

MINUTES

Risk Management Meeting – All Divisions

Wednesday, November 17, 2021 – 2:30PM

Zoom Conference Meeting

(Exception Made Due to Covid-19 Issues & Campus Safety Precautions)

Staff Present:	Eliana Diaz	Sandra Ramirez	Clint Campbell	Alfredo Macias
	Tom Collier	Marianne Russo	Ali Hamidian	Liz Sanchez
	Patrick Joyce	Jason Eisenmann	Margie Ramirez	Susie Uriarte
	Manuel Gil	Patricia Arredondo		
Absent:	Robert de Wit	Cyndi Farrington	Rosa Hernandez	

1. Risk Management – Roles and Responsibilities:

- As an ongoing reminder, Eliana discussed that this given information about certain safety and health issues from a big picture and corporate perspective, so it is important for members to act as their division liaisons imparting the information shared within this meeting to their peers on a regular and consistent basis.

2. COVID Activity

a. Staff Questions on CDC Guidelines (Mask/Travel/Exposure):

- Eliana reported that there were no new significant updates from the Chancellor's Office or the City of Long Beach.
 - The biggest concern for the campus was the upcoming holiday season and if they would see a surge in the amount of positive Covid cases and/or possible outbreaks.
 - As a reminder, all staff need to be filling out their online Pre-Screening Survey before coming onto campus for their work shift especially if they are experiencing symptoms so that can get into the campus system and cleared quicker.
- The majority of the Shops staff have responded to the Vaccination Attestation Survey from the campus.
 - Next steps were to review the documentation that was submitted in November so that those who have asked for exemptions and are approved can be enrolled into the campus' weekly Covid Testing program before the end of the year.

b. SSO Chicklets – Students vs. 49er Shops Employees

- This is an ongoing issue and is being worked out through the HR office and the campus ITS department so once more information is available then it will be passed on to the committee.

c. Vendor and Paper Surveys:

- Clint and Rosa are still working with the Directors to create that Master List of vendors which will detail organizations and businesses that work alongside our employees on a consistent basis.
 - Once this had been reviewed and approved then it would be brought back to the Risk Management committee for review and feedback.

3. Inspections and Audits

• COVID Monthly Inspections & Facility Update Follow-Up:

- Clint discussed that while the Covid monthly inspections having been coming in correctly, he is still seeing issues with how the Facility Audit forms are being filled out and sent to him and Eliana.

- Some of these issues included missing information, parts of the document not filled out or even included, forms have not been signed, along with the wrong document templates were being submitted and not the one that was reviewed and included on the Risk Management webpage.
 - Moving forward, Clint would like to schedule divisional meetings with their respective departmental managers to review and address the specific problems that are continuing to occur on these documents.
 - Facilitating Audit Forms – End of Year Audit
 - Once Clint is able to meet with the divisions and provide more guidance on how to best complete these audit documents moving forward, then we will move to the next phase of updating them as needed to better suit our current and open locations.
 - They hope to have any necessary edits finalized and ready for review by the beginning of the spring semester and would keep the committee members apprised of this process moving forward.
4. Accident Investigation Report – Eliana reported that there weren't any new major accidents to report since their last meeting in September
- a. Risk Management Website Update
 - At a previous meeting, there was a suggestion to have the Risk Management webpage included on the Employment tab drop-down menu on the homepage.
 - Eliana reviewed this with the group and showed how it was accessible from the main HR homepage along the left side of the webpage under “Risk Management” to make it easier for our employees to find.
 - b. Worker's Compensation Refresher Training/Forms
 - Eliana had hosted a Worker's Compensation Refresher Zoom Training session on Thursday, September 30th where she reviewed the procedures and documentation for the Worker's Compensation process.
 - There had been suggestions made at this training session and she provided an update to the group stating the following;
 - The Departmental Name List was being updated and then would be uploaded to the webpage once approved.
 - They had combined the Medical Attention forms into one PDF, however, that would not be updated to the webpage since it had signatures for approval.
 - Additionally, she mentioned that the training had been recorded so if there were any employees who were not able to attend this Zoom session then their managers should contact the HR Office so that they can help schedule this for them.
5. Business Continuity Training
- Ali reported that this process was on standby with the campus as they were waiting for more feedback and guidance on how best to move forward with this process.
6. General Training
- CPR-First Aid/AED Training
 - Eliana reported that another 7 employees had gone through the campus' First Aid, CPR and AED device training recently and reported that the process had gone very well.
 - This training was different than the one that had occurred over the summer since they didn't have the digital portion as was previously required.
 - The “Great Shakeout” Earthquake Drill
 - Earlier that morning, the campus had scheduled an earthquake drill as part of the “Great Shakeout” program that included a complete building evacuation especially since the campus had not had an opportunity to conduct one since the onset of the pandemic.

