

BEACH SHOPS

Risk Management Meeting

Thursday, September 25, 2025 – 3:00PM

[Risk Management | California State University Long Beach \(csulb.edu\)](https://www.csulb.edu/risk-management)

MEETING MINUTES

Staff Present:

- Eliana Diaz
- Joanna Parada
- Andrew Cabrera
- Jesse Avella
- Cyndi Farrington
- Brian Alexander
- Jenny Lew
- Majid Zahedi
- Sandra Ramirez
- Jason Eisenmann
- Kristin Bonetati
- Margie Ramirez
- Alfredo Macias
- Patrick Joyce

Meeting Start Time: 2:57 PM

1. Incidents/Safety Update

- Incident Reports
 - i. Eli: There has been an increase in incidents involving the use of faulty equipment. The recommendation is for managers/leads to audit equipment, check for appropriate box cutters for example or check that the proper equipment is being provided for employees.
 - There was an incident in one of the dining halls involving a walking cart where the wheelbase was loose causing the wheel to fall off and land on another employee.
 - Another incident involved a dish scrubber that was too worn out causing some very sharp edges that led to cuts in employee's hand.
 - Furthermore, pots and pans with sharp edges that cut an employee in the dishwasher room.
 - ii. Eli continued with some recommendations:
 - Provide proper PPE to employees
 - Urge your leads/supervisors at the dining locations to pull those items from the floor and arrange for replacements
- Power Outage Response/Recap
 - i. Eli: An unexpected outage occurred last Monday, 9/15. I was out of the office but got a rundown from Rosa and team.
 - ii. Eli opened the floor to feedback on the outage and our collective response
 - iii. Margie: There was certainly a lack of communication and not enough information being communicated from the campus. Their outreach was extremely delayed and when they did send something out, it came with no direction, no next steps.
 - iv. Brian: Interjected and said that he did receive an SMS from the campus.

- v. Joanna: Shared an observation that none of the building marshals had their emergency kits, their vests, or their hard hats. It was hard to determine who was in charge.
- vi. Cyndi: Responding to Brian's comment agreed with Margie that there was no urgency from the campus and no sense of timing – should we wait? Evacuate? Was there imminent danger?
- vii. Margie: I received a communication that said that we were being placed on a "fire watch" – what does that mean? Are we good at entering our operations? It was not very clear.
- viii. Eli: This is all great feedback, and I look forward to sharing it with the campus side during our meeting.
- ix. Sandra: Inquired about what is the rule of thumb? How long do we wait? What other types of communication channels do we have?
- x. Brian: The rule of thumb should be that we evacuate immediately.
- xi. Kristin: The power came back about 1.5 hours later.
- xii. Margie: Once the campus gave us the green light to return, we were sending our employees back into operations that were pitch black.
- xiii. Cyndi: Perhaps we can look into emergency lights?
- xiv. Alfredo: When we lost power a while ago due to the hurricane that was posing a threat, the Hillside team used their phones to see.
- xv. Cyndi: We need to explore emergency light fixtures to have back-ups when emergencies like this occur.
- xvi. Margie: There were red lanterns and flashlights in building marshal kits available.
- xvii. Alfredo: It would be good to look into portable light stands.
- xviii. Eli: We definitely need a backup plan, so I like the idea of portable lanterns.
- xix. Margie: The team did what they could with what they had.
- xx. Cyndi: I did a quick search and found portable emergency lights for less than \$30, let's put that on our list to order 100 of them if needed.
- xxi. Sandra: Reiterated that campus sent out a text giving the directive for everyone to go home.
- xxii. Cyndi: In response to Sandra, yes that is true, however, there was \$10,000 worth of food/products that we needed to relocate and store elsewhere so that we didn't lose that. The library closed down because the A/C unit was out.
- xxiii. Kristin: We wanted to be sure that there was somewhere that could service our students, so the Outpost C-Store remained open as well as the Beach Hut. Those locations didn't lose power, so employees were still working. Is there anything that we can do for employees that stayed?
- xxiv. Majid: There should be a power backup generator for refrigerator and freezer. If this were to occur again, there should be a power backup generator that triggers activation. Something to consider when we think about safety plans.
- xxv. Alfredo: We've had similar conversations with housing, and they've shared that they have a vendor that they call and it gets triggered when the power goes out.
- xxvi. Majid: In response to Alfredo's comment, the response from the vendor will take longer. The investment in remodeling Hillside with extra refrigerator and freezer should have come with a disaster recovery plan to feed the whole campus.
- xxvii. Eli: I appreciate all of this feedback and it's great that we're having these conversations especially as we discuss the Business Continuity Plan.

2. Facility/Office Inspections

- New update - October 2025

- xxviii. Eli: Our next round of audits is coming in October. I would like to thank Jason and Patrick for their great work and efforts in April's audits, we received great feedback from managers. As you all know, Risk Management separated from HR. Part of that transition is that we now have Jesse Avella as part of the team and will be working closely with the Beach Shops. Jesse, would you like to give a quick introduction of yourself?
- xxix. Jesse: Hello everyone, I am your Safety Coordinator, I'm sure some of you have already seen me walking around and a few of you, Jason and Patrick have already received emails from me. You will see me point some things out that require immediate corrections and other things that require that we keep an eye on. So, if you see me around, just know that I will be looking at everything through a safety lens with the ultimate goal of being in compliance.
- xxx. Eli: Thank you, Jesse. Joanna will now speak on the updated workflow for the audits.
- xxxi. Joanna: The workflow will remain the same with the exception that Jesse will be conducting the walkthroughs with managers and communicating findings and corrective actions needed. Jason then will review the findings in OneNote and submit the work orders. Patrick will then track and report on work order completions.
- xxxii. Patrick: The goal here is for managers to get better at identifying what needs to be corrected and what needs to be done.
- xxxiii. Sandra: In the previous round there were some corrective actions/work orders that were submitted that are still pending, do we note them again in this round?
- xxxiv. Patrick: Just make a note to reference the previous audit for open work orders. What are some examples?
- xxxv. Sandra: After the move, there were some cables that were left sticking out by Sofia and Leslie's desk.
- xxxvi. Patrick: Got it, go ahead and just make a note under the corrective action.
- xxxvii. Jesse: My rule of thumb is "if you see something, say something", there are certain things that are non-negotiables.

