

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] Phil Tritz, FPM Zone Maintenance
[P] Anthony Bohan, CPC Project Manager
[P] Todd King, OIT Telecom Associate
[P] Elliott Reinlein, FPM Housing Maintenance
[] Lavell Kindell, FPM Systems
[] Gail Hamilton, FPM In-House Construction Manager
[P] Joe Potter, FPM Building Maintenance
[P] Geoff Guim, CPC Painter

[] Mark Thomas, FPM Electrical
[P] Cavan Telford, FPM Landscaping
[P] Josh Hendricks, FPM Lockshop
[] Taylor Yoshihata, CPC Materials Management
[P] Raphael Rocha, FPM Housing Maintenance Manager

Alternate:

Ad Hoc:

[P] Erica Hunsberger, EHS Specialist
[P] Sierra Schmidt, EHS Student Worker
[P] Joe Schilling, CPSO

Meeting Call to Order

Date: 11/12/2019

Time: 8:00 am

Roll Call and Review of Previous 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 Previous Action Items

- Karen: Follow up on USB 6th street door
 - Suggested corrective actions discussed at EHS-FPM meeting. Cary Morris to assess further.
- Update on scooter discussion at last meeting.



- o Shared concerns with FPM
- o There is a website to register complaints with the City of Portland
 - <https://www.portlandoregon.gov/transportation/79174>
 - Can register complaint with specific company
 - Suggestion for Karen to reach out to Clint regarding reporting. Does TAPS want to be the single point of contact for PSU?

Incidents/Injuries

- Near Miss: In the SRTC lobby, an employee replaced a ballast in a light fixture, then moved on to the next one. The light diffuser globe then fell and shattered on the lobby floor.
 - o No one was injured, and glass cleanup was done very quickly.
 - o Locking mechanism on the globe was not fully engaged.
 - o Supervisor met with employees to discuss operations and maintenance procedures for re-installing globe diffusers after changing the ballasts.
- Near Miss: A renovation project in Ondine over the summer had scope shifts, resulting in incomplete work. FPM Housing staff found a light fixture with unprotected, energized wires.
 - o Full review of all rooms on the floor found six light fixtures in this condition.
 - o Abatement contractor had removed the light fixtures after de-energizing, but the power was turned back on at some point, without first safing off the light fixtures.
 - o Proper lockout tagout was not used. Group lockout tagout should have been used since there were contracted electricians, in addition to our in-house electricians.
 - o Asbestos removal was the focus, and the light fixtures were not; three groups of electricians and punch list walks missed these.
 - o Open to discussion: Changing scope is not unique to this project, but the movement of what parties were involved made it more difficult. There was a gap in the project scope about who would be completing this task.
 - o CPC Electrician verified all remaining fixtures in all the rooms on the floor were safed off and covered with plates.
- Near Miss: Contractor was removing trailers by Helen Gordon and was standing on the roof of one. The anchor point was too far away, and the employee was using a lanyard attached to the SRL, which would not have prevented or arrested their fall. Karen reached out to project managers and contractors, and this condition was corrected.
 - o This incident brought up the need for clarification on imminent danger and near miss reporting procedures (see below).

Update Injury, Near Miss & Imminent Danger Reporting Procedures

- Added definition for imminent danger.
- Every employee can stop work, if a worker or someone else could become injured in the time it takes for EHS or the Project Manager to arrive.
- Examples: asbestos, fall hazard, lead, silica, etc.
- Jeff to contact Human Resources regarding the procedure for medical transportation in the event of a serious injury

