Meeting Called to Order at 7:35am

**Attendees:**

- Patrick Kennedy – Plumber
- Jill Jones – Facilities and Construction Safety Officer
- Suzan Wilson - Landscaping
- Steve Rounds - CPC
- Cary Morris – Systems Supervisor
- Carey Gibbar – Trades Maintenance Coordinator
- James Muir – Zone Maintenance
- David Troppe – CPSO
- Michael Layman – Carpenter
- Mark Thomas – Electrical
- Kate Vance – Senior Project Manager

**Absentees:**

- Gail Hamilton – Trades and Construction Supervisor
- Jeff Farrell – PHC Safety Officer
- Anatoliy Petriyenko - PHC
- Russ Ranard – Materials Management

**Issues Discussed:**

**Introductions and Review of Minutes**
- The committee approved the April 2015 Minutes.

**Vehicle Training/Campus Driving:**
- The draft is being reviewed, at this time it is a guideline scenario but may still turn into a program (more to follow).

**Update on Safety (Incentive) Recognition Program**
- First token of appreciation to be handed out at the “Safety Break for Oregon” May 12th

**Unsafe Roof Project Report:**
- Still continuing forward: the West Heating Plant new roof project is out for bid and will include fall issues.
Update Confined Spaces:
- There is a draft into the EHS Director
- Report Campus Safety Committee: no report
- Next meeting is tomorrow, Carey will have a report next time

Audit:
- Millar Basement – There has recently been a new fire pump installed, so this would be a good place to inspect.
- The inspection will be ~ Late May - mid June
- Preference is for before Memorial Day – Tuesday/Wednesday, 1 hour at most

SRTC Head knocker:
- This was reported last month.
- Jill checked in with Facilities and will put in a work order to paint yellow stripes from the sign down to the concrete edge on both sides.
- Rick Viane has approved the idea and it is in the works

Food Cart Issues:
- The policy is still in draft but we can invite Lynda for next month to discuss.
- The propane truck was seen yesterday morning about 8/8:30am
  - The propane guy was at the fish cart without the fish cart people, only there about 5 minutes

Parking in USB by Stores:
- Followed up with Richard and walked the area,
  - Within 2 weeks the area started shaping up
  - Jill will monitor it monthly to make sure it is staying tidy
- Bottle of glycerin by piles
  - Jill will ask Tim Wright to check on it.

Other Items
- Community communication about upcoming projects
  - CPC just informed the registration/orientation office who does the Freshman Orientations and walk-about. They will have a list of the projects and where they are. Jill will also be getting with the Group Leaders again this year.
  - The campus Welcome Center (Tours) office came to CPC meeting for updates
  - Jill will go to tour guide training and talk about campus safety during projects.
  - Ron has talked to Viron about communicating with tour office as well
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COMMITTEE MEETING
May 12, 2015 at 7:30 am

Comments:
• RE: Campus Projects
  o Steve has talked to crew about differentiation in sites – please bring any
    issues to Jill or Steve so they can be fixed
  o Jill may have project dates by next meeting
  o Skansa – ASRC remodel and School of Business
  o Fortis – PSC
  o Mckinstry – FAB chiller project
  o Alliant – UCB small project
• Reminder: Safety Break for Oregon tomorrow from 11 to 1pm, pizzas ordered
  at 11 and 11:30ish!

NEW BUSINESS
• Tool Box Topics: Any ideas?
  o Topics that they would like to be taken to everybody? Let Jill know or
    email her.
  o The target audience is the crews

June Meeting:
• Need to move either the week prior June 2nd or a week later the 16th, conflict
  w/classes
• Will be on the 16th by group decision

SRTC Loading Dock:
• The lift doesn’t always get put back up and is a tripping hazard
• Problem – the loading dock isn’t managed by anyone
• Ideas – a highly visible walkway in yellow paint or outline/paint the lift area
• There is currently a sign (on the dock and inside the door) that will be
  replaced with a larger sign that Jill has created
• Feedback –
  o Some people like the pole/chain and paint
  o Others feel like it will be left around and create more of a hazard (if they
    can’t put up the lift, they won’t put up the pole)
  o Full rail system for loading dock (at USB for Farhad as well) and dock
    manager
  o Some don’t think that the paint is nearly enough (consequences are too
    serious) – maybe a gate?
  o Is there an electrical option that would return it automatically?
    • talk to the manufacturer about options
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- First, the easiest option could be to install bollard/stanchion and chain in front of it, or paint and tape
- Can’t block the edges because sometimes it is used for larger items than the size of the lift

