

# MINUTES

## **Risk Management Meeting – All Divisions**

**Wednesday, June 23, 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                  Tom Collier                  Marianne Russo  
                                 Ali Hamidian                  Liz Sanchez                  Margie Ramirez                  Susie Uriarte  
                                 Manuel Gil                  Jason Eisenmann                  Josie Ramirez (sub for Chris Ramirez)

Absent:                  Cyndi Farrington

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### 1. COVID Activity

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

- Rosa reported there were many questions that had been received by the Directors and the Human Resources staff about any upcoming updates to our Covid-19 mask, safety and social distancing guidelines.
  - While changes may have been made by California officials along with CalOSHA, the campus was still in the process of discussing how best to handle any needed revisions to their current policies and wouldn't have any finalized decisions for at least a few weeks.
  - Robert explained that part of this stemmed from the fact that there are several different demographics that will need to be considered by the University as a whole such as staff, faculty, unions, students and visitors when providing guidance and direction moving forward.
  - In terms of the 49er Shops and our staff, Rosa stated that there would be a distinct difference from this point forward when it came to safety guidelines between the general public as opposed to employees.

#### b. Updates:

- At this point, there are not any planned changes to any of our current Covid-19 policies and procedures that had already been established at previous Risk Management meetings.
  - As a reminder, Rosa asked that any information discussed and shared at these meeting would need to be communicated by the committee members to their Managers/Directors as well as be a standing agenda item to discuss at department and divisional meetings.
- When asked if there was any additional feedback or questions about Covid-19 activity from the group, none was given.

### 2. Inspections and Audits

#### a. COVID Monthly Inspections & Location Inspection Audits & Updates

- Clint reminded everyone that while the location managers were responsible for filling out and signing these facility audit documents, the committee members should be available to provide guidance or even walkthroughs to help with this process as this could provide a better checks and balance system overall.
  - However, members needed to remain impartial and not be afraid to discuss anything that wasn't included on the submitted audit documentation.

- At the beginning of 2020, there had been discussions about including the Corporate Offices into the audit process with updated documentation and their own calendar schedule.
  - With the onset of the pandemic, that process had not been finalized so after discussing this in more detail, the committee decided on the following:
    - Staff members who would be responsible for filling out and submitting the Covid and facility audit documents were identified as the following:
      - ❖ Human Resources: Sandra Ramirez
      - ❖ IT Offices: Majid Zahedi
      - ❖ Accounting Offices: Tom Collier
      - ❖ General Manager’s Office & Corporate Conference Room: Marianne Russo
      - ❖ Communications Office: Marianne Russo
      - ❖ All Directors would be responsible for their own office areas including Clint Campbell, Cyndi Farrington and Robert de Wit’s Controller Office.
    - Clint would need to update these forms so that their location names would follow the rest of the departments and from there, they would be uploaded to the website for use.
    - Additionally, since these locations were in the Bookstore, it was decided that these corporate locations would follow the same schedule so they would need to have these forms signed and sent out by the end of July.
- The Dining Services locations were scheduled to turn in their audit forms by the end of May and Clint discussed those indicated corrective actions with the group.
  - Additionally, he reviewed where any needed items could be identified in terms of the Corrective Action form included in the audit documents as well as on the Dude Solutions Maintenance system so Scott Erwin could identify and prioritize accordingly.
  - When it came to the Res Dining corrective actions those would go through Housing to repair, however, Clint wanted those to be also inputted into the Dude Solution system as he could better track them with the campus.

b. NEW Department Manager Training- Process Review

- A new Facility Audit Training had recently been given by Clint and Rosa via Zoom on Monday, June 21<sup>st</sup>, for all committee members and 49er Shops management staff.
  - The purpose of this training was to provide more guidance on how to perform these inspections, identify hazards and properly fill out the audit inspection forms.
  - Additionally, they discussed the “corrective action” portion of this process along with a summary of expectation in terms of the managers and risk management committee members.

3. Accident Investigation Report

- Eliana reported that there had only been 1 workers comp claim for the last 6 months which was a significant improvement over past years.
  - This reduced number was more than likely due to reduced staff and closed locations from the pandemic so it was more critical than ever to stress training and safety to all new hires coming on board so we can keep this trend going as an organization.

4. NEW Kitchen Equipment Training

- a. Eliana discussed that she recently had a meeting with Dining and Res Dining management staff to all of the safety and training documentation for the kitchen equipment used in their facilities.

- From their discussions, it was decided that the managers would highlight the equipment used in their areas since it was a lot of information and Eli would then make departmental specific packets.
  - These would be used by each location to help train their new hires and staff along with the safety materials for the rest of the kitchen equipment as a reference guide.
- Additionally, she had put together a signature document that employees would verify and confirm through the Succeed Training portal that they had received the proper safety documentation to help formalize this process moving forward.
- In terms of the Convenience Stores, Eliana inquired about who would be overseeing this process for the Bookstore and Corner Market locations.
  - Cyndi stated that would be Kristin so Eli would follow-up with her to get the Convenience Stores any needed kitchen equipment training scheduled.

## 5. Forklift Training

- Clint explained that the Forklift Training re-certification process was to be done every 3 years and the Shops staff were due for that.
  - This process was currently being handled through the campus' Environmental Health & Safety department.
    - Eli had reached out to their manager, George Alfaro, who confirmed that the training materials we offered through the Succeed training portal would work for the online portion of the training process and it had been given the approval as OSHA compliant.
  - When it came to the hands-on training portion for new employees, Eli would be working with him directly to get that scheduled for our 49er Shops employees.
    - The Directors will confer with their managers and get back to her with the names of the staff members that would need to be trained for the fall semester.

## 6. Action Items & Next Steps

- After some discussion the next meeting date was confirmed as Wednesday, July 21<sup>st</sup>, at 2pm.