Discussion with CPSO

- Joe Schilling
 - How does CPSO prioritize concerns with limited staff?
 - There is short staff, however do not let this stop you from contacting CPSO
 - Priority is case to case, but generally if someone calls, then it is of high priority. Let them know why it needs to be a priority, and let them know if you want them to call you back. There are not many calls, so prioritization is not really an issue.
 - Staffing may cause a delayed response
 - Is there a way FPM/CPC can help, perhaps by submitting a list of problem areas?
 - Email CPSO@pdx.edu, or email Joe, or contact him by cell phone, to let them know about problem areas, then they can add them to their rounds.
 - Stopping by the desk to speak with a dispatcher would be helpful. They are working on making this more efficient, with improved customer service.
 - Can problem areas be included into rounds?
 - If attention is placed on a specific problem area, then it moves, so CPSO tends to chase issues around campus
 - They try to incorporate problem areas into patrol rounds, and will follow-up with the person who reports the problem, when the person requests follow-up.
 - Exterior doors at UCB and Lincoln Hall were not locking during off-hours, a padlock used by CPSO until the doors were fixed.
 - CPSO is ending this practice. Signage should be put up, and CPSO will have someone posted while waiting for one-call to respond.
 - CPSO work orders do not always indicate which officer put in the work order, more specifications/photos are needed.
 - Generally, dispatchers put in the work orders, and the level of detail is decreasing as it moves from the officer to the dispatcher
 - Sometimes wrong information is input. When FPM worker sees that the information is wrong, the dispatcher is contacted, but they state that the officer found the issue and the dispatcher does not have the correct information
 - Working with dispatchers to make this process better
 - Two new dispatchers will be hired, as well as more staff in general
 - Student safety ambassadors are being hired. Upwards of 10 students in afternoon and evening hours to walk in pairs and will have distinctive, reflective vests
 - Communicate with community and look around
 - No enforcement action, just liaisons with officers
 - Policy question regarding break-ins in Lincoln Hall Theater. Discussed policy and process when we know the perpetrator. Looking for probable cause for arrest. DEA trespass arrest is not particularly of high priority. Trespassing requires three separate arrests for an actual solution to be conducted. Building a case takes time, particularly since it is of low significance in the DEA.

Safety Committee Inspections

- Exterior signage on spaces are lacking or are completely incorrect
- Noise levels and machine guarding looked good

- Some confined spaces were identified; consultant coming out this week to assess confined spaces with EHS
- Asbestos labels looked pretty good in most areas
- Most electrical panels looked good
- Several ladders need replacement stickers
- Some exit signs are needed

Rounds / New Safety Concerns

- Cavan: Nothing to report
- Todd: Nothing to report
- Elliot: Nothing to report
- Anthony:
 - Fall protection/guardrails were installed on the lower roofs at SEC
 - Quotes have been received for skylight protection on East Hall roof and for crossover ladder. Type of skylight cover to be reviewed by FPM.
 - Meeting to review safety items for PS3 and UCB with TAPS
 - Fencing project is waiting on agreement with ODOT (SEH connected all the way to WHP around RGH and connecting to PSC)
- Erica: Nothing to report
- Geoff: Sidewalk repair project Phase 1 is complete, but unsure status for next steps. City of Portland is working on their items. Looking at Park Blocks' decorative brick grouting to determine a material to keep it from continuously cracking, as heavy vehicles are causing the concrete to lift.
- Josh: Nothing to report
- Joe: Nothing to report
- Phil:
 - New SEC roof safety rail is a greater obstacle around the roof hatch making it harder to get through and making it more dangerous. The extending pole is not necessary; it can be moved. The guardrail gate is not swinging freely as it should and is not functioning properly.
 - Karen – Modifications to the swing gate are on the project punch list. Karen will reach out to Mark Fujii to find out the status.
 - Phil was cleaning gutters at PSC, and the boom lift is in bad shape and in need of repairs.
 - Karen - Communicate with Laurel and Cary regarding scheduling maintenance for the lift.
 - Karen - Discuss vehicle maintenance plan at next FPM-EHS meeting and provide update at next safety committee meeting.

Announcements

- Nothing to report

New Action Items and Safety Concerns

- Karen: Follow-up with Cary regarding USB 6th Ave. door
- Karen: Reach out to Clint regarding scooter reporting
- Karen: Karen will reach out to Mark Fujii to find out the status of the safety swing gate on the SEC roof.
- Karen: Communicate with Laurel and Cary regarding scheduling maintenance for the small blue boom lift.



- Karen: Discuss vehicle maintenance plan at the next FPM-EHS meeting and provide an update at the next safety committee meeting.

Meeting Adjourned

Time: 9:05 am

Next Meeting

Date: December 10, 2019

Time: 8:00 am