January 12, 2010

Attendees:

Employer Representative

Bryant Haley - Emergency Management Coordinator, Emergency Management Unit (EMU)

Sinnamon Tierney - Manager, Chemistry Department

Susan Cyganiak – Environmental Health & Safety (EH&S)

Mark Russell – Associate Director, Auxiliary Services

Tammy Hooper - Human Resources (HR)

Employee Representatives

Tom Bennett – Instrument Technician, Civil & Environmental Engineering

Lindsay Henderson – Biology Lab Preparator, Biology

Eric Franklin – Supervisor, Material Services

Tom Hunt – Maintenance Mechanic, Housing

Ed Hallman – Student Employee, Office of Student Affairs

David Fetter – Office of Information Technology

Not in Attendance

Todd Bauch

John Uto

Issues Discussed:

The following items were brought up or discussed during the meeting. Each item is presented with some background information (narrative), Personnel Involved (department/personnel responsible), and Corrective/Further Action (actions/recommendations made to address situation or problem)
Accident Review

Narrative:

The Safety Committee reviewed the accidents that occurred in late December and early January. An improper lifting pattern was recognized and discussed. It was recommended that a lifting program be instituted.

Corrective/Further Action:

Susan Cyganiak will identify consultants that may be able to assist in setting up this type of program.

Personnel Involved:

All of Safety Committee

Second Hand Smoke

Narrative:

An employee who works in East Hall has expressed concerns with second hand smoke. The employee's supervisors smoke very close to the building, and people must walk through the smoke when entering and leaving the building. The smoke also makes its way into the building via the ventilation system.

Corrective/Further Action:

Bryant Haley will discuss the issue with the Campus Public Safety Office to see what can be done.

Personnel Involved:

All of Safety Committee

Workplace Safety Inspections

Narrative:
Susan Cyganiak has hired a Program Administrator to input data for analysis and to help execute the inspection program.

Susan is to meet with the Fire Marshall on January 13, 2010, to discuss the inspection schedule for 2010.

The most common citations that PSU received in 2009 were:

- Blocked fire doors;
- Extension cords;
- Missing ceiling tiles;
- Fire Marshall unable to access some areas to inspect.

In order to avoid future accessibility issues, the Building Coordinator who accompanies the Fire Marshall will have a master key that allows access to the entire university.

Accessibility Issues With New Recreation Center

Narrative:

Bryant Haley received a call from the Disability Resources Center regarding accessibility issues with the new recreation center.

Corrective/Further Action:

The Americans with Disabilities committee will be meeting to discuss the issues that were presented.

Personnel Involved:

All of Safety Committee

February 16, 2010
Attendees:

Employer Representative

Bryant Haley - Emergency Management Coordinator, Emergency Management Unit (EMU)

Sinnamon Tierney - Manager, Chemistry Department

Susan Cyganiak – Environmental Health & Safety (EH&S)

Mark Russell – Associate Director, Auxiliary Services

Todd Bauch – Assistant Director, Campus Recreation

Tammy Hooper - Human Resources (HR)

Employee Representatives

Tom Bennett – Instrument Technician, Civil & Environmental Engineering

Eric Franklin – Supervisor, Material Services

Ed Hallman – Student Employee, Office of Student Affairs

David Fetter – Office of Information Technology

Guests

Jason Mitchell, Environmental Health and Safety

Pat Powers, Environmental Health and Safety

Not in Attendance

John Uto

Lindsay Henderson

Tom Hunt

Issues Discussed:
The following items were brought up or discussed during the meeting. Each item is presented with some background information (narrative), Personnel Involved (department/personnel responsible), and Corrective/Further Action (actions/recommendations made to address situation or problem)

Accident Review

Narrative:
The Safety Committee reviewed the accidents that occurred in late January and early February.

Personnel Involved:
All of Safety Committee

Smoking Policy

Narrative:
Several calls have been made to Bryant Haley expressing concerns that people are still smoking in the Urban Plaza which was to go smokeless as of January 1, 2010. Bryant has been told by administration that more signage is forthcoming. He will keep the committee posted.

Personnel Involved:
All of Safety Committee

Workplace Safety Inspections

Narrative:
Pat Powers is coordinating the workplace safety inspections. He briefed the committee on what is coming up with inspections. The Fire Marshall will be wrapping up inspections on 20 buildings from 2008-2009. Pat is working to ensure that projects that were identified in the previous inspection are completed.
We have received the 2010 inspection list with 16 buildings identified. Pat will accompany the Fire Marshall on these inspections, log the findings and report them to the safety committee.

