

**Date: 4/27/2023**

**Time: 7-8AM**

**Location:  
Zoom/Hybrid**

**Chair: Shane Daywalt  
Facilitator: Gary Pons**

**Scribe: Angie Perassolo**

## Agenda

### 1. Safety & Values Share

- Thank you, FPM, for all your hard work with this past weekend's Festival of Books on April 22 & 23. A special shout out to all the groups who assisted with pre and post clean up and partnering with the vendors to make sure that debris was not left on campus that could damage equipment and be unsafe. Thank you to the Landscape team in making sure that irrigation was drawn out for electrical and staking.

### 2. Vehicle Inspection App Overview

- Thank you Gloria Wan for joining us to review the new vehicle inspection app platform. This electronic platform 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. Gloria will also add seatbelts to the inspection list.
- Included in this new App will be a chat room feature and photo upload capabilities. Inspections will take place at the start of employee shifts and when they return for the day. The new vehicle inspections process will cover scooters, carts, gems, forklifts, and utility trucks. If a vehicle is undrivable, the employee should report this to their supervisor immediately for next steps.
- The team is still working on a process for the community vehicles shared at FPM. More information regarding shared vehicles to come.

### 3. Roundtable

- On the 2<sup>nd</sup> floor of VHE there is an operable slide window that does not lock. The concern is that this window could be accessed by unauthorized personnel using a step ladder. Monique Birault presented a solution of adding a decorative grill for the window that can be locked. This grill installation will be entered as a CCD project. The chair that was in the room has been removed and placed in the dumpster.
- The pedestrian crosswalk pavement warning lights located just outside of the FPM and CAL buildings (leading to the Grand Ave parking structure) look like they might have been replaced by the city. However, there are two lights that look like they still may not be functioning properly. **Gary will drop an email to follow up after the meeting.**

### 4. Monthly Incident Report

- There were three minor incidents within the Custodial Services group. All employees declined treatment.

- While working in a restroom, the employee experienced a laceration to his right index finger by a piece of metal when he placed his hand into the feminine hygiene towel dispenser.
- In the mop closet, an employee went to grab a tool from the custodial closet. As the door opened, the mop handle with a metal head struck her head. Caused a minor bump on her head. **Action Item: Jose to connect with Margarita on getting wall hangers for the wet mops to dry rather than propping them up.**
- An employee was walking towards CAP building and tripped over a parking block. The employee stated he was distracted by a police patrol car with their lights and sirens on.
- There were two minor incidents within the Waste Management group. All employees declined treatment. **Action Item: Gary & Jose will meet with this team to review how they are moving trash bins across campus. Do they need additional equipment to move items mechanically rather than physically.**
  - An employee was moving a large metal trash bin to stage for donation. Upon opening the bin to empty out the contents, fingers were pinched on the hinge door.
  - An employee clocked out for lunch and decided to retrieve an item from his car at the Jefferson Parking Structure. In the rain, the employee ran to parking structure from the landscape trailer and felt he pulled his left hamstring.
- A Zone Maintenance employee was walking towards the ZMT trailer to clock in for his shift in the rain-tripped on a storm drain and landed on his left side of the body. This employee declined medical treatment. **Action Item: Jose will follow up on this area to find out the location of the drain and to see if we need increases lighting in this area.**

#### 5. Mechanical Room Update with Athletics

- USC Athletics has been storing football equipment in our mechanical rooms at the John McKay Center which is creating a safety hazard. There is no path of egress, the items are blocking panels, eye wash stations and blocking exits. This is a current building and fire code violation and USC could get ticketed. Athletics has begun moving inventory out of this space. Gary met with Mike H. and walked this area to find an alternative solution for their storage items. The door locks have been rekeyed so only FPM personnel may access. **Action Item: Gary will establish a quarterly walk with Athletics to keep communication moving forward.**

#### 6. Action Items

- On April 3, exposed wires were reported located on the sidewalk of Figueroa Street on the east side of Fertitta causing a trip hazard. Angie reached out to Melinda Ramos-Alatorre from USC Government Relations, and she has placed a 311 call and has reached out to the City of Los Angeles (CD9) for repairs. A temporary cover has been placed on the wires for protection. **Action Item: Angie to follow up with Melinda on status of repair.**
- For repairs that need to be done by the City of Los Angeles, it's best to call 311 immediately before reporting the issue to Melinda. This will help with expediting the repair request. **Action Item: Angie will create an eBoard slide to share the 311-process information.**

**Attendees:** Angela Christopher, Ana Zavaleta, Angie Perassolo, Chris Toomey, Gary Pons, Joe Back, Jose Manrique, Juan Lezama, Mark Mosley, Monique Birault, Pix Verendia, Richard Navarro, Rod Butterfield, Shane Daywalt, Sylvester Lucas, Wendi Kaszycki, Victor Garcia.

**Special Guests:** Kelley Farnsworth, Gloria Wan

**Absent:** Bianca Gonzalez, Eric Johnson, Flo Ner, Hector Puga, Luis Corona,