

## Campus Safety Committee Meeting Minutes

### Members

([P] indicates member present at today's meeting)

#### Employee Represented:

- Andrew Beland (AB), Facilities & Property Management
- Paul Boevers (PB), Transportation & Parking Services
- Deanna Britton (DB), College of Liberal Arts & Sciences
- Joshewa Fulton (JF), Global Diversity & Inclusion
- Erica Hunsberger (EH), Environmental Health & Safety
- Michael Jantzen (MJ), Office of Information Technology
- Alyssa Koida (AK), Global Engagement & Innovation
- Joe Potter (JP), Facilities & Property Management
- Clare Quinn (CQ), College of Liberal Arts & Sciences, Chair
- Jeffrey Smith (JS), Diversity & Multicultural Student Services
- Elena Sokol (ES), College of Urban & Public Affairs

#### Employer Represented:

- Todd Bauch (TBa), Campus Recreation
- Erin Burns (EB), Helen Gordon Child Development Center
- Marcos Ordaz (MO), School of Business
- Jeffrey Rook (JR), Environmental Health & Safety
- Melissa Scholl (MS), Human Resources
- Gaby Sysyn (GS), Center for Student Health & Counseling
- Mercedes Youngston (MY), Smith Memorial Student Union
- Vacant, Campus Public Safety Office

#### Alternate:

#### Ad Hoc:

- Angel Antonucci (AA), Environmental Health & Safety
- Manny Watson (MW), Environmental Health & Safety

### Meeting Call to Order

Date: 10/11/2023

Time: 1:05 pm

Quorum Met: Y

### Approval of Meeting Minutes from Previous Meeting (Vote)

([x] indicates members vote)

- Minutes approved as is
- Minutes approved with minor corrections
- Minutes not approved – corrections required
- Minutes not approved – quorum not met



## Announcements

(Whom provided by, description of the announcement, date of event or impact, if applicable)

- Next workplace safety inspection has been scheduled for Wednesday 12/13/2023, from 9:00-10:30 am at FMH
- Welcome Manny Watson, Fire Prevention Coordinator at EHS!
- HR representative position has been filled by Melissa Scholl!

## Presentations / Discussions

(Whom provided by, description of presentation or discussion, date of event or impact, if applicable)

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## Accident / Injury Report (provided by Human Resources)

### Reportable Incidents

(Date of incident, location, description of incident, committee recommendations)

- Report to be provided next meeting

### Non-Reportable Incidents

(Date of incident, location, description of incident, committee recommendations)

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## Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: FMH

Quarter of inspection: Fall

## Completed Inspection Review

(Date of inspection, locations inspected, description of inspection findings, description of follow-up or resolutions, if applicable)

- [Inspection Sheet \(blank\)](#)

## Old Action Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to, description of follow-up, date investigated/resolved)

- JP, Karen Barnack - EH to contact for process of safe securing of floor and wall fixtures


- Per Manny Watson - If a filing cabinet or bookcase is over 3 feet it will be required to have earthquake bracing applied regardless of weight.
  - **UPDATE:** Over 3' for child-occupied facilities and over 4' for all other spaces.
- JR - Contact Risk Management/Emergency Management on appropriate first aid kits
- JR - Ensure intercom system on the Harrison side of UCB across from Rec Center's Outdoor Center has clear signage, consider switching intercom to Hall side

### Rounds / New Safety Concerns

(Reported by, description of safety concern, description of committee recommendations, whether follow-up is required as an action item)

- MW -
  - Floor warden fire monitoring program has restarted, there is an ongoing registration with applicants for many of the campus buildings. [Fire Safety Monitor Information and Training Registration](#)
    - Fire evacuation drills restarting by the end of November, all occupants will be notified prior
    - Upcoming fire inspections with the city Fire Marshall, EHS inspections. Occupants will be notified prior - updates to communication processes are in progress.
    - The Fire Prevention website is in progress of being updated. Warden links are still active, please register if interested at the link above.
    - Reach out to Manny Watson and EHS for any suggestions.
  - There is a goal to increase campus representation for the warden programs and general fire safety outreach, including adding information to employee onboarding processes.
  - Wait times for work orders via Facilities are having greatly increased times due to understaffing. For fire life and safety issues, contact Manny as he is able to directly increase priority on these issues.
  - The fire department conducted 3 inspections of TAPS parking structures and several will need safety updates. There is poor signage - no directional arrows showing how to exit building.

- Requests for new signage currently being considered.
  - Per MJ - Some IT workers frequent these areas and may be good candidates for assisting. CQ to add this information to the list of CSC members and locations and MW will be contacting.
- CQ -
    - Student employees have created a campus map and a list charting the building locations of CSC members and spaces needing members.
      - [CampusMapofSafetyMembers2023.pdf](#)
    - EH and CQ working on annual CSC report
    - Projects under construction per JR:
      - Demolitions at King Albert and Parkway Manor are underway and will be completed November 15th and 30th, respectively. Starting the week of October 9th, traffic and parking impacts will be increased as the Market Street and South Park Blocks sides of the building will be demolished. Parking along SW Park Ave will be blocked off and traffic flaggers will be present.
  - EH -
    - Workplace safety inspection has been scheduled for Wednesday 12/13/2023, from 9:00-10:30 am at FMH. Please respond to email invitation if you have not done so.
    - CPSO is currently in the process of hiring another representative to come to CSC meetings. Email is currently the best way to contact for some issues.
  - DB -
    - Needs assistance determining the fire warden for UCB 4th floor, Speech and Hearing Sciences given leave of previous warden. MW to assist.
    - Reports of vandalism, broken car windows around UCB. East stairwell has increased unhousted traffic given weather conditions. MW and JP to visit area to ensure proper egress, solutions for maintaining the stairwell

- Interest in reviewing previous inspection report conducted the past summer
  -  University Center Building - UCB - Campus Safety Committee Inspection 6.28.2023
- JP -
  - Student labor shortage for maintenance, landscaping, other departments given the start of the school year. Hiring processes are in progress but expect delays.
  - Be mindful of possible slips, trips, and falls given the start of the rainy season.
    - USB 4th floor sky bridge entrance is of particular concern, suggested to add non slip flooring to yellow tiling as it's very slippery. JP to discuss with the custodial team.
  - Parkway demolition has been causing miscellaneous debris to surrounding areas, be mindful of construction areas. Advised to generally avoid the areas if able. Parkmill students and faculty are being advised to move or change locations if possible. No injuries have been reported and there are no current safety concerns but precaution is advised.
- PB - Issues with the Parking Structure 3 east-side gates - several months ago, they were improved per security concerns but continued to suffer issues being continuously operated and had to be replaced. Current replacement gates were working, but last week they failed. Repairs are in progress.
- ES - Issues with Materials Management concerning the moving team given recent issues with the CUPA move. Workers often lacked PPE, proper safety procedures, and appeared to have a general lack of task-specific training. EH to investigate.

### New Action Items

(Date reported, description of action item/safety concern, whom it was assigned to)

- EH - Follow up with Materials Management concerning the moving team given recent issues with the CUPA move, lack of training.
- JP - Slips, trips, falls: USB 4th floor sky bridge entrance is of particular concern, suggested to add non slip flooring to yellow tiling as it's very slippery. JP to discuss with the custodial team.

### Meeting Adjourned

Time: 1:57 pm



Next Meeting

Date: November 8, 2023

Location: Zoom