

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
[P] 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, 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

Meeting Call to Order

Date: 04/14/2020

Time: 9:30am

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

- All Committee Members: Review meeting minutes and share the information with your crews.
 - Complete
- 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.

- Rapha was not present to provide an update
- Jeff: Send Safety Committee recommendation for safety/security issues at Ondine trash corral to Rapha to discuss with UHRL.
 - Have had discussions about adding additional lighting but has no timeline for it; keep reporting issue but on-hold
- Karen: Email HR group in regards to online injury report form issues.
 - 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.
- 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.
 - See below
- 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 were emailed out to committee members after the March meeting regarding 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!

Incidents/Injuries

- Employee was completing demo work on a wall with windows. After removing the trim pieces, a second employee was pushing on the backside of the glass, at the employee's request, to try to remove the glass from the window frame. The glass broke and a piece of glass fell and cut the back of the employee's hand.
 - Employee was wearing safety glasses, but had taken off their gloves to get a better grip on the glass. The gloves the employee had been wearing were not cut resistant.
 - The glass was an untempered, old and wavy type, which did not allow for the use of suction cups.
 - Pre-task plan did not include information on gloves/PPE or the hazards of removing the glass, It did not mention any cut hazards.
 - It was noted that the employee did not give enough information to the student worker assisting with the task or maintain effective communication
 - Corrective actions:

- Ensure the pre-task plan has complete information for this type of demo work and requires PPE that includes cut-resistant gloves.
- Creating JHA (Job Hazard Analysis) for demo and installation of window glass and glass walls, including ergonomic considerations for these tasks

Safety Committee Inspections

- OSHA will not be enforcing the requirement for quarterly safety committee inspections through June 30, as long as the employer has systems in place for employees to report hazards and a mechanism to evaluate and follow-up on those reports.

Safety Telework Opportunities

- Safety Skills training classes have been assigned by Erica. Additional Safety Skills training can be requested, as it relates to your job
- Erica has sent out a survey in regards to improving the silica training and silica program; please review and comment
- Erica completed an Ergonomics Working From Home Guide; available on our EHS website
- Work on pre-task plans for future projects
- There is now a Job Hazard Analysis website active on the EHS website which has:
 - Instructions on how to make JHA's and a library of JHA's
 - Review existing JHA's and create new ones based on equipment and activities
 - Karen will send out more information

Rounds / New Safety Concerns

- Cavan: Nothing to report
- Geoff: Had a question regarding if Rapha received PPE from department, which he did
- Phil: Nothing to report
- Elliot: All the students who are in campus housing are mostly staying inside and housing has been reducing the number of check-ins; running low on gloves
- Todd: Has been thankful for telework opportunities and PPE
- Joe:
 - Has had discussions in regards to PPE, wipes and masks have some availability but have been kept under lock and key
 - Gail has secured 36 sheets of plexiglass for sneeze guards
- Jeff:
 - N95 and surgical mask supply is dwindling but have been receiving a couple hundred cloth masks a week in order to distribute a couple per person. The cloth masks can be laundered and meet the basic requirements
 - CPSO has an order of 1800 N95 masks within the next three weeks
 - Cloth masks do have less effectiveness than N95, but if everyone is wearing them then it greatly decreases risk to the public; but still stay at home and maintain 6 ft apart as much as possible
 - Please stop by stores and get cloth masks anytime you come to work on campus to model best behavior
 - Erica is currently putting together information on the website for how to put on masks and the general procedure for using them
 - If your job needs to be completed within 6 feet of another person and you are wearing an N95, these masks can be reused following CDC specific guidelines

- On another topic, Jeff has asked everyone to report the installation of padlocks or fences inside of buildings, if you come across any
- Gail: Sneeze shields as previously mentioned are being set-up. Thankful for the Safety Skills training.
- Josh: The lockshop has been approved for an on-site presence twice a week, and have a coordinated, rotating schedule
- Anthony: Only a couple of projects are still operational right now, fairly minimized and no new projects have been approved to start
- Karen:
 - For contractors that are coming on campus, please share COVID-19 exposure control plans
 - In the last month, Oregon OSHA has received over 2000 complaints with concerns regarding COVID-19 control measures on worksites
- Erica: Reminder to move around during the day, every 20-30 minutes during remote work
- Sierra: Nothing to report

Announcements

New Action Items and Safety Concerns

- All Committee Members: Review meeting minutes and share the information with your crews.
- Cavan: Inventory PPE at landscape yard for Karen to have an idea of what we have 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
- Rapha: Reach out to Electrical crew to install additional lighting at Ondine trash corral.
- Karen - Send out information to safety committee members about the new Job Hazard Analysis website

Meeting Adjourned

Time: 10:35 am

Next Meeting

Date: May 12, 2020

Time: 10:00 am

Location: Google Meet (remote)