

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
[] Quinn Soifer, CPC Project Manager
[] Todd King, OIT Telecom Associate
[P] Mitchell Schwabel, FPM Housing Maintenance
[] 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
[] Kevin Reed, FPM Lockshop
[P] Taylor Yoshihata, Materials Management
[P] Dirk Theisen, FPM Mechanical Systems Manager
Alternate:
Ad Hoc:
[P] Erica Hunsberger, EHS Specialist

Meeting Call to Order

Date: 11/09/2021

Time: 10:00 am

Location: Google Meet (remote)

Roll Call and Review of Previous Minutes

- 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

- All Committee Members: Review meeting minutes and share the information with your crews. Post them on your crew safety bulletin boards. This is an on-going action item reminder.
 - EHS student workers are updating the safety bulletin board on the USB second floor, outside the USB carpentry shop, and at the FPM work control center. These will be updated seasonally.

- Would also like to supply board materials to crews so they can update their boards. Create a distribution list for Angel.
 - Andrew, Mitchell, Todd, Aaron, Quinn, Taylor, and Kevin request materials for update.
- Karen- Talk to Jeff about PSU COVID notifications to CPC and FPM.
 - A question came up at the safety committee meeting about how the contact tracing and notifications will work now for FPM and CPC after the recent change.
 - **Question:** Will FPM and CPC continue to receive notifications regarding certain building departments and spaces so they can check and see if they had any work orders in those offices or if they had any contractors working in those spaces?
 - **Situation:** The example given was when an employee was working within a faculty office space, and the person chose to stay in the office space instead of leaving the space while building maintenance completed their work. They did wear their face covering while both were occupying the office.
 - **Answer:** Any time if you feel uncomfortable about working in an area, you may leave and reschedule the work.
 - For all FPM staff, a person with a significant clinical exposure (as defined by SHAC) would be notified by SHAC if contact tracing connects someone who has tested positive (say, the faculty in your example) with an FPM staff person working in close proximity.
 - The notification process in Housing has not changed. They are the only team who was getting room-specific notification.
 - Jeff Rook in Environmental Health and Safety is forwarding Heather regular emails about recent cases, Karen can keep FPM staff and contractors directly informed about recent cases and affected buildings.
 - Karen will be forwarding this information to all FPM staff regularly. It is the same information as the dashboard at the bottom of [this website](#).
- All- Review the JHAs for extension ladders and step stools. Send Karen any comments, suggestions or feedback. These will be finalized at the next committee meeting.
 - National ladder safety month is in March.
 - “Every year over 100 people die in ladder-related accidents, and thousands suffer disabling injuries. Join the American Ladder Institute (ALI) and participate in National Ladder Safety Month in March. This important month was designed to raise awareness of ladder safety and to decrease the number of ladder-related injuries and fatalities.”
 - We will be changing ladder safety to an annual training with focus for safety boards and awareness during the month of March, along with website creation with quick links to safety information.
 - The idea for this to coincide with ladder inspections, tool box talks (related to the types of ladders we have on campus), provide JHAs, create ladder safety web page under fall protection, safety bulletin boards
 - Ladder inspection checklist - add to webpage and to Safety Skills training
- Missing label on a ladder?
 - Reach out to the manufacturer for a label describing load bearing weight and other specifications.

Incidents / Injuries

- Contractor- First Aid Injury
 - **Description:** A mover cut their hand while completing a cubicle reconfiguration
- Action to take by PSU when minor first aid injuries occur:
 - Verify they have first aid supplies. Ask the employee to reach out to their supervisor to complete their injury reporting procedures.
 - Assess the hazard. Correct any identified hazards that need to be addressed by PSU, such as sharp edges. Ensure contractor employees are wearing appropriate personal protective equipment, in this case, gloves.
 - Notify EHS. Request assistance from EHS, as needed, to assess the hazard and identify appropriate corrective actions and personal protective equipment
- **Reminder** about the PSU injury reporting process.
 - There is now an online injury reporting form, located [here on HR's website](#).
 - The worker's compensation process is also described on this same webpage.
 - Please remember to report as soon as you can, giving ample time for evaluation on ergonomics (by Erica) to promote safe work practices and spaces.

Campus Safety Committee Update

- Erica
 - Campus Safety Committee welcomed new chairperson Lorenzo Guzman.
 - Starting workplace safety inspections
 - FMH could be inspected soon and will be discussed at Campus Safety Committee meeting 11/10/21.

Safety Committee Inspection

- The next inspection would be at the end of December but would coincide with vacations and holidays.
- January 18 will start the schedule of every third Tuesday, every three months for inspections.
 - Further information about inspections will be provided soon.

COVID-19 Exposure Prevention

- Remember to notify your supervisor of any concerns and you can also email the coronavirusresponse@pdx.edu.
- The booster shot is available but PSU is not holding campus vaccine clinics at the moment. Staff are advised to follow up with a primary care provider if you want a booster shot.
 - More information from Oregon Health Authority on [booster shots and third doses](#).

Rounds / New Safety Concerns

- Gail- Nothing to report
- Mark - The grounds crews are working on leaves to clean up. Be aware of wet surfaces being slippery during this time.
- Dirk- 'Slips, trips, and falls' also apply when entering into buildings with wet feet contacting tile floors.

- Taylor- Tree limb reminder to be cautious of wind events and falling tree branches. Multiple high wind events have happened in the greater Portland area lately.
- Dustin- Reminder that colder weather can place frost on the roofs and could be a 'Slip, trips, and falls' incident.
- Andrew-
 - **Discussion:** Oil spill
 - **Situation:** In October late one Wednesday night, an oil spill took place related to a driver vehicle crash that caused draining of oil.
 - **Follow up:** Tim Wright from EHS responded
 - **Safety Concerns:** The area was not coned off from further contamination exposure risks. CPSO had a possible breakdown of communication.
- Jones- Nothing to report
- Aaron- Nothing to report
- Mitchell-
 - **Discussion:** Access Control approximately on Friday October 8th around 7:45 am on 7th & 2nd floors
 - **Situation:** Unknown contractor was not wearing mask appropriately and when RA approached the contractor used abusive language towards them.
 - **Follow up:** UHRL is involved in working to determine who was working in the building. Be mindful of who is accessing the building, and proper communication and protocols are followed.
 - Break in at Montgomery- Michael from CPSO with Mitchell did a safety walk. Safety concerns were placing door alarms tied into central systems for security purposes moving forward.
 - This includes more safety walks of historic buildings to be checked to address access security.
- Erica- Nothing to report
- Karen
 - Inclement Weather season is arriving, information from PSU can be found [here](#). Be sure to have materials for safe traveling ready and an online training will be coming soon.
 - The Stratford demo is almost done. SRTC reno starting December 15th by Skanska. Be cautious as more traffic is coming to that area and be sure to reach out with safety concerns.

Announcements

- The American Ladder Institute (ALI) participates in National Ladder Safety Month in March. Awareness initiative is designed to raise awareness of ladder safety and to decrease the number of ladder-related injuries and fatalities.
 - [Ladder Safety Month](#)
- Quinn Soifer for CPC will be replacing Susan Gust as CPC project manager

New Action Items and Safety Concerns

- Pending/Tracking: 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
- Karen- Follow up on oil spill with Kevin with CPSO on proper management and misses



- JHA extension ladder revision
 - Add stand offs for top of ladder
 - Add extensions pieces for top to access roof
 - Add information about ladder base/adjustable legs for uneven surfaces and for use on stairs

Meeting Adjourned

Time: 11:00 am

Next Meeting

Date: December 14, 2021

Time: 10:00 am

Location: Google Meet (remote)