

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
[] Todd King, OIT Telecom Associate
[P] Elliott Reinlein, FPM Housing Maintenance
[P] Lavell Kindell, FPM Systems
[P] 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
[] Taylor Yoshihata, Materials Management
[P] Dirk Theisen, FPM Mechanical Systems Manager

Alternate:

Ad Hoc:

[P] Sierra Schmidt, EHS professional
[P] Erica Hunsberger, EHS Specialist
[P] Jeffery Rook, EHS
[P] Raphael Rocha, FPM Housing Maintenance

Meeting Call to Order

Date: 03/24/2020

Time: 10:30am

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 after walk with Cary and Jeff
 - Karen completed the walk with Cary and Jeff; a work order was submitted to put in striping

around the door.

- Joe confirmed this work has been completed, and a follow-up custodial work order has been put in for a clear coat to ensure longevity of the striping
- Completed
- Karen: Provide update regarding vehicle maintenance plan after 2/17 meeting
 - Karen has touched base with Sarah Johnston; this task has been added to the new Preventative Maintenance Planner position duties; a spreadsheet has been created to track vehicles for preventative maintenance and there is a plan moving forward to pursue maintenance tracking through the AiM portal
 - Completed
 - Joe is researching boom lifts with all terrain tires, at Cary's request.
- Karen/Joe: Update on graffiti removal procedure
 - Joe provided SDS; Karen, Tim and Tayler have been discussing with Joe, as the product is flammable; this is a good telework opportunity to produce a Job Hazard Analysis for this graffiti removal task
 - Joe - Graffiti removal project has been low priority due to current events, but Tim and Tayler have approved the new graffiti removal process; however, waste rag disposal procedure is still being created.
 - Karen will add this to the list of JHAs to be created, as time allows.
- Karen/Gail: Provide update on the USB loading dock guardrail project
 - On hold; spreadsheet exists to give comments, mostly in regards to the signage
 - Gail is moving forward with ordering the brackets and chain. Painting the guardrail on the ramp in the loading dock has also been approved, but is on hold
- 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
- Karen: Update on walk of Ondine dumpster area
 - Karen has walked with Brandon, and they agree that there is a safety/security issue. Since this impacts both PSU staff and students, this issue has been forwarded to the Campus Safety Committee.
 - Rapha - Some of the issues present are in regard to necessary fence repairs
 - Anthony - Quinn's recent study looked at access control; there were no lighting or other issues as part of Quinn's study. The study has been provided to Dan Zalcow.
 - Rapha - Will reach out to the Electrical crew to install additional lighting. Most work regarding trash corrals is on hold by UHRL for now.
 - Discussion regarding whether motion sensor lighting may deter individuals from entering the area who ought not be there. Transient individuals enter areas regardless of lighting.
 - Jeff - Will send Safety Committee recommendation for safety/security issues to Rapha to discuss with UHRL.

Incidents/Injuries

- Near miss - Update on tree which fell and hit asbestos containing tiles on the CPSO building. There were no injuries. This was a scheduled tree removal.



