

Facilities & Construction Safety Committee Meeting

Members

([P] indicates member present at today's meeting)

Employee Represented:

[P] Karen Barnack, EHS Facilities & Construction Safety Manager
[P] Aaron Britton, FPM Zone Maintenance
[P] Susan Gust, CPC Project Manager
[P] Todd King, OIT Telecom Associate
[P] Mitchell Schwabel, FPM Housing Maintenance
[P] Doug Brown, FPM Systems
[P] Gail Hamilton, FPM In-House Construction Manager
[P] Dustin Boomer, FPM Building Maintenance

[P] Jones Barton, FPM In-House Construction
[P] Mark Thomas, FPM Electrical
[P] Andrew Beland, FPM Landscaping
[P] Madison Doshier, FPM Lockshop
[] Taylor Yoshihata, Materials Management
[] Dirk Theisen, FPM Mechanical Systems Manager
Alternate:
Ad Hoc:
[P] Erica Hunsberger, EHS Specialist

Meeting Call to Order

Date: 01/12/2021

Time: 10:00 am

Location: Google Meet (remote)

Roll Call and Review of December Minutes

- Roll Call
- Minutes approved with no changes. Please review the minutes on-line, if you have not had a chance to, and let Karen know if any corrections are needed.
- Reminder that meeting minutes and agendas are posted to the Facilities and Construction Safety Committee Google share drive. Please contact Karen if you have any questions regarding how to access them.

Safety Committee Member Role

- Obtain questions, concerns, or ideas from your respective crew to be brought up to the committee. After the meeting, share out the information from the safety committee meeting with your crew. It is very important to keep the lines of communication flowing.
- Participate in quarterly safety committee inspections.

Review of December Action Items

- Karen: Provide safety committee feedback to Jeff about the COVID notification email for affected employees. Suggestion from a committee member to put specific information and actions in bold on the affected employee notice.
 - Update: Affected employee notice has been modified. Bolded section states "no other actions are required by you at this time."

- Karen: Follow up regarding FPM Housing Maintenance notifications for rooms where residents are quarantined.
 - Mitchell provided an update: A new notification procedure has been adopted. There is a living document spreadsheet that all Housing Maintenance staff have access to. No personal information or specification is provided on the spreadsheet for why a room is marked “do not enter” on the shared spreadsheet. Housing Maintenance staff can check the spreadsheet for updates and do their own assessment to determine if they had been in one of the noted rooms, and can then gather more information, as needed. UHRL updates it as they receive information. Raphael and David have also been notifying the crew when the list has been updated, letting the crew know that more rooms have been added.
- Karen: Follow up with Jeff regarding safety committee concerns about people in buildings not wearing masks.
 - Update: IMT physical environment workgroup continues to discuss enforcement. UHRL does regular walks. Shaun Kohn covers SMSU. Table tent notices will be put out the start of winter term in common spaces and lounges throughout campus.
 - Dustin provided an update that the table tent notices have been placed throughout campus common spaces by FPM Building Maintenance.
- Karen: Discuss with Leslie the ordering of sanitation supplies for the Landscape crew.
 - Update: Karen forwarded the concern to Leslie.
 - Andrew provided an update that this was taken care of.
- Karen: Provide COVID safety information to Susan for departments that are moving.
 - Update: Karen provided COVID-19 Guidelines for Office Moves to Susan, CPC, and to Erica for the Campus Safety Committee.
 - Action item: Karen to add guidelines to EHS webpage.

Incidents/Injuries

- UP battery incident
 - **Description:** Employees were performing routine monthly generator testing of the UPH generator. When one employee attempted to start the generator, the automotive-type battery suddenly burst.
 - **Follow-up:** Employee quickly shut the door and requested everyone leave the area until it was safely cleaned up. No injuries were reported, and the incident will be tracked as a near-miss. Karen encouraged employees to submit an injury report due to the noise level that occurred when the battery burst, in case employees have issues later on. Employees were wearing personal protective equipment.
 - **Corrective action:** Department called the generator vendor to evaluate the generator, replace the battery and charger, and return the generator to service. They will be evaluating all generator batteries and will be installing battery burst boxes on all generator batteries.
- Employee injury at the landscape yard dumpsters: Karen will review at February’s meeting.
- USB roll-up door at the loading dock
 - **Description:** The door wasn’t fully down and when someone walked through they hit their head on the door.
 - **Follow-up:** An injury report was filed in case of concussion.
 - **Corrective action:** Roll-up doors will be kept either all the way open or all the way closed. Remember to be aware of your surroundings and mindful to not look at cell phones while walking.

