

Facilities & Construction Safety Committee Meeting

Members

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

Employee Represented:

[P] Karen Barnack, EHS Facilities & Construction Safety Manager
[] Phil Tritz, FPM Zone Maintenance
[P] Anthony Bohan, CPC Project Manager
[P] Todd King, OIT Telecom Associate
[P] Elliott Reinlein, FPM Housing Maintenance
[P] Lavell Kindell, FPM Systems
[P] Gail Hamilton, FPM In-House Construction Manager
[] Joe Potter, FPM Building Maintenance

[P] Geoff Guim, CPC Painter
[P] Mark Thomas, FPM Electrical
[] Cavan Telford, FPM Landscaping
[P] Frankie Linderman, FPM Lockshop
[P] Taylor Yoshihata, Materials Management
[P] Dirk Theisen, FPM Mechanical Systems Manager

Alternate:

Ad Hoc:

[P] Annika Byrd, EHS Student Worker
[P] Erica Hunsberger, EHS Specialist

Meeting Call to Order

Date: 10/13/2020

Time: 10:00am

Location: Google Meet (remote)

Roll Call and Review of Previous Minutes

- Roll Call
- There was no September meeting due to wildfires and smoke -- 5 people met for a brief meeting.
 - Discussion in September: Nuisance trips on smoke detectors. Indoor air quality on campus. Dirk discussed how HVAC systems operate in various buildings on campus. Staffing levels on campus/inclement weather day. Contractor work suspended. N95 availability.
- 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 Previous Action Items

- Raphael: Provide update on Ondine trash corral lighting
 - Karen reported: UHRL approved funds to improve the lighting; Raphael reached out to FPM/Gail to see if they have time to do the project; otherwise they will contract it out.
 - Gail confirmed that his electricians will be working on the lighting and this work will be completed by FPM in-house construction crew.
- Karen: Review Safety Committee membership to determine who may need to rotate off. - Pending
- Karen: Follow up with Jeff on face covering questions, as the IMT is in the process of updating the face covering policy.
See COVID discussion below.

Incidents/Injuries

- Employee strained right hand using a wrench while replacing an angle stop in a dorm room. The wrench slipped and their hand hit the cabinet. Employee experienced a small amount of pain persisting that was later checked out.
 - Erica is working with the department on using a sloped platform to prevent similar injuries, including back and arm strain. Erica can also make a recommendation for more ergonomic tools. Need to follow-up with the department to see how the platform is working out for them.
 - Supervisor is obtaining thinner gloves to be used that have greater grip.
- Back injury from a slip fall when an employee was flushing and replacing shower heads. Employee initially had a small amount of discomfort, and the injury report was completed, the employee later received medical treatment.
 - Good reminder to everyone to report injuries, especially strains and falls, because you may experience pain later.
 - Suggestion to have a bucket available to contain water and also to have a mop bucket, mop, and rags to clean up water.
 - Suggestion: Hose could be run from the shower to the drain to contain water and prevent splash
- Fire behind landscape yard/I-405: Contractor had stacked pallets with bags of concrete on the top pallet to assist with ease of lifting. They were left on-site and over the weekend, and on a Sunday the wood pallets and bags of concrete were lit on fire. The fire department and CPSO responded.
 - Moving forward materials will not be left on site. Near-miss report filed because no injury was sustained
 - Suggestion for a new form for incidents such as these. Anthony will email Karen suggestions. Karen will check with Tayler Workman to see if she has a separate form for tracking fires.

Wildfire Smoke & Air Quality

- Heather, Jeff and Karen met with Emma Stocker to discuss wildfire smoke issues. Chapters to be added to Campus Emergency Operations Plan for wildfire smoke and extreme heat. It will outline air quality levels and how to handle each level.
- Heather will have more discussions with Dirk regarding building operations. Plans will include EHS distributing HEPA filter units, getting information out about wildfires and extreme heat, how work will be modified and what PPE will be used.

