

# MINUTES

## **Risk Management Meeting – All Divisions**

**Wednesday, September 20, 2023 – 1:00PM**

### **Zoom Conference Meeting**

(Exception Made Due to ongoing Covid-19 Safety Precautions)

Staff Present:            Gordon Copley            Clint Campbell            Rosa Hernandez            Alfredo Macias  
                                  Eliana Diaz                Joanna Parada            Tom Collier                Marianne Russo  
                                  Rico Ovalles              Kristin Bonetati           Patrick Joyce                Jason Eisenmann  
                                  Margie Ramirez            Manuel Gil                Kelly Walsh

Guests:                    Jordan Eres

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#### 1. COVID Activity

##### a. Spike in COVID cases

- Over the last few months, there has been a spike in positive cases which breaks down to the following:
  - July = 5
  - August = 9
  - September = 8 so far
- Eliana reported that a COVID-19 Awareness Reminder email had been sent to all staff encouraging them to stay home if they are experiencing symptoms associated with the virus.
  - Additionally, this communication highlighted the process of how to fill out the Shops COVID Symptom Survey and where it is located on the campus' SSO dashboard.

##### b. CDC Guidelines

- As a reminder, the Human Resources office would be able to provide COVID testing kits along with masks for any staff members who would need these items moving forward.

#### 2. Inspections and Audits

##### a. Audit Form – New Process:

- Eliana shared the new Beach Shops General Facility Inspection Checklist that she and Clint have been working on finalizing since our last Risk Management meeting.
  - She let the group know that even though the layout of this document has been revamped and reformatted, the information included in the form has remained the same so it should still have what is needed for this process.
    - This same formatting has also been updated to the Beach Shops Office Inspection List as well.
- As a part of this document review, she also spoke to the new process that would be put into effect for the October audit schedule:
  - Step 1: These new Audit forms will need to be printed and filled out by those individuals who are responsible for the walkthrough and inspection of their specific departments.
    - Eliana let the group know that she would be sending out the list of employees who are responsible for their specific departmental office/facility audits.
  - Step 2: If there are issues found during the facility inspection that would need maintenance and/or repair, those doing the audits should place a corresponding Facilities request through the Asset Essentials Management portal and this information would need to be included on the Corrective Action form.
    - Once the information on the document has been reviewed for accuracy then it should be submitted through the DocuSign portal.

- Step 3: Those doing these inspections will then open the DocuSign system and answer all of the questions from their inspection along with providing the electronic signature which attests that everything included within this document is correct.
  - As soon as this is submitted, either the individual's Director or Associate Director will receive this document for a final approval.
    - ❖ Hard copies of these documents should be saved within the department for easy access and recordkeeping purposes.
- Step 4: Directors or Associate Directors who have received these completed Audit forms will need to do a final review making any necessary changes to the document before signing and submitting it through the system.
  - Rosa mentioned that the main change for this process was that it is now being transitioned to the DocuSign system.
    - ❖ There was a question about whether the Bookstore Audit forms would still go through Jason who has been managing the process for their division and after some discussion everyone agreed that this would still work.
- An email would be sent out after the meeting that would detail this process and could be sent out to the committee members' respective department management.
  - Moving forward, Eliana let the group know that she would be following up on any facility work orders submitted from this location audit form process that way it can be verified whether or not it has been completed by the next scheduled audit timeframe.

### 3. Incident/Safety Update

- a. In terms of accidents that have happened since the beginning of the year, Eliana reported that they were comprised of the following:
  - Medical issues
  - Slip and falls
  - Cuts
    - Fortunately, all Accident reporting forms have been completed as needed and she wanted to thank everyone for making sure this process has been done as requested.
- There have been 9 Workers Compensation claims that have been submitted throughout the year to the HR Office.
  - To help prevent this amount from increasing she asked the members to confirm with their managements that all equipment is in good working order, there are no water leak issues on their floors, and if that is an issue, to request that mats be ordered to help with any slipping/tripping hazards.