The most common citation issues were discussed. Mark Russell will work with Pat and Susan Cyganiak to draft a memo that may be used to make departments aware of these areas and will list ideas on how to resolve them.

Tom Bennett presented an outline of items to check before an inspection in a lab setting. Bryant will compose a list of laboratories on campus and we will work on distributing the inspection checklist to those areas.

Corrective/Further Action:

Mark, Pat and Susan will work on putting together the memo to alert departments of common citations along with suggested solutions. Bryant will put together a list of laboratories on campus.

Personnel Involved:

All of Safety Committee

March 9, 2010

Employer Representative

Bryant Haley - Emergency Management Coordinator, Emergency Management Unit (EMU)
Sinnamon Tierney - Manager, Chemistry Department
Susan Cyganiak – Environmental Health & Safety (EH&S)
Mark Russell – Associate Director, Auxiliary Services

Employee Representatives

Tom Bennett – Instrument Technician, Civil & Environmental Engineering
Eric Franklin – Supervisor, Material Services

Guests

Jason Mitchell, Environmental Health and Safety

Pat Powers, Environmental Health and Safety

Issues Discussed:

The following items were brought up or discussed during the meeting. Each item is presented with some background information (narrative), Personnel Involved (department/personnel responsible), and Corrective/Further Action (actions/recommendations made to address situation or problem)

Accident Review

Narrative:

Safety Committee tabled this issue, as no Human Resources Representative was present.

Personnel Involved:

All of Safety Committee

Corrective/Further Action:

Mark, Pat and Susan will work to correct the doors.

Smoking Policy

Narrative:

A committee has been formed to help improve smoking policy at PSU

Personnel Involved:

Susan Cyganiak is on the committee and will provided updates, as needed.
Workplace Safety Inspections

   Narrative:

The Fire Marshall was happy with the corrections made to Smith and issued no fines. However, he gave PSU 4 weeks to alter Fire Doors setup.

   Personnel Involved:

All of Safety Committee

   Corrective/Further Action:

Mark, Pat and Susan will work to correct the doors.

Revised Incident Reporting/Investigation

   Narrative:

Susan will continue to work with the new Human Resource.

   Corrective/Further Action:

Jason Mitchell will follow-up with Kristen Smith

Office Air Quality

   Narrative:

A staff member complained that their office was uncomfortable.

   Personnel Involved:

Susan Cyganiak

   Corrective/Further Action:

Chuck Cooper (EH&S) found that the Office was 80 F.
435 SMSU Air Quality

Narrative:
This room has had some air quality issues.

Personnel Involved:
All of Safety Committee

Corrective/Further Action:
Jason Mitchell and Mark Russell will work to resolve the issue.

Please submit changes to bhaley@pdx.edu

April 15, 2010

Employer Representative
Bryant Haley - Emergency Management Coordinator, Emergency Management Unit (EMU)
Sinnamon Tierney - Manager, Chemistry Department
Susan Cyganiak – Environmental Health & Safety (EH&S)
Kristin Smith – Human Resources
Todd Bauch - Assistant Director - Campus Recreation

Employee Representatives
Tom Bennett – Instrument Technician, Civil & Environmental Engineering
Issues Discussed:

The following items were brought up or discussed during the meeting. Each item is presented with some background information (narrative), Personnel Involved (department/personnel responsible), and Corrective/Further Action (actions/recommendations made to address situation or problem).

Accident Review

Narrative:

Kristin Smith led the committee on a discussion of injuries that occurred during the month of March.

Personnel Involved:

All of Safety Committee

Emergency Phones:

Narrative:

Several departments in the Engineering Building contacted Safety Committee about getting phones put in labs and several places around the building.

Personnel Involved:

Bryant Haley

Corrective/Further Action:
Bryant will continue to work with departments and Networking and Telecom services to discover a solution.

Smoking Policy

Narrative:
The committee discussed complaints tendered by several personnel. The committee also discussed the new no smoking sandwich boards placed in the Urban Plaza.

Personnel Involved:
Susan Cyganiak and Bryant Haley.

Corrective Action:
The committee will continue to monitor the situation and make changes where necessary.

OHSA Complaint

Narrative:
OHSA has now received two complaints about the asbestos abatement in Science Building 2. The first complaint was tendered to Hoffman Construction, the contractor removing the asbestos.

Personnel Involved:
All of Safety Committee.

Corrective/Further Action:
Susan Cyganiak will continue working with Mark Fuji (Project Manager) to formulate a response and continuously monitor the situation.

State Oregon H1N1 – Hot Wash

Narrative:
Bryant Haley and Mary Beth Collins (Director of SHAC) attended the States review of H1N1 response.
Personnel Involved:

Bryant Haley

Corrective/Further Action:

Bryant will continue to work with Multnomah County Public Health to improve communication and subsequent plans.