REVIEW Accidents/Injuries/Near Misses:

Near Misses/Incident/Injuries:
- None reported to Jill
- Vanguard used to have a CPSO report included, but there hasn’t been one lately.
  - David says that CPSO publishes a report online
  - Pat is going to look into it with Vanguard

Other:
- New SAIF representative, Dawn, is going to be coming in for visit
  - Her background is in “return to work”
- Jill has given her information on what group is interested in – statistics, etc.
- Side note: We have been told that as a university, our injuries have gone down (staff, students, faculty, etc. are not separated – would be nice to see the breakdown)

New Business:
- Ruben has been talking about new policy for boom and scissor lifts – new spotter rules? Ruben says they are now supposed to have 2 spotters that are trained. Currently just mainly using students without training
  - Jill will talk to Ruben, but it’s a good idea for the spotter to be trained.
  - Perhaps get everyone trained in spotting, so there’s a larger pool to draw from?
- Kate – does Jill go to student orientation?
  - No, just orientation leaders training.
  - Please mention SBA (summer) and PSC (winter quarter) projects, especially fencing
  - Jill can talk to Kate and Ron about problem issues they would like addressed
  - Jill likes hard barricading vs tape around projects, so people know when they enter a work area (ie walk into the barricade)
- Kate – TAPS, campus planning, and the city have a list of problem spots around campus they are trying to get addressed.
  - PSU has tried to include lights, crossings, etc. in building projects, but they are never approved
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- Jill has been told that statistically many spots on campus aren’t enough of a problem
- Sometimes it’s an issue of things the city should be paying for vs PSU

- Changing of committee members - it has been six months and time for some member of the committee to rotate out
  - Kate will need to leave – she’s in charge of the PSC project
  - Mark, Mike, and Pat – talk to supervisors about if they want you to continue or if they have a recommendation
  - Others?

- CPSO Announcements
  - Things have been quiet, although there is a little more action with the nice weather
  - May Day didn’t cause much action, and the protest moved off campus quickly
  - Graffiti reporting?
    - Call CPSO dispatch when it is found and they will try to have it photographed before it is cleaned up
    - There is not a great system for keeping track of things – there is a graffiti officer that works with Portland Police Graffiti Taskforce to compare to other graffiti found
    - Best thing to do is to take a picture with time and date and send to dispatch, but they can only find people if they start posting their work online
  - Jill will add CPSO to the agenda

- Kate would like to have agenda item added for next month
  - Marijuana laws are changing - how does that affect contractors, housing policy, etc. No discussions going on right now.

- Where are we on our non-smoking campus policy? There hasn’t been anything seen yet.
  - This policy is not really enforceable – PSU may say CPSO has to enforce it and then something will have to be worked out
  - Takes effect in September – city parks too

Action Items:
- Campus Safety Committee Report – Carey
- Invite Lynda to discuss the food cart policy
- Parking by USB Stores – Jill will monitor the area to keep clean and ask Tim Wright about bottle of glycerin
- Any campus projects updates – Jill
- Email Jill with Toolbox Topics ideas – all
Talk to the manufacturer of the SRTC lift about safety options, such as automatic replacement
Status of CPSO reports being included in the Vanguard – Pat
Discuss new boom spotter policy with Ruben - Jill
Talk to Kate and Ron about campus safety issues they would like addressed at student orientation leader training
Kate (definitely), Mark, Mike, and Pat will potentially be rotating out of safety committee. Please talk to supervisors about staying or recommending other staff
Request to add agenda item - Marijuana laws are changing - how does that affect contractors, housing policy
Add CPSO updates to agenda - Jill

Meeting Adjourned: 8:37am