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

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Present?</th>
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<tbody>
<tr>
<td>Karen Barnack</td>
<td>✓</td>
<td>Carey Gibbar</td>
<td>✓</td>
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<tr>
<td>Facilities &amp; Construction Safety Manager, EHS</td>
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<td>FPM, Trades Maintenance Coordinator</td>
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<tr>
<td>Jim Carney</td>
<td>✓</td>
<td>Steve Rounds</td>
<td>✓</td>
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<tr>
<td>FPM, Housing Maintenance</td>
<td></td>
<td>Assistant Director, CPC</td>
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<td>Patrick Kennedy</td>
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<td>Russ Ranard</td>
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<td>FPM, Plumber</td>
<td></td>
<td>Materials Management</td>
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<tr>
<td>Suzan Wilson</td>
<td>✓</td>
<td>Michael Layman</td>
<td>✓</td>
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<td>FPM, Landscaping</td>
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<td>CPC, Carpenter</td>
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<tr>
<td>James Muir</td>
<td>✓</td>
<td>Cary Morris</td>
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<td>FPM, Zone Maintenance</td>
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<td>FPM, Systems Supervisor</td>
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<td>Mark Thomas</td>
<td>✓</td>
<td>Jeff Farrell</td>
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<td>FPM, Electrical</td>
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<td>PHC Safety Officer</td>
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<tr>
<td>Gail Hamilton</td>
<td>✓</td>
<td>Anatoliy Petriyenko</td>
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<tr>
<td>CPC, Trades and Construction Supervisor</td>
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<td>PHC</td>
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<td>David Troppe</td>
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<td>CPSO</td>
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Ad hoc Attendees:

Raychel O’Hare
Student Worker, Environmental Health & Safety

Issues Discussed:

Review November Minutes

- Approved with one minor change.
- Karen posts the meeting minutes on the bulletin board by the elevator on the first floor. Minutes are also posted to the EHS website. Suggestion from committee to post highly visible graphic on bulletin board for “Safety Committee.” Karen to make this change.
- Discussion about how safety committee information is shared with crews in other areas. Are there safety bulletin boards in all shop areas?
  - Landscape trailer and Montgomery shop have white boards where minutes can be posted.

Review of November Action Items
FACILITIES AND CONSTRUCTION SAFETY COMMITTEE MEETING
JANUARY 12, 2016 at 7:30 am

- Gail - Running boards are here, but need a bracket to install. Will be getting a second set of running boards.
- SRTC lift gate – Karen to email Cary and ask for an update.
- Key has been replaced for SRTC lift gate.
- EHS posted a holiday message in the Currently.
- Heather contacted the Disability Resource Center to see if they can attend the February Meeting.
- Heather & Karen talked to Rick about a smaller scale boom lift for light poles, Simon Benson House, other options
  - Rick will look into this. Aaron made a similar request, per Laurel.
- EHS following up on dust levels and ventilation in Shattuck Hall plaster room
  - Tim tested and it was found to be below OSHA permissible exposure limits.
  - Users are wearing dust masks while mixing plaster.
  - Art department will continue discussions, including improved housekeeping.
  - Committee comment to check the Shattuck HVAC system to make sure it is not pulling dust into the return air. Possibly place a filter on the return air.
- Electrical panel latch
  - Karen put in work order and talked to Viron. He says to put in work orders as you find broken latches and panel doors with missing locks.
- SRTC bike in 121 - hanging from sprinkler line
  - The bike has been taken down, and Scott couldn't find anything that said bikes couldn't be in a state building.
- Karen to evaluate tripping hazard by hot dog cart near library.
- Scott provided hazard ID training at Gail's crew meeting.

Recent Accidents

- Reminder that accident forms need to be sent to Human Resources, with a copy to Karen.
- Repetitive injury, right elbow from using shovel to remove ice on sidewalks.
  - Committee discussion about ice removal and inclement weather response.
    - The problem was the ice - sprinkle de-icer and then come back around and remove. This ice was particularly tough and thick.
    - Do we have ergonomic shovels? (Can shift hand position in the center.)
With the ice, a different type of shovel may have worked better.

Take breaks to warm up/stretch. Stretch before starting.

In the past, there was a snow captain who would organize a meeting and tell people what to do, but this time there was no one around; people just grabbed shovels and took off.

Karen said that at Reed College they had a color-coded priority map of areas to clear.