Fire Marshall Inspections

Narrative:

Science Building 1 has had troubles with employees removing door closers. This is a violation of code and a waste of effort for facilities to install and re-install. Furthermore, the committee discussed the proper usage of Uninterrupted Power Supply (UPS).

Personnel Involved:

Susan Cyganiak

Corrective/Further Action:

Susan Cyganiak will look into the issue and report back to the committee.

Please submit changes to bhaley@pdx.edu
Sinnamon Tierney - Manager, Chemistry Department

Susan Cyganiak – Environmental Health & Safety (EH&S)

Todd Bauch - Assistant Director - Campus Recreation - Student Affairs

Employee Representatives

   Tom Bennett - Instrument Technician - Civil & Environmental Engineering

   David Fetter – Office of Information Technology (OIT)

   Eric Franklin – Supervisor – Material Services

Guests

   Jason Mitchell, Environmental Health and Safety

   Mark Gregory, Finance Administration

Issues from 2009 -2010 Committee

   Committee Makeup

   Narrative

   The Safety Committee is required to have equal representation of Union and Employer personnel.

   Issues

   The committee has had difficulty maintaining attendance from the appropriate appointed personnel.

   Corrective/Further Action:

   Bryant Haley will work with personnel to affirm dedicated candidates to the 2010-2011 committee.

   Smoking Policy
Narrative:

Smoking is not permitted within 25 feet of PSU buildings and the Urban Plaza was declared Smoke free starting January 1, 2010.

Issues:

Smokers often congregate outside entrances to highly trafficked buildings/walkways ignoring signage.

Corrective/Further Action:

Mark Gregory will work with Campus Public Safety and Facilities to find innovative solutions to address smoking issues. The committee will

Worker Safety Trainings

Narrative:

Various workers have approached the Safety Committee about Safety Training opportunities. This has included but not limited to: proper lifting techniques, stretching, equipment familiarization and equipment inspections.

Issues:

Funding and appropriate personnel to take on coordinating trainings.

Corrective/Further Action:

Safety Committee will strive to find trainings that are appropriate for events like the Administrative Briefing. See University Awareness below.

Inspections

Narrative:

OAR 437-001-0765 requires Safety Inspections be completed by the University. EH&S, AUX and FAP have been working with the Fire Marshal to meet code and use the Fire Inspections as a means to complete to campus wide inspections.

Issues:

Meeting codified requirements and working with the fire department on inspections requires coordination with building occupants and funding to adequately address infractions.
Corrective/Further Action:

The Committee must strive to provide more awareness of such Inspections and the value of meeting codified requirements. Any committee efforts will be in concert with Facilities and Planning's efforts.

Autodiscard

Narrative:

The Safety Committee Listserve this year was sent SPAM from several external groups. In response, the list was closed to external traffic so that SPAM could be filtered out.

Corrective/Further Action:

Susan will work with David to revamp the Safety Committee Listserve in a way that each message is setup in a ticketing system to track the progress of the issue.

University Awareness

Narrative:

The Safety Committee has been working upon increasing awareness of the services Safety Committee provides.

Issues:

Currently, the Safety Committee does not always receive full information on injuries. This information is important to HR because time loss, in certain situations, can be covered by insurance and workers can be assigned to other tasks thus avoiding time loss. The committee must update the Safety Committee website and enter it into the DRUPAL PSU web system. This upgrade will allow for the Safety Committees page to be more readily available to the general campus to disseminate information more effectively. The committee also discussed using a campaign of "Did it happen to you? And could it happen to someone else?"

Corrective/Further Action:

Susan will submit a request to OIT to migrate the current website over to the drupal system. The committee will also strive to provide information to pertinent campus committees groups, or meetings (Administrative Briefing, Benefits Fair, HRascals, etc).
August 2, 2010

Employer Representative

Bryant Haley - Emergency Management Coordinator, Emergency Management Unit (EMU)

Sinnamon Tierney - Manager, Chemistry Department

Susan Cyganiak – Environmental Health & Safety (EH&S)

Kristin Smith – Human Resources

Mark Russell – Auxiliary Services

Employee Representatives

Tom Bennett – Instrument Technician, Civil & Environmental Engineering

Lindsay Henderson - Biology Lab Preparator

Jason Mitchell – Environmental Health and Safety

Guests

Pat Powers – Environmental Health and Safety

Issues Discussed:

The following items were brought up or discussed during the meeting. Each item is presented with some background information (narrative), Personnel Involved (department/personnel responsible), and Corrective/Further Action (actions/recommendations made to address situation or problem)

Accident Review
Narrative:

Kristin Smith led the committee on a discussion of injuries that occurred during the month of March.