- Safety plans had been submitted by contractor; safety plan was being followed with barricades and spotters; landscape crew provided extra spotters to direct pedestrians
- Quick and proper response; asbestos debris removal by trained individuals followed by contractor employees removing the tree debris; photos taken by FPM, EHS and contractors to assess damage
- Barricades were adjusted to completely close off the sidewalk, as well as the east traffic lane on Broadway, prior to removal of the remainder of the rotten tree and two other trees.
- Contractor identified in their incident report a rigging point failure coupled with the level of decay present in the tree. Going forward, the contractor stressed the importance of assessing the level of decay in a tree before proceeding.
- Jeff - This has been filed as an official risk claim, and Jeff has found a company for recovery of assets; received bid for full abatement of the roof tiles
- Back strain injury during leaf debris clean-up
 - Erica completed an ergonomic assessment of the full process for collecting leaf debris and on through to the disposal of collected leaf material.
 - Erica completed lift equations for danger during loading trucks/dumpsters; both of these processes came up as high risk; Erica is putting together a procedure
- Potential silica exposure to PSU staff due to lack of silica containment procedures by drywall contractor
 - Karen received information on this after the contractor had already left; Karen reached out to CPC to ensure that this contractor was not scheduled to perform any drywall work on campus; there were no proposed or current projects
 - Incident review meeting with project manager; silica plan had been completed, was posted on-site, but had not been provided to EHS before the work began
 - Contractor's plan was to secure the area where only the contractor could enter; however, after they finished their cleaning and reopened the area, it became apparent to PSU staff the clean-up was insufficient. PSU staff reached out to the project manager.
 - Contractor was using dry sweeping and a regular shop vacuum, neither of which fall within silica regulations for cleanup; contractor returned for additional cleanup and brought correct HEPA vacuum
 - A competent person did not sign off and approve the silica exposure control plan
 - Corrective actions:
 - Contractor did more cleaning, and project manager stressed the issue of correct cleanup procedures and use of a HEPA vacuum with the contractor
 - EHS located and shared additional information for contractors, including silica materials in Spanish, Oregon OSHA online silica training, and Oregon OSHA phone number for assistance in Spanish.
 - Discussion occurred at CPC Project Staff meeting about proper silica cleanup procedures by contractors
 - Erica assigned SafetySkills training on silica in construction to CPC staff
 - EHS is currently putting together refresher silica training, adding in additional information for contractor responsibilities for silica control
- Needlestick during clean-up of discarded items. Employee was picking up litter around SEC and found a discarded blanket which was too heavy to lift with a trash grabber; employee proceeded to carefully unfold blanket to check it for any items, however after they cleared it, a needle stuck their finger
 - EHS reviewed bloodborne pathogen program with employee and supervisor to ensure it was not

missing any information or needed any updates; employee took all of the correct follow-up steps after a needlestick incident; employee had received training on BBP procedures for picking up discarded property

- Corrective actions:
 - Zone is looking for better trash grabbers or other equipment to pick up heavier items
 - EHS to update BBP exposure control plan for new equipment
 - EHS in process of determining how to provide in-person bloodborne pathogen training via Zoom, during the COVID-19 outbreak
 - Zone will be looking at building access, as the individual walked back to their office in FAB to clean-up due to lack of access to SEC
 - Discussed having a portable eyewash bottle on the Gator, for immediate use, and then have employees proceed to plumbed eyewash for 15 minute rinse.
- Cavan - Depending on the amount of trash, the Landscape crew will take the Bobcat and use a shovel to push litter into a bucket, or else a crowbar to move anything heavy to help keep hands off of discarded items; they also wear puncture resistant gloves
- Cut hand during demo work - To be discussed at the next meeting after Karen has followed up with the employee and supervisor.

Safety Committee Inspections

- Has been cancelled and removed from your calendar; may be moved to April 21st. Depends on when normal operations return to Portland State.

Safety Telework Opportunities

- Karen has been working with FPM, putting together a spreadsheet of safety-related tasks for FPM staff to do for telework. Please discuss these opportunities with your supervisor and your crew.
- Safety Skills - Erica has been assigning Safety Skills training - at least four hours worth
 - Some are required trainings for later in the year, and Heather has approved other trainings which are relevant to FPM work
 - Erica is working on further trainings to add as well
 - If anyone is interested in any topic that Erica has not assigned to them, they may ask about it and potentially be assigned it
- Safety Committee representative - Please share information from the safety committee meeting with the rest of your crews. Obtain questions, concerns, or ideas from your respective crew to be brought up to the committee. It is very important to keep the lines of communication flowing.
- Pre-task planning for future projects - Another opportunity for telework, such that when normal operations are restored, then work can start immediately.
- Job Hazard Analysis (JHA) review and development
 - Develop JHA's for specific tasks and equipment use on campus
 - Edit or update current JHA's and develop new ones
 - EHS is developing a website with information on how to do this which will be available soon
- Silica plan review and comment
 - EHS is working on obtaining input on current silica materials on the website, as well as feedback for the upcoming silica refresher training. Be watching for something to come from EHS soon.

