

Date: 3/23/2023

Time: 7-8AM

**Location:
Zoom/Hybrid**

Facilitator: Shane Daywalt

Scribe: Angie Perassolo

Agenda

1. Safety & Values Share

- Thank you to our FPM Electrical Team, who upgraded the electrical system inside an old electrical panel at the MHP Library. Working together with Library Staff, the EL Team completed the process of relocating the light fixture controls while managing to preserve the historical infrastructure at MHP safely.
- Congratulations to Juan Lezama on your recent promotion to Zone Supervisor of FPM Zone Maintenance. Thank you for all you do for our Safety Committee, FPM and the University.

2. Festival of Books Event- Sean McKean

- The FPM Events team is currently working on the set up for the Festival of Books event taking place on April 22 & 23 at UPC. The FPM Event Team's goal includes scheduling both Pre and Post clean up to ensure that all debris is collected after the event. This includes making sure that irrigation is drawn out for electrical and/or staking and making sure vendors do not leave any debris on campus that could damage equipment and be unsafe.

3. Commencement 2023- Norm Antonini

- This year, Commencement activities will not take place at HSC. All activities related to Commencement will be hosted at UPC. FPM Events will be collaborating with two vendors, Town and Country and First John for support with event preparations and set up.
- University Park Campus set up will be divided into two days from May 9th-10th and chair set up will be reduced from 20,000 chairs to 14,000 chairs. United Site Services is a new vendor that will assist with chair set up.
- On the morning of May 11th, the final set up will take place at the USC Village. The chair breakdown plan is still being finalized, but FPM is leaning towards vendor assistance and Aramark may be asked to step in.

4. Roundtable

- USC purchased a new building in Washington DC. However, the connections for health and safety will be managed by Lincoln Properties, crises management team. There is lot of activity in Washington which differs from Los Angeles.
- USC Governance was able to connect with the City and new in-pavement street flashers are on order for the pedestrian crossing just outside of the FPM/CAL Buildings. Once the installation is complete, FPM Health & Safety will email a follow up communication. Joe Back mentioned that when this crosswalk was originally put in years ago, there was a proposal for a traffic light. However, the city determined that this proposed traffic light would be too close to the

Jefferson/Grand intersection traffic light. **Angie will assist with reposting the pedestrian crossing notifications to the eBoards.**

5. Monthly Incident Report

- An employee was backing up in the Valley Blvd parking lot in USC Van #795 and while in reverse, they accidentally stuck a personal vehicle in an unassigned parking space. The employee provided a declination of treatment. DPS was contacted and a report was made. It is important to be aware of our surroundings especially in the early morning hours when there is low lighting.

6. Vehicle Inspection App

- David Caceres and Gloria Wan are working on a new vehicle inspection app platform that will assist with CalOSHA vehicle maintenance standards. FPM Staff will be able to inspect their vehicles daily to look out for damage to horns, lights, brakes, steering wheels, etc. Included in the App will be a chat room feature and photo upload capabilities. The new vehicle inspections process will cover scooters, carts, gems, forklifts, and utility trucks. More information to be provided next month by the Motor Pool team.
- The Vehicle Accident form within the app will show instructions on how to report accidents to DPS and all parties involved. Gloria Wan is currently training staff on using this new app. No one should be driving a vehicle that is unsafe.
- One of the challenges will be the shared group vehicles at FPM. An inspection will need to be done before vehicles are in use. This is still being worked out.

7. Action Items

- Property damage update- an employee accidentally backed into flagpole on Trousdale next to the MHP building. While the truck was backing up, the truck bed created an obscured view. It is important to have another person as a spotter especially at night when visibility is low. Eric & Gary will request the report from DPS.
- A Trojan Learn acknowledgement will be added for FPM staff to review the FPM Laboratory Standard Operating Procedures (SOP). This document will be designated for FPM employees, Project Managers, and contractors that are assigned job tasks inside of laboratories. The SOP will establish consistent protocols to safely perform repairs, maintenance, renovations, and/or upgrades on infrastructure equipment located inside laboratories. It also outlines the steps to communicate with laboratory personnel to assist in coordinating the relocation lab equipment, establishing a work perimeter, and taking precautions before entering a lab area to perform assigned work.
- A follow up to the Hoffman Hall roof access hatch leading up to the air conditioning unit that cools the elevator machine room is located very close to the roof edge without safety guard rails and signage. Gary and Jose went to inspect the roof hatch and access. A fall protection sign was ordered and installed by Zone Maintenance shop on the wall near the access ladder to the rooftop that leads to the Air Conditioning Packaging Unit

Attendees: Angela Christopher, Ana Zavaleta, Angie Perassolo, Chris Toomey, Eric Johnson, Joe Back, Jose Manrique, Juan Lezama, Mark Mosley, Monique Birault, Pix Verendia, Richard Navarro, Shane Daywalt, Sylvester Lucas, Wendi Kaszycki.

Special Guests: Deborah Aguilar, Norm Antonini, Sean McKean

Absent: Bianca Gonzalez, Flo Ner, Gary Pons, Hector Puga, Luis Corona, Rod Butterfield, Victor Garcia.