3. General Training

- First Aid/CPR/AED Training – October 3rd
 - i. Eli: Our next round of CPR training is next Friday, October 3. Joanna reached out to some people already, but if you wish to participate, please reach out to Joanna to sign up.
- Recertifications 2025
 - i. Anti-Harassment
 - ii. Workplace Violence Prevention
 - iii. Bloodborne Pathogens
 - 1. Eli: We are starting to distribute some recerts for Anti-Harassment, Workplace Violence and Bloodborne Pathogens. Keep a look out for those.
- Worker's Compensation Documentation Training
 - i. Eli: We've hired new managers/supervisors so I will be reaching out to them directly to conduct the Workers' Comp refresher training
- Update on the Authorized Driver Program
 - i. Eli: We have made some updates to the Authorized Driver Program and request form as well as introduced the Annual Authorization to Use Privately Owned Vehicles form.
 - ii. Joanna: Many of you received this form in July and August. As a first time, employees authorized to drive their personal vehicles for company business filled out their driver

license details and their managers/supervisors signed off, providing approval on sections 1 and 2. Come next year, we will send out the same form however, this time around employees and their supervisors will only fill out section 3.

iii. Eli: We are working on housing all Authorized Driver Program forms together, but in the meantime, we will email you all the updated program.

- Corporate/Dining/Retail Safety Training
 - i. Eli: We have implemented safety training for dining and the bookstore. We recently launched corporate training for specific departments (IT, Accounting, HR, Risk Management, Administration). Risk will be executing the training/walkthroughs and employees will complete the acknowledgement forms. All responses will come to Risk Management as well as management for those departments.

4. New Business

- Evacuation Maps/First Aid Kits / BBP Kits
 - i. Eli: Posed a question mainly to Jason/Patrick about First Aid kit and fire extinguishers reinstallations from the move.
 - ii. Cyndi: Posed a question to Brian about getting the First Aid kit mounted and new cabinet installation.
 - iii. Brian: The new cabinet should arrive in a week or so.
 - iv. Patrick: There is a work order for the Fire Extinguishers already in the works.
- Retail Food Facility Inspections Training – June 10th
 - i. Eli: Asked for feedback on this.
 - ii. Jason: I didn't watch the whole thing but there were some examples of what to look for and why. It's very much in line with the Food Handler's Permit.
 - iii. Eli: Thank you, Jason, for the feedback. This training is a good reminder when it comes to serving food. I sometimes see food handlers with no gloves. While it's not required, we should definitely be wearing them. Additionally, trash should never be exposed and covered to avoid rodents in the area.
- SDS Binder Audits
 - i. Joanna: Reminder to all that emails were sent out early September to audit your SDS folders to be sure that all chemicals are accounted for. With the moves, I understand that some items may have gone away and new items introduced, please take a look and get back to me so that we can update our master list.
 - ii. Margie: We are partnering with US Foods to get all chemicals via Monogram; these same chemicals will be ordered and used at the Pyramid. We will work on pulling SDS sheets.
 - iii. Joanna: No need to pull the SDS, just send photos or provide the names and I can pull SDS's for you.
- Kitchen Equipment Training – 2026
 - i. Eli: There is a kitchen equipment training underway that we aim to launch by next year. Cyndi, I haven't seen a meeting invite come through for us to discuss and provide a status update, was that already created?
 - ii. Brian: Yes, a series of meetings was created that includes Margie, Alfredo, Brian, Rosa, Patrick, Jason and Eli.
 - iii. Eli: Can we please add Joanna?
 - iv. Brian: Yes, I've added her and sent it out.
- Heat Illness Prevention Plan – 2026

- i. Eli: We will be launching this next year. We have experienced a hot summer, the A/C unit went down – this program will be very important.
- Power Industrial Trucks – 2026
 - i. Eli: We are working on this program and is coming soon. More information to follow.
- Great Shakeout – October
 - i. Eli: The Great Shakeout is coming in October. I haven't seen an email come through so if anyone happens to receive any correspondence from Alysson Joy, please forward it to me.
- CSU Audit
 - i. Eli: We had a Safety/Compliance audit back in 2018 that gave birth to the Risk Management department. We were dinged quite a bit as a result of that audit in regard to maintenance, inspecting vehicles, locking keys, IT, Accounting etc. They are due to come back soon. We feel good about the visit because we have made a lot of progress since.
 - ii. Patrick: Do we know when they're coming?
 - iii. Eli: We don't have a set date yet, but Rosa will email everyone with a heads up.

5. Action Items & Next Steps

- Eli: Opened it up to any general feedback.
- Cyndi: Asked Patrick & Kristin to stay on to discuss some things.
- Next Meeting – February 26. 2026.

Meeting End Time: 3:54PM