Rounds / New Safety Concerns

- Cavan: Landscaping is currently not picking up trash or discarded items, so currently generated work orders will not be completed for the foreseeable future
 - Landscaping is non-essential staff; Leslie is only on campus once a week and no student workers are on campus either.
 - This information will be discussed with Heather and shared out to the IMT (Incident Management Team) by Jeff
- Geoff: There is a website where PSU can donate any extra personal protective equipment to OHSU, as their PPE is running quite low
 - Jeff - Portland State is also running low, however if there is any PPE in surplus we will try to support the healthcare system as best we can. Geoff to share contact information with Jeff and Karen. This is a good time to centralize PPE in each department for more efficient use. Masks are only necessary if you are in direct contact with someone who is very ill, for example to be worn by healthcare providers
- Phil: Regarding the needle stick incident: a sharps container, emergency eyewash bottle, and first aid kit would all be useful items on Gators and other vehicles
 - Cavan - Sharps containers and PPE are currently present on all landscape Gators, although first aid kits are not; first aid kits are available near the Gator storage and in the landscape office
- Elliott: A couple incidents at Blumel parking have occurred in the last few weeks; drug use and car break-ins have occurred; security cameras would be useful
 - Jeff - These are known, and the IMT is trying to support CPSO as they are dealing with a campus which is in an unprecedented state of community absence
 - Jeff - There were also break-ins at the Ondine parking lot, which does have cameras; Blumel has one too but they do not seem to deter people.
 - Zone maintenance is no longer patrolling parking structures as they normally do
 - Discussion regarding safe places to park on campus. Avoid PS3. Park by Montgomery. Park in PS2 or PS1 during the day.
- Joe: More break-ins or attempted break-ins in many buildings (LH, SMSU, ML). Building Maintenance is responding to work orders to make repairs to damaged doors.
 - Discussion - Is there any way to bring back some employees for some semblance of building patrol.
 - Jeff to reach out to Heather and IMT to discuss concerns.
- Gail: Tried to fill out online injury report form, but there was an issue
 - Karen has emailed Jack Dorkey in HR with no response; Karen will reach out to HR group email
- Josh: Has been receiving a number of work orders from CPSO regarding external and internal door security; Lockshop is “non-essential” unless there is an emergency
 - Josh will be having a meeting with Sarah to discuss which work orders are urgent and should be completed before normal operations are resumed
 - When submitting work orders, please specify the level of urgency, and in some cases, a phase may need to be set up for Building Maintenance
 - Joe is willing to take on some of the less essential work orders, although they are currently flooded with work orders due to skeleton crew. Building Maintenance currently has one person on campus each day.
 - Some work orders may be duplicates; will loop in FPM remote desk to edit work orders for



