

## **Sonoma State University SETC/Teamster Sub-Safety Committee**

Date: 05/31/18

Members:

Josh Gillespie – SETC

Jordan Lundberg – SETC

Craig Dawson -EH&S

Willem Van Der Pol – Interim AVP Facilities

Purpose- The purpose of these meetings is to recommend to campus Plant Director, Environmental Health & Safety, safety regulations, guidelines, training programs, and necessary corrective action concerning conditions associated with the work environment.

Meeting agenda:

- It was decided that the Committee will meet monthly. The SETC members from different shops will provide input in advance of each meeting to allow non urgent items to be brought forward.
- The Safety Steward has been identified as Jordan Lundberg and he is being brought up to speed on the various committees and methods of communication.
- As it is important to meet the contract language requirement, this meeting will first only involve Unit 6 and the last portion of the meeting will be opened up to others within facilities as determined by Facilities AVP
- The semi-annual shop inspections have not been conducted as required. Personnel will be re-trained on the inspection process and will ensure each shop has a thorough safety inspection twice per year.
- Based on the items raised in the latest Cal/OSHA inspection the trades that are conducting lock out tag out and block out procedures are required to develop procedures for each different task. The procedure must include the types of controls and methods or installation, verification, and removal.

Follow up information:

- Craig will develop a committee organizations chart to allow the different committees and their respective roles to be more easily understood.