

FPM Safety Committee Meeting

Date: 1/18/2022

Time: 9-10AM

Location: Zoom

Facilitator: Pix Verendia

Scribe: Angie Perassolo

Meeting Minutes

1. Safety & Values Share

- Great job! Due to quick communication between FPM employee Luis Corona and EH&S, FPM was able to provide follow up with USC restaurant managers regarding corrosive material related to an eyewash station. The issue was mitigated on the spot.
- Thank you to Mark, and his team. The trench drains by RTH will be permanently affixed this week.

2. Friendly Reminders

- A friendly reminder for all employees to wear the required surgical or N95 when working on USC sites and buildings.
- Please be extra cautious when driving. Defensive driving is very important as we start coming back to campus and more people are now on the road.
- **Action item- Safety Team to take the 15-minute IIPP training through Trojan Learn before our next meeting.**
- **Action Item- Gary will reach out to Travis Tyler to follow up on the ZBI sprinkler. It was a safety concern reported by Blake that this sprinkler needs a protective cover.**

3. Committee Successor Seats- follow up

- **A final candidate has not been identified yet to fill Ed Parra's seat, but Eric will provide an update next month.**
- **Mark will reach out for an Engineering representative.**
- **Shane will reach out for a Zones representative.**

4. New Employee Safety Orientation

- The FPM Trojan Learn eLearning module curricula is in the final development stage. Gary and his team will send out a first look to the Committee this month.

5. Injuries & Reporting (Gary & Ana)

- FPM had a minor first aid incident in December 2021 which was reported within the FPM timeframe guidelines.

6. Progress update (Gary, Jose & Bianca)

- Cart Safety Training- Gary and his team have partnered with EH&S on a "Train the Trainer" cart safety program. Both Auxiliaries and Housing will also be a part of this program. FPM Outreach will be coming in February to train Bianca, Jose, and the Landscape group.
- The FPM Safety Training Matrix will be ready at the end of Jan. A working draft will be shared with the committee for feedback.

- The FPM IIPP Injury Illness Protection Program has been updated and finalized. A draft will be shared with the Safety Committee to provide input at our next meeting.
- Veoci Training will take place this Thursday 1/20. Quarterly trainings will be set up going forward to include practical training for emergency response. Veoci will be one of our tools in our virtual toolbox.

7. Construction Safety Update (Group)-

- The (CSM) Contractor Safety Management program draft was submitted to both Risk Management & Procurement for comment. This new structure allows flexibility with contractors and vendors who provide USC with 3rd party services. The Committee will receive a draft later this month for review.

8. Roundtable

- The air handler at Health Science Campus- CSC 116 is currently down. A temporary unit was installed indoors. However, the power cord has presented a tripping hazard in this area. The heat load in room 116 is greater than what is required so the air handler will need to remain in the building.
 - **Action Item-Eric will find out who placed the air handling unit in the building and assign someone to secure the cord.**
- The (SOP) Standard Operation Procedures for fire extinguisher residual clean up and disposal method has been updated. FPM Safety is currently working with Hazmat on all non-fire related discharges. The SOP will be available in both English and Spanish.
 - **Jose would like to share this with the committee for feedback. Angie to send out today.**

Attendees: Allyson Gipson, Ana Zavaleta, Angela Christopher, Angie Perassolo, Blake Griffith, Brian Drewelow, Eric Johnson, Gary Pons, Hector Puga, Irene Seatter, Joe Back, Jose Manrique, Mark Mosley, Pix Verendia, Richard Navarro, Shane Daywalt, Sylvester Lucas, Wendy Kaszycki

Absent: Chris Toomey, Flo Ner and Laurie Stone