Personnel Involved:
All of the Safety Committee.

Goals For New Committee

Narrative:

The committee discussed creating several realistic goals for itself in the 2010-2011 year.

Personnel Involved:
All of the Safety Committee

Further Action:

3 Goals: 1.) Increase Campus Awareness of the Committee, 2.) Provide Informational Training on Incident Investigation, 3.) Conduct a drill to increase Safety Awareness

Elections

Narrative:

The committee must elect a Chair and Secretary every new fiscal year.

Personnel Involved:
All of Safety Committee

Corrective Action:

The committee came to consensus that Susan Cyganiak would become the 2010-2011 Chair and Sinnamon Tierney would fill the secretary position.

Smoking
Narrative:

The committee discussed that the Library will be removing the Book Bench, as it has attracted too many smokers. Furthermore, Facilities has installed more signage to alert the public of smoking restrictions.

Personnel Involved:

All of Safety Committee.

Corrective/Further Action:

The committee will continue to work with the greater community on next steps.

Harder House Violation

Narrative:

Harder House was tagged with a Fire Code violation

Personnel Involved:

Susan Cyganiak

Corrective/Further Action:

EH&S will work to correct the issues.

Committee Make-up

Narrative:

The Committee has continually had problems of attendance from classified staff.

Personnel Involved:

All of Safety Committee

Corrective/Further Action:

The committee will again ask housing to supply a classified worker to provide a perspective from the housing side of operations.
September 14, 2010

Attendees:

Employer Representatives

Bryant Haley - Emergency Management Unit (EMU)

Sinnamon Tierney - Manager, Chemistry Department

Susan Cyganiak – Environmental Health & Safety (EH&S)

Todd Bauch - Assistant Director - Campus Recreation - Student Affairs

Mark Russell - Auxiliary Services

Employee Representatives

Tom Bennett - Instrument Technician - Civil & Environmental Engineering

Jason Mitchell - Environmental Health & Safety (EH&S)

Eric Franklin – Supervisor – Material Services

Absent

Kristen Smith - Human Resources

David Fetter – Office of Information Technology (OIT)
Tom Hunt – Auxiliary Services
Lindsay Henderson – Biology

Guests
Pat Powers - Environmental Health & Safety (EH&S)

Agenda Items/Discussions

Review/Approve 7/13/10 Minutes — Approved by Committee

Accident Review (July & August) – Jason
1) Committee reviewed July & August injuries

Corrective/Further Action:
    Jason will follow up with Kristen from HR to learn outcomes from 7/7, 7/28 & 9/1 incidents.
    Susan will follow up with FAP/EH&S to make sure street lamps are secure in West Heating Plant (incident from 7/15)

Goal Setting – Susan
1) Increase Campus Awareness of the Safety Committee.

Corrective/Further Action:
Make a presentation at the Fall Admin Briefing – Sinnamon
Give presentations at other venues – Committee
Send out a campus-wide e-mail – Sinnamon (after materials/links updates)
Participate in Benefits Fair. – Committee-wide

Committee Member Responsible to Coordinate Actions: Sinnamon
2) Increase Campus Awareness of PSU's injury reporting procedure.

Cover the injury reporting procedure as part of campus awareness goal (above).

Corrective/Further Action:

Update the injury reporting instructions and mechanism on the web, so it is easy and more visible to employees.

Draft email from S. Comm (send to Mark)/send to HR (Cathy & Kristen) – Sinnamon

Committee Member Responsible to Coordinate Actions:  Mark & Jason

3) Participate in investigation of reported work-related injuries.

Discussion tabled until after we get injury procedures in place.

Possible Further Action: Tabled

Get training in how to investigate an injury.

Modify the injury reporting & investigation procedure to include Safety Committee's role.

Any committee business for the new fiscal year? – Susan

1) Review meeting procedures for upcoming 2010-11 year.

2) Meeting dates

Date       Start   End       Room
-------------------------------------------------
9/14/2010   1:00 PM 2:30 PM SMU 047A
10/12/2010  1:00 PM 2:30 PM SMU 323
11/9/2010   1:00 PM 2:30 PM SMU 323
12/14/2010  1:00 PM 2:30 PM SMU 323
1/11/2011   1:00 PM 2:30 PM SMU 323
3) Meeting notes will be distributed monthly, by Sinnamon (secretary)

Process for Injury Reporting & Investigation - Jason Mitchell

1) Discussed the process.

2) Discussed needed changes on the HR website to encourage supervisors/employees to report accidents.

