

# FPM Safety Committee Meeting

**Date: 2/23/2022**  
**Time: 8:30-9:30AM**  
**Location: Zoom**

**Facilitator: Pix Verendia**  
**Scribe: Angie Perassolo**

## Meeting Minutes

### 1. Safety & Values Share

- Thank you, Sylvester, David Reyes, and HSC Landscape Team! Great collaboration between departments to keep folks safe and prevent injuries during repair work.
  - Contractors were performing work at Keck to repair a damaged parking structure wall due to the unfortunate event of a car collision. Sylvester's Team noticed that the Contractor was using an incorrect size Quick Coupler which caused water to spill all over the sidewalk causing a slip hazard (as well as wasting water). The Contractor declined to turn off the water without approval from his supervisor. David Reyes (FPM Landscape) immediately called David Minkler (Head of Keck Grounds) to share the problem. Working together, they provided the Contractor with the right tools to correct the job, clean up the area, extract the excess water and kept everyone safe from slipping.
- Thank you to Richard and the FPM Custodial team! Great communication process between Custodial Services, Building Managers and HSC research Teams.
  - A big project was scheduled in one of the HSC research buildings. Richard and his team took the time to talk to the building occupants, prepare signage and prepare the area with caution tape to inform employees Custodial would be cleaning in the space during the project. This process seems to work very well and will be on ongoing process for future.
- Thursday morning 2/24/22, the FPM Night Crew will participate in First Aid/CPR/AED training certification. More trainings will be added to the calendar soon.

### 2. Roundtable

- The FPM Lock Shop is currently being remodeled to correct workstation height ADA code requirements. The cabinets are also being modified and new workstation chairs will be ordered. The original plans for this space were created by an outside Architect and some details were overlooked regarding workspace ergonomics and height requirements. This is now being corrected inhouse by our CPS Team and construction is in process.
- Confined Space Training will be coordinated by Bianca Gonzalez and Jose Manrique for new FPM Plumbers and Electricians coming onboard. Training will be a day and a half course.

### 3. OSHA300A Form Posting

- CALOSHA requires Employers to maintain recordable incidents that fall beyond first aid including missed time, job restrictions and/or transfers to a modified job duty. Documented cases are also defined by physical therapy, admittance to the hospital and are recorded on an OSHA300A log that EH&S maintains.

- The annual summary OSHA300A log is required to be posted throughout campus in designated buildings from the previous year which shows just a data number of labor hours, full time and part time employee counts and the average number of employees injured for the year.
- CALOSHA requires to be notified by phone if an employee should be hospitalized. All injuries must be recordable even if it is a preexisting condition. Every seven days EH&S is required to review this information.
- Be sure to contact EH&S if any employees are hospitalized. The 8-hour clock as soon as the injury is reported.

#### 4. Forklift Training

- The FPM Safety Team will partner with EH&S and David Caceres (FPM Fleet Supervisor) to coordinate forklift certification training. Jose Manrique is working to training someone inhouse to assist and the training will run about 3 hours.
- Currently, refresher trainings are being conducted for employees with existing forklift licenses. Supervisors should contact Gary for recertification and Gary will coordinate with Brian Drewelow & David Caceres for training. David is the keeper of all vehicle keys.
- There will be certification training prior to Commencement. More information will be shared closer to April.

#### 5. Follow Up Items

- Blake will reach out to the ZNI Building Coordinator to follow up on the cover needed for the emergency sprinkler
- The Portable AC unit power cord at HSC (CSC Room 116) has been secured and taped down by Willy from the AC shop.

#### 6. Successor transition: Phase 1

- Thank you to Irene and Blake. You are welcome to start your transition now if you would like. Thank you to Manuel (Manny) Saldivar and Flo Ner for taking the torch and we are very excited to work with you both. Allyson will also transition in Phase 1.
- Welcome Anthony Rodriguez (EH&S Hazmat Supervisor) and Eyver Contreras (Sr. HR Business Partner) to the Committee.
- Phase 2 will begin in August- Shane and Pix will transition.

#### 7. New Employee Safety Orientation

- Requesting two volunteers to beta test the new employee safety orientation module in Trojan Learn. This new learning module course will take about 35 minutes. Please make sure to complete the quiz at the end so you get the whole user experience.
- Please email Angie and Gary for anyone who wants to be a part of the testing the module. Feedback is very important.
- It was suggested that the new members of this committee beta test to get more experience with the safety program.

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

**Welcome:** Manny Alvarez, Anthony Rodriguez, Eyver Contreras

**Absent:** Chris Toomey, Ana Zavaleta, Hector Puga