Another idea was to designate specific people per building to lay down de-icer the night before and then removal will be easier the next day (unless it rains, which would wash it away).

Campus also waited a long time to close, so people were already on campus.

Karen will share committee discussion with Rick, Cary, and John to assist with future planning.

- Finger cut when installing saw blade. Minor first aid.
  - Brand new blade, very sharp.
  - Unsure if person was wearing gloves when changing the blade. Sometimes gloves can get in the way and it takes longer, but it can be done.
  - Supervisor to discuss with crew about wearing gloves when changing saw blades.

- Student worker observing how to use razor blade scraper – near miss.
  - Blade broke and could have hit student in the eye.
  - Not wearing safety glasses.
  - Need to have discussion with students before leaving for job site to identify what kind of PPE they will need for the job. Should always have safety glasses with them.
  - PPE also applies to those observing and walking through work areas.
  - Visitor safety glasses are now available in the storeroom; can be worn over prescription glasses.

- SMSU - contractor cut through conduit - near miss, no one hurt
  - Poor communication between contractor and subcontractor that used the GPR machine regarding scope of work/utilities to be identified.
  - Karen met with Cary's group for an incident review. Discussion included:
    - Ensure GPR is included in contractor's scope of work.
    - Ensure person is qualified to operate equipment (person had 3 months training, and 3 months on her own).
    - Improved oversight by PSU regarding scope of work and verification.
Develop a GPR checklist to go along with pre-task plan and/or an SOP.
- Check for post-tensioned rods.
- Check as-builts.
- When in doubt, score cut and chip.
- Consider identifying an independent GPR contractor.
  - After the event - Marc had the circuit locked out, area taped/blocked off, so things went well on our end to prevent potential exposure.

**Inspection Summary Discussion**

- Carpentry Shop in USB inspected in December
  - 10 people participated
  - Helpful to note specific locations on inspection form – bring a map
- There were a lot of people on the inspection last month.
  - It made it hard to keep people together as an inspection group.
  - Need to keep people safe in the shop.
  - Should we split up and do different buildings or areas? How comfortable are people? There can be a bit of a learning curve as to what is important, what to look for, etc. Further discussion at future meeting.
- Inspection findings included:
  - Gail putting together a list of hazardous materials from the paint and carpentry shop. Students made a list of items in the flammable cabinet and sent it to Ruben.
  - Emergency lighting needed.
  - Some exits need to be labelled.
  - Flammable items need to be stored in flammables cabinet.
  - Some hazardous materials need to be labeled.
  - Appeared eye wash was being used for cleaning or drying of paint brushes.
  - Sign to be posted outside shop for safety glasses, and safety glasses station to be mounted outside door.
  - Crack in shield on bench grinder.
  - Work rest on bench grinder needs to be adjusted to 1/8” between work rest and wheel for OSHA standard
  - Compressed air - Karen looked into regulations further and made note on the inspection form.
    - Compressed air should have nozzle that adjusts pressure to be under 30 psi for cleaning purposes.
    - One of the gauges is not working and needs to be fixed. Additional gauges are also needed.
    - Compressed air piping system should be labelled.
Karen will talk to Viron and Rick about addressing other locations around campus which may have similar issues.

Other Safety Issues

- 3rd floor robbery last week - be careful and on the look out
- Someone was found sleeping in a locked mechanical room in library east at 7am the other week.
- To be continued next month. Keeping meetings to one hour.
- Please stop by and see Karen if you have any safety issues you need to discuss before next month's meeting.

Action Items

- Suggestion from committee to post highly visible graphic on bulletin board for “Safety Committee.” Karen to make this change.
- Gail – update on running boards.
- SRTC lift gate – Karen to email Cary and ask for an update at the next meeting
- Heather – Disability Resource Center attendance at future meeting.
- Shattuck Hall plaster room - Committee comment to check the HVAC system to make sure it is not pulling dust into the return air. Possibly place a filter on the return air.
- Karen to evaluate tripping hazard by hot dog cart near library.
- Karen will share committee discussion with Rick, Cary, and John to assist with future inclement weather planning.
- Develop a GPR checklist to go along with pre-task plan and/or an SOP.
- Further discussion about inspection process before next inspection.
- Carpentry Shop inspection findings and corrective actions will be tracked through work orders.
- Karen will talk to Viron and Rick about addressing other locations around campus which may have similar issues with compressed air systems.

Meeting Adjourned 8:30 am

Next meeting is February 9, 2016 at 7:30