COVID-19 Exposure Prevention

- Reminder to bring concerns to supervisor
- August 13th: Most recent [Face Covering Policy](#) update on campus Coronavirus page. Another version coming out soon, to include new Oregon OSHA requirements and wording. Oregon OSHA temporary rule anticipated to be effective November 1st.
- Karen reviewed the 8/13/20 Face Covering Policy during the meeting and will send it out to committee members after the meeting.
 - Face shields: Oregon Health Authority does not consider face shields acceptable for face coverings
 - Staff and students not using face coverings will be asked to leave the area.
 - When eating in approved areas, masks may be removed but must be put back on when finished, and 6 foot physical distancing still must be followed.
 - Face coverings with exhalation valves do not meet the requirements.
- 3M N95 respirators were received and are in Stores. Tim Wright is researching how the N95s with exhalation valves can be modified to meet COVID mask requirements.
- Reminder to complete the COVID-19 [daily self assessment](#) before coming to campus -- self assessment link located in meeting agenda but will also be sent out as a link by Karen.
 - Contractors should also be completing a self assessment daily.
- Inclement weather planning meeting today -- COVID precautions to be taken during inclement weather will be included.

Rounds / New Safety Concerns

- Geoff: Would like more information on smashed windows at CPSO and staff presence at the time of break ins. Was everyone ok?
 - Campus-wide email went out. No one was physically injured. Dispatcher was present at the lobby entrance. Employee Assistance Program resources are available for anyone in need.
- Elliot: Nothing to report
- Taylor: Nothing to report
- Todd: Reece and subcontractors have not been wearing masks.
 - CPC has been notified
 - Anthony reported that Steve Rounds is personally addressing this with the contractor and is reaching out to Contracts for adding contract language regarding compliance.
 - Karen will work with Maddy to update the Contractor COVID guide, as needed.
- Joe (not present, reported by Karen): Regarding equipment upkeep. Several cans of material have been smashed by improper parking of the new boom lift in the landscape yard. It is unknown who last operated the lift.
 - Discussion: May need to create a sign out form for equipment. Karen will forward information about this incident to Sarah Johnston, as FPM has plans to track preventative maintenance and key checkouts for shared equipment. It was noted that this was the second incident, and that the boom lift was found with the battery drained previously. Intent of tracking is not to blame individuals, but to ensure that people are using the equipment appropriately and have received adequate training.
- Gail: FPM have boarded up the CPSO windows, and the project will be turned over to CPC. Windows may be closed, framed and drywalled in.

- Frankie:
 - Regarding equipment check-out system -- All that would work, but that would be far out from now. Simplest thing would be to know how many keys there are, how many copies there are, and have it managed by a supervisor. A template can be picked up from Stephanie at the front desk, the form that is used to track the manager's vehicle.
 - Question regarding update for face covering policy, dated October 13th. Karen shared a link and Karen will send resources to the committee after the meeting. Additional information may be added to the campus COVID pages. Karen has suggested to IMT that information be included on the campus page regarding guidelines for staff driving in PSU vehicles.
- Anthony:
 - URBN and EB fall protection railing to be installed
 - Potential security project for East entrance into CH.
 - Reach out to CPC if there are any questions or concerns regarding project safety.
- Lavell: Nothing to report
- Mark: Autumn is the season for epidemics to have a second wave. Reminder to take COVID precautions to prevent a second wave. Make sure to clean work areas and wear masks indoors.
- Erica: Get your flu shots.
- Karen: This is our big slip/trip/fall season. Be mindful of your surroundings and be careful. Lots of wet slippery leaves. Take your time; don't rush. During high winds, watch for falling branches.

Announcements

- Erica- Legionella Bacteria Testing
 - Still waiting on samples to come back from sites that initially tested positive. Started work on installation of supplemental hot water heaters for Cramer Hall and Lincoln Hall which should fix the issue with the water temperature. Lines are being flushed and testing will continue after the hot water heaters are installed.
 - Periodic sampling of water lines will continue.

New Action Items and Safety Concerns

- Karen: Review Safety Committee membership to determine who may need to rotate off.
- Karen: Check with Tayler Workman to see if she has a separate form for tracking fires.
- Karen: Share the link and update 8/13/20 [Face Covering Policy](#) with committee members.
- Karen: Share the link to the COVID-19 [daily self assessment](#) with committee members.
- Karen: Forward information about the boom lift incident to Sarah Johnston, as FPM has plans to track preventative maintenance and key checkouts for shared equipment.
- 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: 11:31 am



Next Meeting

Date: November 10, 2020

Time: 10:00 am

Location: Google Meet (remote)