### 4. EHS – Health & Safety Data Request

- a. Documentation for calendar years 2021 and 2022
  - Clint reported that the campus is going through a rigorous evaluation overview and is asking for documentation verifying that proper health and safety protocols have been put in place and are currently in effect throughout campus as part of the management of the campus' Injury Illness and Prevention Program.
    - He and Eliana are in the process of organizing and coordinating the documentation that is being sent to George Alfaro from the campus' Environmental Health & Safety department.
  - Eliana shared the Health and Data Request document that has been received from the campus which details the specific types of items that are needed that includes SDS sheets, PPE, and New Staff Employee Training materials.
- b. SDS Sheets
  - As part of the campus request, we will need to have a written verification that Safety Data Sheets (SDS) are being kept and where they are located throughout the organization.

- An email had been sent out to all departmental managers at the end of August that an internal audit of SDS binders was being done through the HR office and this information is being used as part of the campus' evaluation process.
  - As part of this effort, they have seen SDS sheets that are not needed because the chemicals or products are not considered hazardous.
- Currently they are working on putting together a master spreadsheet from these documents that details all hazardous chemicals that are kept companywide.
  - Eliana reminded everyone that any time that a staff member purchases a product for their department, they will need to scan and send over a new SDS to either her or Joanna so that it can be added to this master spreadsheet list moving forward.

c. PPE

- They will also need to have a list of the Personal Protective Equipment (PPE) that is provided by management to their departmental employees such as slip resistant shoes, aprons, cutting gloves. etc., along with a list of the job positions that would require these PPE items to be used as part of their staff's work tasks.
  - This list would need to include employees that float from different work areas in and/or outside their departments.
  - Additionally, they would need to know the following information about this PPE equipment:
    - Where the PPE is stored
    - Who is responsible for purchasing PPE
    - Who oversees the request if PPE is damaged and would need to be replaced

d. New Staff Employee Training

- Finally, they would need to receive the New Employee Staff Safety Training materials that are given to those who are being onboarded into their new work areas and this should include:
  - Training documents
  - Signing Sheets
  - Any spreadsheets or other records that verify staff attended the specific training sessions for these documents.
- She mentioned that once the HR Office starts the Spring hiring process then a Training Sheet will be given to their office, and she can send out this template if any manager would need that moving forward.

5. General Training

a. Fall Semester:

- The Sexual Harassment 1hr/2hr training notifications were sent out to staff through the Succeed portal who were required to take this in October
  - Another round of these notifications would be going out in November as well.
- Ergonomics Training had recently been launched and to better track this, they had developed a working spreadsheet that tracks when employees have taken the training in real time in case managers wanted to check and see that their staff have completed it as requested.
  - The goal is that this Ergonomic Training will be assigned to onboarding staff in the future.
  - There was a question about what the process would be if employees made requests for specific ergonomic tools and/or equipment after watching the training video.
    - Rosa stated that these requests would need to be directed to the HR staff especially if this is accompanied with complaints of pain that these items would help with in the future.
- Eliana has been organizing Forklift Training through the campus and if there are any staff who would need to be added to this then management should direct those requests to her.

- Clint and Margie believe that there may be some staff within their departments and will be sending over those recommendations to Eliana soon.

## 6. New Business

### a. Bloodborne Pathogen Training

- HR would be launching the Bloodborne Pathogen Training in October for the Beach Shops and this would consist of the following:
  - 1) Awareness Level Training
  - 2) Cleaning Up Spills Training
- As part of this process, new Sharp Containers would be placed in bathroom facilities around the Shops' locations.
  - Eliana reviewed what these items looked like and how they function as a receptacle for sharp objects as well as being a part of the blood spill cleaning and disposal process which will be included in the training.
    - When these containers are full, the HR office will need to be notified so that EHS can come by and pick up this waste.

### b. Great Shake Out

- The next Great Shake Out is scheduled for Thursday, October 19<sup>th</sup> and the buildings' alarm systems would be utilized during this activity.
  - However, we wouldn't be required to evacuate the building as has been the case in some past events on campus.
    - Once the official message has been sent over to the HR Office by the campus then it would be forwarded to the staff accordingly for their awareness.

## 7. Action Items & Next Steps

### a. Meeting Frequency

- The next meeting has been scheduled for Thursday, March 14<sup>th</sup>, 2024
  - Everyone agreed that timeframe would work for them so this meeting timeframe was confirmed.