

DEPARTMENT OF INDUSTRIAL RELATIONS  
Division of Occupational Safety and Health  
American Canyon District Office  
3419 Broadway Street Ste H8  
American Canyon, CA 94503  
Tel. # (707) 649-3700 Fax # (707) 649-3712



December 5, 2024

California State University, Sonoma  
1801 E. Cotati Ave.  
Rohnert Park, CA 94928

*Rec'd 12/10/24  
MB*

Dear Employer:

The Division of Occupational Safety and Health has received a complaint (Complaint No. 2239264) alleging the following condition(s) at your workplace at 1801 E. Cotati Ave., Rohnert Park, which may be a violation of the Safety Orders found in Title 8 of the California Code of Regulations:

Code Section(s) and Alleged Condition(s):

1. The fire doors in the Schulz Information Center have recently been locked restricting access to kitchen facilities. Dishes are being washed in the bathroom sinks.
2. One set of double doors to access the Schulz Information Center is now marked "emergency exit only" and no training was provided on how to open the doors in an emergency.
3. Nine of the campus blue light emergency phones do not work and have "Notice: Out of Order" signs on them.

The employer did not implement its Injury and Illness Prevention Program in the following instances:

1. The employer did not evaluate the unsafe conditions of:
  - a) The fire doors in the Schulz Information Center have recently been locked restricting access to kitchen facilities. Dishes are being washed in the bathroom sinks.
  - b) One set of double doors to access the Schulz Information Center is now marked "emergency exit only" and no training was provided on how to open the doors in an emergency.
  - c) Nine of the campus blue light emergency phones do not work and have "Notice: Out of Order" signs on them.

Ref. T8 CCR §3203: Injury and Illness Prevention Program.

- (a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:
  - (4) Include procedures for identifying and evaluating workplace hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards:

2. The employer did not correct the unsafe conditions of:
  - a) The fire doors in the Schulz Information Center have recently been locked restricting access to kitchen facilities. Dishes are being washed in the bathroom sinks.
  - b) One set of double doors to access the Schulz Information Center is now marked "emergency exit only" and no training was provided on how to open the doors in an emergency.
  - c) Nine of the campus blue light emergency phones do not work and have "Notice: Out of Order" signs on them.

Ref. T8 CCR §3203: Injury and Illness Prevention Program.

- (a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness

Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

To review Title 8, California Code of Regulations, go to [www.dir.ca.gov](http://www.dir.ca.gov), click on "Title 8 Regulations" then click on "Cal/OSHA" and enter the code section number mentioned above. Or you can go directly to [www.dir.ca.gov/samples/search/query.htm](http://www.dir.ca.gov/samples/search/query.htm).

The Division has not determined whether the hazard(s), as alleged, exist(s) at your workplace and, at this time, the Division does not intend to conduct an inspection of your workplace.

However, you are required to investigate the alleged condition(s) and notify this office in writing no later than fourteen (14) calendar days after receipt of this letter whether the alleged condition(s) exist and, if so, specify the corrective action(s) you have taken and the estimated date when the corrections will be completed. If possible, please fax or e-mail your response to Kathy Lynn Garner, district manager, at fax number (707) 649-3712 or e-mail at [DIRDOSHAmericanCanyon@dir.ca.gov](mailto:DIRDOSHAmericanCanyon@dir.ca.gov)

Please include any written documentation, e.g., equipment purchase orders or contracts for corrective work, and photographs, if appropriate, in your response. If you do not respond in a timely and satisfactory manner, an unannounced inspection of your workplace will be scheduled, which may result in citation(s) and monetary penalties. Also, every tenth satisfactory letter response from employers is subject to verification by an inspection.

You are required to post a copy of this letter in a prominent location in the workplace where it is readily accessible for employee review for at least three (3) working days or until the hazard is corrected, whichever is longer.

This letter is not a citation or a notification of a proposed penalty. Citations and penalties can only be issued after an inspection of your workplace. If the Division does not receive a satisfactory response from you within fourteen (14) calendar days after receipt of this letter, an on-site inspection will be conducted as appropriate.

If the identity of the complainant is known to the Division, a copy of this letter will be sent to the complainant. Also, the complainant will be notified that California law protects any person who makes a complaint about workplace safety or health hazards from being treated differently, discharged or discriminated against in any manner by their employer. If a complainant believes they have been discriminated against, it is their right to file a complaint with the Division of Labor Standards Enforcement within six (6) months of the discriminatory action.

If you have any questions concerning this matter, please contact me at the address in the letterhead.

Your interest in the safety and health of your employees is appreciated.

Sincerely,

  
Kathy Lynn Garner  
District Manager

/JB

reference: Complaint No. 2239264 - Ltr D