

MINUTES

Risk Management Meeting – All Divisions

Monday, May 24, 2021 – 2:00PM

Zoom Conference Meeting

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

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

1. COVID Activity

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

- Rosa reported that there weren't any major updates to any of our Covid mitigations and safety guidelines and probably wouldn't be until after the proposed California Re-Opening date coming up on Tuesday, June 15th.
 - This timeframe would more than likely coincide with any revised CalOSHA guidelines especially regarding vaccinated individuals and mask wearing.
- Additionally, at this point there aren't any new travel guidelines to report as well.
 - The Shops have aligned ourselves with the campus on their guidelines and they too were waiting on any updates from CalOSHA.
- Once new guidelines are proposed and communicated, Rosa and the HR staff would put together any training efforts needed in order to make sure staff understand them fully to be able to comply moving forward.

2. Inspections and Audits

a. COVID Monthly Inspections Update

- When it comes to Departmental Cleaning Schedules these can and should be reviewed and updated often as per departmental and staff needs as part of this process.
 - However if changes are made, then they would be need to be communicated to the committee members and re-sent to Clint and Rosa to be updated accordingly on the Risk Management website.

b. IIPP- Locations Inspections Audit

- i. All department managers should be filling out their own audit sheets either monthly for Covid inspections or quarterly for the Local Inspection Audits as this responsibility falls with them considering that they would have the authority to make any necessary repairs needed.
- ii. When reviewing the process for turning these in, Clint believes that this may need to be revised going forward.
 - A suggestion was made to have these documents sent when completed to the fns-risk@csulb.edu email account which Clint and Eliana would oversee.

c. Department Manager Training- Process Review

- One of the main reasons for this training would be to standardize the form and explain thoroughly how these would need to be submitted because some of these forms aren't being filled out completely, aren't signed as needed by managers and/or Directors along with the issue that some departments have completely reformatted their audit documents to the point that they don't align with the guidelines and original intent.
 - Another growing issue with these forms was that the office portion were being left off and/or not filled out as needed.

- Rosa suggested that this training could be done towards the end of June or early July hopefully ensuring that the documents would be done correctly for the next fiscal year.
 - Once these audit documents had been reviewed and discussed in this training then they would be made into fillable PDF's to be placed on the Risk Management website for easier access.
 - Training sessions would be designed for department managers and their Directors to attend with Rosa and Clint following up after the meeting once these get scheduled.
- d. Corporate Offices:
- Before the pandemic, the corporate offices had been in the process of reviewing documentation and defining who would be responsible for which area.
 - Unfortunately, this was not formalized so Rosa and Marianne will be reaching out to other committee members from the corporate offices to get that back on track for the upcoming year.

3. Accident Investigation Report

- Eliana confirmed that there weren't any new accidents since the last meeting to report out on for the committee.

4. NEW Kitchen Equipment Training

- a. From the discussions at the last meeting, Eli had placed the kitchen equipment training documents in the Risk Management drop box for departmental training use moving forward.
 - She reported that she would be putting together a Divisional Equipment Safety Checklist that would include these kitchen items.
- b. Additionally, she would be including these kitchen equipment documents into the safety portion of the new employee hiring process that would be required to be reviewed within the first 30 days of employment for these new staff members.
 - This would be for both the incoming Retail Dining and Res Dining employees since some staff could move back and forth as needed.
 - Additionally, these materials should be downloaded and added by location managers to departmental training reference binders moving forward.
 - She also stated that the HR Office can go to any of the equipment manufacturers if additional training material is needed and/or procure their safety videos if that would help Shops staff understand the training and safety documents better.
- c. The last piece of this would be to formalize the process so Eli will be reaching out to see about what that would entail with specific Directors and operation managers in the next few weeks.
 - Once the specific details had been worked out then it would be brought to the committee members to review moving forward.

5. First Aid/CPR/AED Training

- Many of the management staff were able to attend a CPR & AED training that had been organized through the Shops and ASI at the Student Reaction and Wellness Center on Friday, May 21st.
 - Robert, who was a part of the first session, thought the training was fairly well done and better than the training the Shops had done a few years back.
- A discussion item that came up from the training was whether the Shops had access to AED devices in their locations.
 - It was reported that there are 4 on campus, however, they are not close to the Shops main locations so we may want to reach out to George Alfaro to get these closer to our facilities in the future so Clint will follow-up.

6. Action Items & Next Steps

- After some discussion the next meeting date was confirmed as Wednesday, June 23rd, at 2pm.