Corrective/Further Action:

Sinnamon will send email to HR draft to Susan & Mark for review, after approved, send to Cathy L./HR to request injury reporting forms/links/content to be changed on HR website.

3) Also discussed participation by safety committee members to conduct investigations – tabled

Injury Reporting Process - Sinnamon

1) Discussion on possible places to disseminate/promote Safety Committee & Injury Reporting

Suggested Places:
October 12, 2010

Attendees:

Employer Representatives

Bryant Haley - Emergency Management Unit (EMU)

Sinnamon Tierney - Manager, Chemistry Department

David Hobbs – Facilities & Planning (FAP)

Todd Bauch - Assistant Director - Campus Recreation - Student Affairs

Kristen Smith - Human Resources

David Fetter – Office of Information Technology (OIT)

Employee Representatives

Tom Bennett - Instrument Technician - Civil & Environmental Engineering
Jason Mitchell - Environmental Health & Safety (EH&S)

Eric Franklin – Supervisor – Material Services

Absent

Mark Russell - Auxiliary Services

Tom Hunt – Auxiliary Services

Lindsay Henderson – Biology

Guests

Michael Soto - Director of Public Safety (CPSO)

Agenda Items/Discussions

EHS Announcements/Updates – David Hobbs,

1) Announcement that chair of the Safety Committee, Susan Cyganiak has stepped down from chair and is in the process of leaving PSU. David Hobbs (FAP) will take her place for the remainder of 2010-11.

2) Election of new Chair, Mark Russell, voted on and approved by the committee.

Review/Approve 9/14/10 Minutes — Approved by Committee

Accident Review (September) – Kristen

1) Committee reviewed September injuries

Corrective/Further Action: None @ this time

Increase Campus Awareness of the Safety Committee – Sinnamon
1) Committee Outreach Participate in Benefits Fair Oct. 13th – Kristen & Jason Make a presentation at the Fall Admin Briefing Oct. 25th – Sinnamon & Mark

2) Increase Campus Awareness of PSU’s injury reporting procedure. Update the injury reporting instructions and mechanism on the web, so it is easy and more visible to employees. Discussion on the Draft email from Safety Committee to send to HR Corrective/Further Action: Sinnamon will implement discussed changes and present them back to the committee for review.

Next Safety Committee Meeting – Sinnamon

November 9, 2010 from 1:00 PM - 2:30 PM in SMU 323

December 14, 2010 Attendees:

- Employer Representatives
  
  David Hobbs - Asst. Director, Facilities & Planning
  
  Bryant Haley - Emergency Management Coordinator, Emergency Management Unit (EMU)
  
  Mark Russell – Manager Smith Memorial Student Union - Auxiliary Services
  
  Todd Bauch – Assistant Director - Campus Recreation Student Development - Student Affairs

- Employee Representatives
  
  Tom Bennett – Instrument Technician Civil & Environmental Engineering
  
  Jason Mitchell – Industrial Hygienist Facilities

Issues Discussed:

The following items were brought up or discussed during the meeting. Each item is presented with some background information (narrative), Personnel Involved (department/personnel responsible), and Corrective Action (actions or recommendations made to address situation or problem)
Minutes Approved

- Narrative:

  The Committee approved the November meeting minutes.

- Personnel Involved:

  Safety Committee

Accident Review

- Narrative:

  The committee tabled reviewing the October/November accidents, as there was no Human Resources representative to provide the information.

- Personnel Involved:

  Safety Committee

Electronic Communications: Listserve & Drupal Website & Request Tracker

- Narrative:

  Discussed shared folders. Should we lockdown email listserves. Discussed upgrading safetycom website to make it easier to navigate. Could work with web forms & ticket tracker. Discussed new RT ticketing system that creates projects and assigns tasks to the safety committee. Sends emails about the request to specific users.

- Personnel Involved:

  All of safety committee.

- Corrective Action:

  The committee is working with David Fetter (Committee Member & OIT) to create a ticketing system to track safety concerns/requests.
Smoking

- Narrative:

  In October, Professor Niles Lehman sent the Safety Committee a complaint about smoking in front of Science Building 1 & 2. He didn’t realize he was invited to attend the meeting.

- Personnel Involved:

  All of Safety Committee.

- Corrective Action:

  Sinnamon will follow-up with Professor Lehman to see if he wants to attend.

Attendance/Proxies

- Narrative:

  Committee members must send a proxy to Committee Meetings when they will be absent.

- Personnel Involved:

  All of Safety Committee

- Corrective Action:

  Committee members will be reminded to appoint proxies.

Injury Report Form & HR Links Updated

- Narrative:

  Tabled this discussion