

**Risk Management Meeting – All Divisions  
Thursday, March 14, 2024 – 1:00PM**



**Audit schedule**

**Dining Services / April & October**

**Bookstore Services / April & October**

**Corporate Offices/ April & October**

**<https://www.csulb.edu/49er-shops-at-the-beach/risk-management>**

1. COVID Activity
  - a. Change in COVID Process- January 2024
  
2. Inspections and Audits- Coming April 1st  
 [Beach Shops Facility & Office Audits.xlsx](#)
  - Work Order tracking sheet in link above
  - Upcoming audits will be assigned April 1, due May 3
    - Same process as October audit. Printable version will be provided and DocuSign must be completed and signed by the individual performing the audit and approving the audit
  
3. Incidents/Safety Update
  - Customer/Vendor
  - Employees
  
4. EHS - Health & Safety Data Request
  - a. Documentation for calendar years 2021 and 2022.
  
5. General Training  
 [Beach Shops Employee Training - 2023-2024.xlsx](#)
  - Sexual Harassment Recertification for March - Due 3/25
    - We are on track, missing (5) employees from completion (Depts. 206, 405, 433 and 444)
  - Ergonomics + BBP - We are on track, none are pending
  - Sexual Harassment Recertification for April - Being assigned April 1
  
6. New Business
  - Workplace Violence Prevention Training - ETA July 2024
  - Building Marshal Program Changes
  - Shared Services Strategic Plan for Risk Management
  
7. Action Items & Next Steps
  - a. Next Meeting-