- The 49er Shops designated Building Marshalls helped staff quickly and safely get to the evacuation assembly point out in front of the Bookstore building.
 - As part of this exercise, Clint and Rosa had noticed a few things that they wanted to bring to the group's attention so that these items could be adjusted for the next drill committee members' areas:
 - Building Marshalls need to have their equipment on hand and be sure to wear all of these items during the evacuation process.
 - Staff should not leave the building before the alarms go off signaling the beginning of the evacuation drill.
 - Rosa asked that employees not lock their office doors even if there are valuables inside the rooms.
 - The main goal for this it to create lasting muscle memory so that when an actual emergency does occur, our staff would be trained to know what to do without hesitation.
 - Rosa and Clint asked if the group had any feedback from their location about the evacuation process:
 - Margie reported that the alarms in the University Dining Plaza didn't go off with the rest of the alarm systems.
 - Clint will reach out to the campus to see if they can address this and get it fixed as soon as possible.
 - There was a question about whether emergency screens come up on the Enplug screens from the campus during these evacuation drills.
 - Eliana and Clint do believe that should have done so but many of the locations reported not seeing that on their location screens.
 - ❖ Ali will follow-up with Allyson Joy to verify if these emergency messages had been sent to our Enplug system.
 - ❖ Once it was determined if that was standard procedure, those details could be added to our process.
 - ❖ Additionally, Ali reminded that group that they were in the process of having some of these screens repaired so that may have led to the emergency screen not showing as planned.
- Shoes for Crews
 - There was a discussion had about the fact that while more employees were now required to wear non-skid shoes, the HR Office was seeing a decline in Shoes for Crews orders.
 - One of the reasons brought up was that there had been order delays for the last few months so maybe staff were purchasing these shoes where they could receive them faster than from Shoes for Crews directly.
 - Another reason could be that even though the Shops did allocate \$25.00 to help with purchasing these shoes, the average cost for an order was around \$55.00.
 - If that is the case the Directors may want to review the usage and see if this amount should be increased moving forward.
 - Everyone was encouraged to take this topic to discuss with their own staff and garner feedback about what the issue could be so we can decide what would be the best course of action moving forward.
- Food Handlers Card Training System
 - There were some lingering questions about what the standardized process was for this system since it was apparent that it was being handled differently corporatewide.
 - This would specifically pertain to who is overseeing this process in order to manage compliance and then secure the needed certification documents.
 - Margie confirmed that she set-up the new employees for Retail and Res Dining to get their initial certification, however, once completed, that responsibility was passed on to their location managers.

- This process may get complicated especially since there isn't a defined tracking system to make sure that these employees are getting re-certified once the initial training was complete.
 - Additionally, where would locations like the Convenience Stores fall within this process since they were run by different divisions.
- Rosa and Clint would like to put together a separate meeting to conduct an in-depth review of this process to standardize and formalize it moving forward.
- Sexual Harassment Training
 - In November, the HR staff would be rolling out Sexual Harassment training to all employees who were not in supervisory or management positions.
 - This would be done through the Alliant Succeed training portal and the invitation would be sent through their employee emails.
 - There was some discussion that these emails sometimes get lost in Junk Mail so be sure to have your staff check there if they don't receive it as expected.
 - It was confirmed that there is a Spanish version available so just let the HR staff know if that would be needed.
 - Once sent, HR would work with the departmental managers to make sure the training was completed by the end of November.

7. Action Items & Next Steps

- Our next meeting was decided to be on Wednesday, November 17th at 2:30pm