 10:38