

BEACH SHOPS

Risk Management Meeting Friday August 28, 2026 – 2:30pm

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

Staff Present:

Eliana Diaz	Cynthia Rosas	Alfredo Macias
Rosa Hernandez	Deanna Giles	Rico Ovalles
Andy Kerr	Jenny Lew	Jazmine Ramos
Jason Eisenmann	Brian Alexander	Tom Collier
Patrick Joyce	Kristin Bonetati	Aly Levy
Sandra Ramirez	Margie Ramirez	Andrew Cabrera
Amanda Townsend	Majid Zahedi	Michael Yu

Meeting Start Time at 2:31PM

1. Incidents/Safety Updates

- Eliana: There have been 10 incidents between June and August.
 - Michael shared that the incidents reported fall into categories: Incidents related to improper lifting techniques/not following safety procedures; improper use of personal protective equipment; outdated equipment leading to injuries; and heat illness related incidents. Rosa has been in communication with staff in the bookstore to provide cooling spaces in the corporate offices and cooling stations that include popsicles and waters to make up for lack of A/C. Risk Management also has seating available for staff to cool off.
 - Risk Management is fully taking over the incident investigations now that Michael has joined.
 - Starting September 1st, managers will no longer have to complete the investigation forms but signatures will still be required after investigation. If an accident occurs after hours, the employee will fill out the “Employee Accident” form, scan the document and share with Eliana.
 - During accident investigations, the team identified situations where multiple witnesses were involved, but documentation did not always show each perspective. As a result, Risk Management is working to formalize the process to ensure all relevant witness statements are collected and documented. Maintaining thorough documentation helps provide a more complete understanding and supports liability protection.

2. Facility/Office Inspections

- Michael and Eliana will be doing the walkthroughs of each building/location starting October 1st.
 - A calendar schedule will be going out so managers will know in advance when their location is expected to be inspected. Managers will not need to be in attendance and all findings will be shared with them when they are ready to submit work orders.

3. Driver Policy Program

- The Driver Request process is now available digitally via Powerform on DocuSign.
 - This is an updated version as of June 2026 to include all Beach Shops vehicle types. It can be found on the ADP homepage under Risk Management forms titled “Beach Shops Authorized Driver Request Form.” The form can also be printed and given to risk management staff in person as long as it includes all required paperwork.

4. General Training

- **First Aid/CPR/AED Training – September 18th**
 - As a reminder, CPR training consists of two required components: the online course and the hands-on skills session with the instructor. Enrollment in the online course incurs a cost regardless of completion status. If an employee begins but does not finish the online portion, or completes the online course but does not attend the hands-on session, the associated training cost is still incurred. Employees assigned to CPR training are expected to complete both components to ensure compliance.
- **Recertifications Reminders 2026**
 - Managers were asked to continue encouraging employees to complete any required recertification trainings as soon as possible. Employees and their managers are notified when recertification is due, and manager follow-up can be especially helpful in ensuring that employees complete their trainings on time.
 - Aly also noted that some employees hired during the spring semester still have outstanding safety trainings. While efforts are being made to schedule trainings that minimally impact operational flow, the Risk team asks for flexibility for employees with overdue requirements so they can complete their assigned trainings as soon as possible.
- **Worker’s Compensation Documentation Training 2026**
 - Once a year training taking place in October. Plan to get this training recorded so that it can be shared as a day-1 training to new managers when they get hired.

5. New Business

- **Kitchen Equipment Training – In Progress**
 - Progress has been made on the training video project thanks to the support and coordination of Dining Hall and Retail Dining staff who have participated in filming. While training development is still underway, a pilot test will be conducted in collaboration with Retail Dining staff to evaluate workflows and identify improvements ahead of the full rollout in the Spring 2027 semester.
- **Heat Illness Prevention Plan – 2026**
 - Has been essential during the hot summer and outside events as Beach Shops has been assisting the ASI events that happen outdoors. Want to make sure a plan and procedures are in place to assist employees while following CalOSHA requirements.
- **Evacuation Maps**
 - Updating locations based on construction and building upgrades such as Hillside Dining Hall and Playa Tacos. First aid kits have also been added. If anything else is needed, please do not hesitate to reach out.

6. Action Items/Next Steps

- If any injury occurs outside of an employees work hours and outside their workplace location but still occurs on campus, let Eliana/Risk Management know, and after the investigation, the situation will get escalated to campus EHS to flag the issue and sort it through them.

Next Scheduled meeting – November 20th 2026 @ 10AM

Meeting End Time at 2:58PM