## **MINUTES**

# **Beach Shops Risk Management Meeting – All Divisions**

Wednesday, July 10th, 2024 - 3:00PM

## **Zoom Conference Meeting**

Staff Present: Clint Campbell

Tom Collier
Patrick Joyce

Rosa Hernandez Marianne Russo Jason Eisenmann Cyndi Farrington Rico Ovalles Margie Ramirez Joanna Parada Kristin Bonetati Manuel Gil

Andrew Cabrera

Guests: Jesse Avella

## 1. COVID Activity

- a. The meeting was started with a discussion about the COVID protocols that had been put into place at the beginning of the year by CalOSHA and the State of California.
  - As a reminder, these updates included the following:
    - Only staff members who test positive for COVID are now required to fill out the Symptom Survey through the SSO chicklet.
    - Positive cases must be isolated for a minimum of 24 hours from symptom onset and can be cleared to return to work after 24 hours have passed only if there is no fever (without medication) and symptoms are mild or have improved.
    - Any positive cases will be required to wear a mask for 10 days.
  - New COVID and IIPP Training was sent out to full-time employees earlier in June through the Succeed Training Portal.
    - Staff have been asked to complete this required training by June 24, 2024.
    - Moving forward, this training along with the COVID Response Plan document will be included as part of the new employee onboarding process.
  - We have recently seen a spike in positive cases over the last few weeks, however, the numbers are nowhere near what had occurred during the pandemic.
    - Additionally, HR is still providing masks and COVID tests for any staff who would need to request them.

#### 2. Incidents/Safety Update

- a. In April, there was a driving incident with one of the Beach Shops' vans when an employee accidentally hit another vehicle while backing out of a parking space.
  - To prevent this from happening in the future, a rear-view camera has been installed on the vehicle by Bookstore management staff to make this process easier and safer overall.
    - There was a question about whether all of the vans have been updated with this new camera system.
      - ➤ Jason mentioned that the cost wasn't too expensive, and the installation process was fairly easy so Joanna will follow up with Eliana about scheduling to get this updated camera equipment installed on the rest of the vans.
    - Additionally, this information will need to be added to the current Van Training information.

### 3. Beach Shops Driver Program

- a. Revocation Process
  - Rosa discussed what the process would be if staff let HR and/or their managers know that they wouldn't be comfortable or want to drive either the carts or vans when asked to do so.

- The first step would be to evaluate if driving is considered a core function of their position and whether this task is included in their Job Description.
  - From there, it would need to be flagged through the HR Office who would be able to review what the best course of action would be in these kinds of situations.
- b. NEW QR Codes for company vehicle pre-inspections
  - Rosa and Joanna reviewed a presentation that discussed a new procedure for the Authorized Driver Program specifically to the pre-inspection process.
    - A new Pre-Inspection Form has been created through Microsoft Forms and is easily accessible for staff via a QR Code sticker adhered to our vans and carts that can be scanned through a smart phone giving staff access to fill out this centralized form.
      - Filling out this form will now be a requirement for all authorized drivers before being allowed to use the vehicle.
    - Once the form has been completed, the information is automatically sent to the Risk Management department.
      - There was a question about if the sign-in sheet will still be used and yes that is still considered as a part of this process.
    - Feedback/Questions
      - A question was asked about whether copies could be made of the Pre-Inspection form documents so those could be sent over to managers or in the case of a maintenance issue that would need to be fixed by Facilities.
        - ❖ Jesse explained that one of the questions on the form asks if there are any issues with cart and if so, then it directs the staff member filling out the form to follow-up with their direct supervisors so that a facility request can be made.
        - ❖ The Risk Management staff will discuss options to see about the feasibility of sending those forms to managers/supervisors who would like to have them for their staff and will follow-up accordingly.
  - The HR Office plans to roll out this updated QR Code procedure training by mid-July to staff who participate in the Authorized Driving program.
- 4. Workplace Violence Prevention Program
  - a. Rosa discussed a new law that has gone into effect this year mandating California employers to maintain a Workplace Violence Prevention Program effective July 1<sup>st</sup>, 2024.
    - Training for this will be assigned through the Succeed Management portal to all full-time staff and will consist of a document about Workplace Violence Prevention along with a video reviewing Active Shooter Training.
      - This will be a required annual training requirement and should be sent out by HR the week of July 15<sup>th</sup>, along with being included in the new employee orientation training process.
    - Joanna reviewed the new Beach Shops Workplace Violence Incident report which will be kept on the Risk Management webpage under its own drop-down category entitled "Workplace Violence" along with the Violent Incident Log Annual Summary spreadsheet that will detail any incident(s) that take place in our locations.
      - In terms of who would own this program, the consensus was to have the Associate Directors oversee and manger this process for their respective divisions.
    - Panic Button Audit
      - There is Panic Button Audit being planned for of all the Beach Shops locations which will allow us to review if any additional ones should be placed in the future.
      - Additionally, Rosa mentioned that there have been discussions with the Shared Leadership Team about how ASI utilizes handheld portable transceivers in many of their areas which allows staff to communicate in real time about any issues and/or

emergencies and whether that would be a good idea to make these available in certain Shops' locations.

## 5. General Training

- a. Joanna discussed the Beach Shops Employee Training spreadsheet and how she appreciated how responsive the managers have been which helps to make sure that this document is updated with the most up to date information.
  - Sexual Harassment Re-certification is scheduled to be sent out on July 29<sup>th</sup> to be completed through the month of August.
  - Evacuation Chair Training took place last month facilitated by Shops' HR staff and Jesse Avella from ASI.

#### 6. New Business

- a. Emergency Action Plan ETA October 2024
  - Eliana is working on putting together a draft of our Beach Shops Emergency Action Plan that will be reviewed by the committee at our October meeting in the fall semester.

# 7. Action Items & Next Steps

a. Our next meeting is scheduled for Wednesday, October 16<sup>th</sup>.