FACILITIES AND CONSTRUCTION SAFETY COMMITTEE MEETING June 16, 2015 at 7:30 am

Meeting Called to Order at 7:37am

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
- Michael Layman – Carpenter
- Mark Thomas – Electrical
- Kate Vance – Senior Project Manager
- Gail Hamilton – Trades and Construction Supervisor
- Dawn Jacobs – SAIF Safety Consultant
- Heather Randol – EHS Director

Absentees:

- Jeff Farrell – PHC Safety Officer
- Anatoliy Petriyenko - PHC
- Russ Ranard – Materials Management
- David Troppe – CPSO

Issues Discussed:

Introduction and Review of Minutes
- The May Minutes will be tabled until next month since they were not sent out prior to the meeting to allow members to review them.

Vehicle Training/Campus Driving:
- Risk Management has placed Heather and Scott (EHS) is charge of golf cart, large vehicle, and general safe driving policies.
- Heather will post everything on the website when ready and Don J. will add the insurance piece.
- Carey, Steve, Gail, and James would be interested in reviewing copies of the policies and giving feedback.
- Would make a good toolbox topic when completed.

Update on Safety (Incentive) Recognition Program
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- Only 3 entries received – remind teams!  
- Jill will ask Anita to send out a reminder.

**Unsafe Roof Project Report:**  
- Francis has given Jill a spreadsheet with info – fall protection is now engineered into WHP  
- A pre-engineered railing has been found to add to the roof of buildings that need it  
- Other buildings (CH, MLR, ½ EB, NB, ½ SB1) will have fall protection engineered  
- Other roofs to follow

**Update Confined Spaces:**  
- Heather has the latest update and supervisors will have it for approval by the end of the month  
- Hopefully there will be training in August/September

**Report Campus Safety Committee:**  
- 1 recorded accident (HGCD employee)  
- Lift training discussion  
- LH scene shop follow-up inspection – needs signs and a few things put into the flam cabinet  
- Next inspection – Ondine or SMSU kitchen  
- The annual report is being drafted  
- $7000 for CPR training left in budget  
- The HR representative is leaving and Keri Gilbreth is taking her place

**Audit:**  
- Need an audit before fall classes start – late August? Send Jill dates that are good  
- James’ shop in SMSU – a date will be set in July

**SRTC Head knocker:**  
- This has been painted and the work order was closed as of 6/4

**Food Cart Issues:**  
- Lynda is not present at this meeting due to there not being many answers on this subject yet.  
- Hopefully there will be more information in July

**Parking in USB by Stores:**  
- No updates – has been maintained
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SRTC Loading Dock:
• Cary will take on the loading dock project
• There is concern over if the lift is working correctly – why doesn’t it come up all the way

NEW BUSINESS
• Tool Box Topics: Any ideas?
  o Jill will work with Dawn (Saif)
  o Bring any ideas next time or email Jill
  o Is there a list of existing topics that can be sent out so people know what has been done?

CPSO:
• As of 7/1 there will be 4 sworn officers on campus

Project Update:
• 8/1 groundbreaking of SBA project (Mark Fuji PM)
• Jill did orientation guide training and addressed projects on campus
• Jill will ask about the street and skybridge closures (if any)
• Starting this weekend, Skanska working on the ASRC update – see remodel schedule on Rec Center website
• PSC starts in January
• There will be a crane lift for the FAB chiller
• Keep an eye out for breaches in construction areas and let Steve know.

REVIEW Accidents/Injuries/Near Misses:

Near Misses/Incident/ Injuries:
• Cary brought up an issue of using the shop vac to clean the cooling tower. The person lowering the vacuum from the tower strained their back

Guest: Dawn Jacobs, SAIF Safety Consultant
• Was previously a claims adjustor and wanted to get on the preventative side of things.
• See handouts of statistics
• The data cannot be broke down by department, because it is not reported that way, but does reflect PSU for the last five years.
• Student workers injuries need some work.
• Paid loss is the percentage of the pot that has already been paid (for a claim), and incurred loss is the amount paid over the life of the claim.
Q: Is it ok if someone gets hurt and then says they are ok and don’t want to file?
  o A: Yes, but it is recommended that the supervisor writes an incident report for records so there aren’t issues later if a claim is filed. A claim can be withdrawn after it has been filed

Q: How do we compare, our numbers seem high?
  o A: There is only UO to compare to in the system. UO has a higher number of claims and stronger filing.

Dawn is available to do trainings, walk-throughs, and toolbox trainings
Gail would be interested in lift training for new students, especially strengthen and lengthen

Safety Tool Handout – 1 copy, perhaps could be scanned
Trainings could be organized for supervisors first before offering to staff
Dawn, Jill and Heather will be meeting and will discuss trainings
Dawn can be contacted with questions at dawjac@saif.com

Team Member Changes:
- Susan and Carey will be staying on the committee
- This is Kate’s last meeting – Steve will replace her
- Pat and Mark say that they will also be staying

Action Items:
- Jill to send copies of vehicle policies to Carey, Steve, Gail, and James for review and feedback
- Remind teams to submit Viking Safety Crew nominations
- Jill to ask Anita to send Viking Safety Crew reminder in morning announcements
- Jill to follow up with Lynda about any updates to food cart policy
- Remind committee members to send toolbox topics ideas in or bring to the meeting
- Jill will send out a list of existing toolbox topics so people know what has already been done
- Jill will follow up on potential street and skybridge closures during SBA construction
- Gail is interested in getting lift training (strengthen and lengthen) for student employees
- Jill to scan and send out Safety Tool Handout – put on agenda to discuss as a group where we want to be and how we get there.

Meeting Adjourned: 8:34 am