

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

[P] Lavell Kindell, FPM Systems

[] Gail Hamilton, FPM In-House Construction Manager

[P] Joe Potter, FPM Building Maintenance

[P] Geoff Guim, CPC Painter

[P] Mark Thomas, FPM Electrical

[P] Cavan Telford, FPM Landscaping

[P] Josh Hendricks, FPM Lockshop

[P] Taylor Yoshihata, Materials Management

[P] Dirk Theisen, FPM Mechanical Systems Manager

Alternate:

Ad Hoc:

[P] Sierra Schmidt, EHS professional

[P] Erica Hunsberger, EHS Specialist

Meeting Call to Order

Date: 02/11/2020

Time: 8:00 am

Location: Google Meet (remote)

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: Provide update regarding safety committee recommendations for USB 6th Avenue door; Cary Morris is reviewing.
 - Karen has not heard back from Cary, but is going on a walk with Karen and Jeff on day of meeting
- Karen: Provide update at next meeting regarding status of safety swing gate on the SEC roof; Mark Fuji,

Project Manager is tracking.

- New plan to provide a platform to step onto in front of the safety swing gate; will no longer provide updates at meetings
- Karen: Provide update regarding vehicle maintenance plan; Sarah Johnston has led on this project.
 - Meeting regarding this will be on Monday
- Karen/Joe: Communicate regarding graffiti removal products and procedures. Joe will provide his information and recommendation for new procedures and products to be used. Discuss substitution of replacement products into Stores. Discuss graffiti removal products and procedures with Tim Wright.
 - Jeff has looked at this alternate form of graffiti removal, and Karen to proceed with investigations/discussions regarding graffiti removal procedure
- Karen: Follow-up with Sarah Kenney on clean-up of the SH patio on the east side by Broadway, as the Architecture Department uses this area to work on larger projects.
 - Jeff S. Has stated that a dumpster is scheduled to come in March for clean-up.
- Karen: Provide update on the USB loading dock guardrail project
 - Gail not present to provide updates
- Karen: Follow-up with Cameron regarding broken loading dock mirrors at USB.
 - Repaired immediately after the previous meeting – completed.
- Karen: Provide update on roof access door hardware changes and associated budget.
 - EHS/FPM meeting discussed this issue in regards to the budget
- Karen/Heather/Aaron/Phil: Discuss door or ladder access options to Peter Stott lower roof on Park Blocks side.
 - Parapet/crossover ladder to be implemented as funding has been secured.
- Karen: (Taylor - Item brought up after last meeting) 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.
 - Karen, Cary and Jeff to assess and discuss
 - Discussed at crew meeting, and a procedure will be developed, included discussion regarding magnetic safety lights
 - Karen to talk with Edward to better understanding this issue
 - Discussed the issue of forklifts moving from LH to CH across Mill, going the wrong way
- Karen: Same area, concern about lighting at USB parking garage exit
 - Will be repaired – completed.

Incidents/Injuries

- Relay employee fell in Montgomery stairwell
 - Karen followed up and the flooring and lighting was good, noticed the railing needs to be tightened
 - Employee stated that they mis-stepped
- Early Friday morning a delivery for a renovation project was being made to KMC and the contractor was offloading drywall from a flatbed truck fitted with a forklift crane attached
 - The contractor was then traveling far across the sidewalk to get the materials around a blind corner without a spotter or cones
 - They also took sign from Montgomery street closure; make sure to communicate with delivery personnel before deliveries
 - Karen reached out to people who went over and helped, and provided spotters

- Gail reached out to delivery company and they will bring cones and spotters for future deliveries
- Relay employee was pulling paper towels out of a trash bag, against protocol, and was stuck by a diabetes needle in the FAB lower level women's restroom
 - This area did not have sharp containers but they were implemented after this
- Employee tripped on uneven sidewalk in front of Honors House
 - An area smoothed out, but lifting again; may have been there before but not as bad; lift is being installed at Honors this week
- Update on ML electrical shutdown near miss
 - Make sure there is a clear checklist of who is going to do what task, see what support CPC may need from FPM staff, make sure any employees in the affected area know
 - Joe Schilling had a training regarding access;
 - Ryan is now on a project to make sure elevator buttons are working and where the calls go
 - Do not call One Call directly, but rather CPSO in the case of an emergency like this

Rounds / New Safety Concerns

- Todd: Nothing to report
- Phil: Nothing to report
- Geoff: Dumpster area at Ondine is quite filthy, can they be moved so that they are not accessible to the public?
 - Might be a part of Quinn's project; some work and discussions are occurring
 - Hoffman is also a mess; some housing buildings are having relay take trash to landscaping yard so Karen will follow up on what the plan is; Karen walking with Brandon
- Erica: New post safety training feedback survey which is anonymous unless you provide email for follow-up
 - It is short, please take it and provide feedback to Erica if there is something that may need to be changed/updated
- Dirk: Nothing to report
- Lovell: Nothing to report
- Elliot: Nothing to report
- Josh: Air pressure in the basement of USB, particularly the Lockshop, has seemingly increased; doors may be affected
- Cavan: Nothing to report
- Taylor: Nothing to report
- Mark: Make sure to watch out for vehicles as a pedestrian during poor weather.
- Joe: Nothing to report
- Anthony: RMNC entry ramp project is on-going, working on encouraging pedestrians to take the appropriate detour route
 - PS3 park security improvement project is moving forward
 - Fence project contract along 405 has been created, but are waiting to move forward until company drafts a safety plan with the help of Karen and Anthony
 - Landscape yard new security design proceeding; SEH crossover ladder has been installed with pending adjustments; Ondine roof elevator room access compromised and needs a sign- added to Anthony's project list; received permit to close off Smith stairwell to secure the area
- Karen: Safety break coming up in May, may not do a slideshow of photos as we have done this for a couple



years; awards maybe?

- Will it end up with hurt feelings?
 - Safety is a team effort, awards may discourage people

Announcements

- Nothing to report

New Action Items and Safety Concerns

- Karen: Provide update regarding safety committee recommendations for USB 6th Avenue door after walk with Cary and Jeff
- Karen: Provide update regarding vehicle maintenance plan after 2/17 meeting
- Karen/Joe: Update on graffiti removal material procedure
- Karen/Gail: Provide update on the USB loading dock guardrail project
- 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.
- Karen: Update on walk of Ondine dumpster area

Meeting Adjourned

Time: 9:03 am

Next Meeting

Date: March 10, 2020

Time: 8:00 am

Location: Google Meet (remote)