

# BEACH SHOPS

## Risk Management Meeting

Thursday, May 29, 2025 – 3:00PM

[Risk Management | California State University Long Beach \(csulb.edu\)](https://riskmanagement.csulb.edu)

## MEETING MINUTES

### Staff Present:

Eliana Diaz	Jesse Avella	Patrick Joyce
Jason Eisenmann	Jenny Lew	Sandra Ramirez
Margie Ramirez	Tom Collier	Rico Ovalles
Deanna Giles	Rosa Hernandez	Andrew Cabrera
Brian Alexander	Majid Zahedi	Alix Hamidian
Alfredo Macias	Andrew Kerr	Kristin Bonetati

### Meeting Start Time: 2:54PM

#### 1. Incidents/Safety Update

- Incident Reports
  - Eli: There are (8) workplace injuries reported
    - Most instances are due to 1) Not using equipment properly and 2) Not using the proper resources available to employees at their operation.
      - Eli went into some detail to give an example:
        - An employee was moving vegetable boxes out of the walk-in storage and rather than placing the boxes on a cart, they carried the boxes leading them to trip and fall.
    - Eli: Management needs to be mindful of the entire operation and address issues in real-time. I urge you to oversee what's happening to employees in terms of safety and funnel information and/or operational observations down to your leads and supervisors.

#### 2. Facility/Office Inspections

- Follow-up (New Process) – April 2025
  - Eli: As you know, a new process was implemented effective April 1. The new process consisted of Jason conducting the audit with managers and assisting in submitting work orders on their behalf.
  - Eli opened up the floor to feedback on the process and Jason mentioned that everything has been smooth and he learned a few things as he went as well.
  - Patrick added that the purpose of Jason's involvement is to exemplify what the audit process looks like, what managers should look for and how to reach solutions.
  - Eli: In this go-around we learned that the work order process pertaining to Dining Halls works a little differently since all work orders go through Housing first and they decide whether our ASI team moves forward or not.
    - Eli went on to say that a separate conversation will need to be had with Directors and state side folks to discuss this process.

- Eli: If there are ever any concerns or issues, this is the group and place to bring them up so that everyone is aware and together we can work towards a solution.

### 3. General Training

- Worker's Comp. Training Refresher
  - May 30<sup>th</sup> & June 6<sup>th</sup>
    - Eli: We will be hosting refresher courses specifically targeted to those that are newly promoted. We want to be sure that in their new capacity, they understand the process. All are welcome to join if they wish to review the process once again.
- First Aid/CPR/AED Training
  - June 2025
    - Eli: We have about 34 people for the month of June that will be invited to partake in upcoming certification/recertification sessions. If you are due to recertify, newly promoted into management position and/or new hire you will be contacted to participate.
    - Date is TBD and we will send out correspondence as soon as we set dates.
    - More details to come on this.
- Emergency Response Plan – Employee headcount report
  - Eli: The Emergency Response training was sent out in March and was due April 30. We still have a few pending completions and we have reached out to managers so that they are aware.
  - In regard to the Employee headcount roster – these reports are useful and needed in case of a building evacuation and a print-out must be kept inside the Building Marshal Emergency kit backpacks. The recommendation is to run this report every 2 months. If your staff or schedule cycles don't often change, you can run the report as necessary.
  - There was a question in regard to who will know about the list if the manager is away from the operation.
    - Eli Responded: It is important that all processes and expectations are passed down to managers/leads/supervisors within your department so that there is always a backup plan.
  - Jason asked a question specific to him: I have 30 people that report to me and they are all scheduled at different shifts. What's the best way to run a report for that since it changes all of the time.
    - Eli: Running a report via Sling would be a good alternative to capture employees scheduled for that day/week.

### 4. New Business

- Retail Food Facility Inspections Training – June 10<sup>th</sup>
  - Eli: Campus EHS partners sent an email sharing various training options within the retail food sector. It is a free training available to all Beach Shops employees. I will be sending out more information soon along with a QR code to register.
  - Eli recommended that this opportunity be shared with department leads and especially with those employees within the food industry. This is a great opportunity to get more intel on safety and regulations as it pertains to the retail food industry.
- Heat Illness Prevention Plan - ETA Summer/Fall 2025
  - Eli: This is currently in the works and is scheduled to launch Summer/Fall

- The training will encompass indoor and outdoors heat illness prevention.
  - Once we have more details on what is required by the state and target audience, we will let you all know via an information session.
- Driver Program – iPad Tablets & Driver Policy
  - Eli: We will be updating our current driver policy to align with the CSU risk management driver policy update.
    - There are changes that we will be implementing and once we have finalized a new policy, we will be notifying you all to schedule an information/training session, if needed.
  - Eli: We are introducing the use of iPads for the vehicle pre-inspection process. All authorized drivers will now be utilizing an iPad in lieu of their cell phones to scan the QR code to conduct the pre-inspection. Cases have been ordered and we are working with IT to get them all connected to the internet prior to distributing to locations that house company vehicles.
    - Official messaging with announcement and new process will be sent out beginning of June.
    - Upon distribution of the iPads, any new drivers will be trained using the iPad as part of the pre-inspection process.

#### 5. Action Items & Next Steps

- Next Meeting- September 25, 2025
  - i. Eli: Our next meeting is scheduled for September. We will be skipping August due to it being a busy month for everyone.

**Meeting End Time: 3:29PM**