potential duplications, since time is restrained at this moment

- Zone could also potentially shoulder some of these work orders as well.
- Anthony: Very few projects are currently proceeding, particularly with the Stay at Home Order.
 - RMNC ramp project currently has work going on, but may be put on hold, dependent on contractor
 - HGCDC roofing repairs are completed
 - Blumel parking lot was a part of other parking structure security projects; Blumel was third on that list; TAPS has the estimate for this project.
 - Karen - FMB construction project is continuing at this time, and infection control plan is being followed by all contractors on-site.
 - Ondine hatch was being worked on, and has been made accessible. It is difficult to open and close, so be careful when using the hatch. It is heavier to open and shuts faster. Replacement of the hatch is currently on hold.
- Mark: Is on OneCall today; received a window break-in call last night; the absence of a campus presence has increased presence of houseless population; power receptacle congregation in the Park Blocks; door break-ins
 - Discussion - Could we ask for volunteers to create a presence inside of buildings; this may be useful in deterring criminal activity. Many members chimed in that their crews have student workers who would be very willing to provide support in this manner.
 - While working on SMSU doorway, it seemed as though there were some CPS student ambassadors in PPE inside the building
 - Jeff - Will reach out to CPSO to gain more information on this, then will speak to Heather and IMT
 - Mark - Stay alert when you're on campus; use buddy system, if possible
 - Dirk - One technician per day currently scheduled; they are in contact when they arrive and when they leave
- Erica: Working on ergonomics guide for working from home/remotely; many individuals who are used to working in the field are now working from home
 - This ought to be finished by the end of today and will hopefully be pushed out by tomorrow- keep an eye out for this
 - If you or anyone you know begins to feel discomfort or needs a remote/virtual ergonomics assessment, reach out to Erica
 - Research suggests that workers working from home should move more than they do at the office; often positions are more awkward and people tend to move around less. Get up and move around every 15-20 minutes.
- Jeff:
 - Sending emails to Joe Schilling (CPSO) and Brian Roy (Risk Management) regarding concerns which have been brought up throughout this meeting to hopefully reduce total impact of this situation
 - Suicide calls and attempts have increased drastically in the last few weeks in Portland.
 - Remember to maintain social cohesion during times of physical distancing
 - Reach out and look after coworkers, family and friends
 - IMT and University Communications are looking at pushing out resources for Mental Health to the campus community. These resources are likely going to be overwhelmed, so they are figuring out the logistics.
- Rapha: There are many students currently moving out, resulting in an overabundance of trash. UHRL is

working on moving remaining students to one resident per room.

- Sierra: Nothing to report
- Karen: Safety Break is on hold; it may or may not proceed in May and may be postponed; reach out to Karen with any ideas or thoughts that can be worked on while teleworking

Announcements

- Nothing to report

New Action Items and Safety Concerns

- All Committee Members: Review meeting minutes and share the information with your crews.
- 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
- Rapha: Reach out to Electrical crew to install additional lighting at Ondine trash corral.
- Jeff: Send Safety Committee recommendation for safety/security issues at Ondine trash corral to Rapha to discuss with UHRL.
- Karen: Email HR group in regards to online injury report form issues.
 - **UPDATE** after the meeting: Human Resources is monitoring injury reporting remotely through their online injury reporting, located here: <https://www.pdx.edu/hr/workers-compensation>
Please continue to report injuries, including first aid only injuries, to your supervisor and complete the online form. The online form will then be sent to your supervisor and EHS. Thank you!
- Jeff: Reach out to Heather and IMT regarding concern that Landscaping is currently not picking up trash or discarded items, so generated work orders will not be completed for the foreseeable future.
- Jeff: Reach out to Heather, CPSO and IMT regarding increasing security concerns and suggestion from the safety committee to have more staff presence on campus for patrolling.
- **UPDATES** after the meeting on the last two items:
 - **From Jeff:** Jeff spoke with Brian Roy (Risk Management) and Joe Schilling (CPSO) about the conditions being reported on campus during the safety committee meeting. CPSO was not aware of all the items that were being reported back from the safety committee members and did not know the full extent of the concerns that Building Maintenance has about issues they are seeing. Joe Schilling and Jeff discussed what will help immensely on campus are if FPM crew members are getting work orders, calls, or witness something (damage or attempted break-ins), they need to report that to CPSO to log the issue(s) and track the problem(s). The same goes for graffiti found on campus, if tagging is found, this needs to be reported back to CPSO each instance. If CPSO doesn't know about the issues occurring on campus, they won't be able to help provide coverage to those areas.
 - **From Heather:** Thank you, Safety Committee members, for bringing up these concerns. In addition to the follow up that Jeff notes, Cary Morris and I are looking into these concerns and discussing whether some changes to our staffing model are in order. Please remember that under these unusual circumstances, any challenging situations or noticeable trends should be **reported promptly to your supervisor** or someone on the Leadership team (Cary, Sarah or myself). We are learning as we go in terms of what the operational needs on campus are right now, and the more information we have the better we can respond and make adjustments to our approach as



needed. Thank you and stay safe!

Meeting Adjourned

Time: 12:16 pm

Next Meeting

Date: April 14, 2020

Time: 10:00 am

Location: Google Meet (remote)