COVID-19 Exposure Prevention

- Concerns? Questions? Reminder to notify your supervisor of any concerns as well.
- Reminder to complete a [daily self assessment](#) before coming to campus.
- Reminder to clean all shared equipment before and after use, including tools and vehicles.
- Oregon OSHA rule update
 - EHS is reviewing contractor COVID Infection Control Plans. Please continue to request and provide their plans to EHS, along with safety pre-task plans.
 - Every employer must complete an Exposure Risk Assessment, and an Infection Control Plan must be developed based on the Exposure Risk Assessment. The PSU campus wide Exposure Risk Assessment and Infection Control Plan are completed and available on the EHS webpage. The Infection Control Plan applies to all departments campuswide. Karen will send the link out to everyone on the committee for review. If you have any suggestions, please contact Karen.
- Erica has created a new EHS COVID-19 webpage which is full of information, including resources and links to campuswide coronavirus information.
- Return to Campus COVID training. Updated training is now required, based on new Oregon OSHA requirements. The training link went out in *The Currently* to all staff.
 - Karen to discuss with Jeff Rook that committee members were not aware that it must be done and/or didn't see it in *The Currently*.
- Todd: We would appreciate any information about the vaccine schedule and if staff will be required to take it. Karen to discuss with Jeff Rook, member of the Incident Management Team.

Rounds / New Safety Concerns

- Gail - Nothing to report
- Mark- Use face coverings. We are heading into the worst of the pandemic. The UK virus is in 9 states now. Protect yourself and others.
- Todd - Nothing further to report
- Dustin
 - Building Maintenance is working through Michael McNerney, CPSO, work orders for safety and security items.
 - Not getting any notification after being in PSC when there have been positive cases. Karen to discuss with Jeff. It is most likely because student athletes that tested positive were not in the building.
- Madison - Nothing to report
- Andrew - What training is required for student workers? Who has completed the BBP training?
 - Erica- New employees need to be put into AIM, then Erica gets a message and assigns the required training.
- Jones - Nothing to report
- Aaron - A propane tank exploded and blew out two windows of the SEC building before Christmas. It was in a tent on the sidewalk. One of the offices was in use, but the person had stepped out when the windows blew into the office. The windows were the original plate glass windows. Other windows as they are replaced are replaced with tempered glass. The windows are still boarded up and are in the process of being replaced.
- Mitchell
 - Housing maintenance staff also want to know about the vaccine schedule.
 - Windows that were broken earlier in the summer are being replaced.
- Susan - The freeze on construction projects is lifted, so more contractors will be on campus.

- Doug - Nothing to report
- Erica - Campus safety committee is also discussing COVID, face coverings and Oregon OSHA requirements. Also discussing confusing communication on what departments should be doing regarding employees returning to campus.
- Karen - Nothing further to report
- Overall group discussion in closing: Concerns and surprise over construction and athletics activities starting up again. Karen to relay concerns to Jeff Rook.

Announcements

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New Action Items and Safety Concerns

- Erica/New committee members: Provide training for new committee members
- Karen: Add COVID-19 Guidelines for Office Moves to the EHS website
- Karen: Review the employee injury at the landscape yard dumpsters at the February meeting.
- Karen: Send out the link to committee members for the PSU campus wide Exposure Risk Assessment and Infection Control Plan. Committee members review and send any comments or questions to Karen.
- Karen: Discuss with Jeff Rook that committee members were not aware that updated COVID-19 safety training must be done and/or didn't see it in *The Currently*.
- Karen: Karen to discuss with Jeff Rook, member of the Incident Management Team, if there is any information about the vaccine schedule for essential staff and if staff will be required to get the vaccine.
- Karen: Follow-up with Jeff Rook regarding a committee member's concern that notification is not being provided after being in PSC when there have been positive cases.
- Karen: Relay concerns from committee members to Jeff Rook regarding construction and athletics activities starting up again.
- Pending agenda items: Identify inspection location; COVID-19 exposure prevention plans, as we phase into more people on campus
- Karen: Follow-up on safety concern regarding staff coming out of the USB lower parking lot and going the wrong way on one-way street to get to the loading dock.
 - On-hold; assess further after USB loading dock safety items are completed

Meeting Adjourned

Time: 10:56 am

Next Meeting

Date: February 9, 2021

Time: 10:00 am

Location: Google Meet (remote)