FACILITIES AND CONSTRUCTION SAFETY
COMMITTEE MEETING
July 12, 2016 at 7:30 am

<table>
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<th>Representatives</th>
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<tr>
<td>Karen Barnack</td>
<td>✓</td>
<td>Jay Cunningham</td>
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<td>Facilities &amp; Construction Safety Manager, EHS</td>
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<td>Building Maintenance</td>
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<td>Peter Stuart Ward</td>
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<td>Brady Ostergren</td>
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<td>CPSO</td>
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<td>Carpenter, FPM</td>
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<td>James Muir</td>
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<td>Vacant</td>
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<td>Zone Maintenance, FPM</td>
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<td>Electrical, FPM</td>
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<td>Jim Carney</td>
<td>✓</td>
<td>Leslie Walters</td>
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<td>Housing Maintenance, FPM</td>
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<td>Grounds, FPM</td>
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<td>Bob Delay</td>
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<td>Russ Ranard</td>
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<td>Systems</td>
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<td>Materials Management</td>
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<td>Gail Hamilton</td>
<td>✓</td>
<td>Anatoliy Petriyenko</td>
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<td>Trades and Construction Supervisor, CPC</td>
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<td>Steve Rounds</td>
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<td>Assistant Director, CPC</td>
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Ad hoc Attendees:
Raychel O’Hare Student Worker, Environmental Health & Safety
Julie Weissbuch Allina Director of Health Promotion, SHAC

AGENDA

Roll Call and Review May Minutes

- Introductions
- Minutes sent out for review prior to meeting
- Group acknowledges that minutes have been reviewed and need no changes.

Review of May Action Items

- Karen – Facilities and Construction injury charts are a work in progress. Rather than going back and adding Jill’s injury records from last year, Karen decided to put together a 6-month injury summary for 2016. This will be presented at the next meeting.
- Please continue to spread word around to your crew members to update their emergency information online in Banweb.
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- Karen – June inspection and new safety committee member training have both occurred. During future inspections, we will make sure new people are paired up with previous members.
- Karen – To include photos in AiM work order for safety concerns– attach photo to an e-mail and reference the work request number in the subject line. Work order center will add the photo to the work order.

**SHAC Smoke and Tobacco Free Campus Policy**

- Julie Weissbuch Allina, Director of Health Promotion at SHAC, was introduced to the committee. She is a guest speaker who has come to discuss the Smoke and Tobacco Free Campus Policy with the group.
  - For new members, this has come up at multiple previous meetings and campus beautification events and that is why Julie has been invited to talk about the policy
- Smoke and Tobacco Free Campus Policy:
  - No smoking and tobacco use on campus (public and private space), including the Park Blocks (agreement with the City)
  - The policy is intended to be community enforced with individuals empowered to ask others to stop smoking and share in educating the PSU community
  - CPSO is not enforcing although they do work with SHAC – they can intervene if someone is being belligerent when asked not to smoke, the policy is not designed to have a fee or fines associated with it.
  - Human Resources and Student Conduct will be involved when needed
- Email tfu@pdx.edu to report areas that have been identified as hot spots for tobacco use.
- Tobacco Ambassador Program – hoping to start this volunteer program again in the fall, it kicked off this past year to collect data and do outreach.
- The policy is included in the orientation process for new students.
- There will not be identified areas on campus for smoking because it negates the policy – research shows smokers won’t stay in the area (smells), but more importantly the campus supports a healthy environment for everyone and supports an across the board no smoking policy
- Policy is not enforced on sidewalks because it is city property.
- The State policy on smoking says it must be 10 feet away from air intakes, open windows, doors, etc. They are working to get funding to have current 25 foot signs changed to reflect this.
- Karen - For clarification, safety committee members are not being asked to enforce this policy. As an individual in the PSU community, you are empowered
to ask others to stop smoking and educate them on the policy, if you choose to do so.

- It would be helpful information for Julie to have the following information tracked: time spent cleaning up cigarette butts and fires started by cigarettes.
- Leslie will talk to Steve Billings and John Ladu about tracking time and hot spots, and ask Steve to contact Julie to continue the discussion.
- Julie passed out pamphlets: Understanding the Policy, Campus Map/poster, and business cards.

Recent Incidents/Injuries

- Foot injury
  - A mail cart was located too close to the loading dock door and was lifted up with the door. When it slipped off of the door, it landed on the individual’s foot.
  - No medical attention was sought.
  - No steel toed boots at the time, but they have been recommended for specific aspects of the individual’s job.
  - Tape has been applied to the area near the door to indicate the area to keep clear.
  - Other loading dock doors to check: WHP, CLSB, SRTC, iSTAR, Urban, Ondine, Smith

- Arm injury
  - Individual was tossing canned light fixtures into the dumpsters at Landscaping Yard when one hit the edge just right and jarred the whole arm – strain to the arm and shoulder.
  - Better access to bins would be ergonomically beneficial, better usage protocol (people have been seen smashing items in and outside of dumpsters), and better clearance around the dumpster and/or lower the bins to make it easier to unload.

June Inspection – Landscape Yard

- Issues identified included: multiple trip hazards, unmarked drop-off near bins, fire extinguisher issues, no exit signs, flammable storage insufficient, no eyewash station, old PPE needed to be thrown out, hand rail loose, staff not up to date on training, shelves need securing, overhead hazards, blocked electrical panel, diesel storage questions.
- Many comments and questions not common to safety inspections, but all were good concerns.
Karen needs to condense inspection feedback and pass on to Steve Billings and John Ladu to address.

Safety Concerns/Discussions/Announcements

- Bob shared a concern about students cleaning fan rooms and possible asbestos exposure/lack of asbestos awareness training.
  - He shared a photo of damaged steam pipe insulation.
  - When he sees this he calls Ruben, but he is concerned that students may not know what to do and what to look for; he suggested a staff member go with them to check area first.
  - This picture has been provided to Ruben.
  - Ruben is responsive and follows up on issues.
  - Karen recommends that all crews identify PPE and discuss jobs with student workers before any work starts.
  - If it’s marked asbestos, it means don’t mess with it. If it’s damaged, then leave it alone and call Ruben.
  - There has been previous discussion at this safety committee – making sure whomever (CPC, Ruben, contractor) is in charge of an abatement project that they make sure the abatement area is clean and cleared before opened for use.
- Bob also shared a concern about how abatement contractors are conducting work – seen walking in and out of clean room area in street clothes
- Bob - Wood stairs on NH roof and other areas around campus are beginning to weather and crack.
  - It is recommended that staff put in work orders when they see areas of concern

Action Items

- Leslie - Will talk to Steve and John about tracking time for cigarette butt removal and hot spots, and ask Steve to contact Julie to continue the discussion.
- All - Email tfu@pdx.edu to report areas that have been identified as hot spots for tobacco use.
- Karen – Put together a 6-month injury summary for 2016 to present at the next meeting.
- Karen – Check other loading dock doors to identify other areas that may require clearance tape: WHP, CLSB, SRTC, iSTAR, Urban, Ondine, Smith
- Karen – Follow up on dumpster access concerns at the Landscape Yard
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- Karen – Condense landscape yard inspection feedback and pass on to Steve and John to address
- Karen – Follow up on student asbestos awareness training and exposure concerns
- Karen – Follow up on contractor asbestos clean room concerns

Meeting Adjourned 8:42 am

Next meeting: August 9th, 2016 at 7:30 am