AGENDA

Roll Call and Review October Minutes

- Minutes sent out by e-mail to committee members, no changes
- Alex Sanchez – New committee member introductions
  - General Telecom student worker overview
    - Mostly phone operators, occasional field work hauling boxes
  - Telecom student worker incident follow up – went to SHAC and got redirected to Good Samaritan Hospital
- Peter – Millar Library push/shove assault overview, presence of gun claimed but none found
- Leslie – Kudos to Leslie for taking preventive measures when passing a contractor’s unsafe tree cutting procedure
  - They did not follow their submitted safety pre–task plan
FACILITIES AND CONSTRUCTION SAFETY
COMMITTEE MEETING
November 8, 2016 at 7:30 am

Review of October Action Items

- Karen – Follow up with Jon Davis on fire protocol to address small smoldering fires
- Gail – Provide Karen a copy of vehicle accident report
- Karen – Reviewing dumpster access and will continue to assess safety concerns.
  o Upcoming Materials Management meeting on November 18\textsuperscript{th} to discuss dumpster safety procedures
  o Upcoming Landscape yard meeting November 28\textsuperscript{th} to discuss dumpster placement/layout
- Karen – Contact Alex Sanchez regarding personal protective equipment for Telecom, and discuss if Telecom would like to attend safety committee meeting.
  o Contacted Alex, and he will be attending safety committee meetings
  o Telecom employees have PPE and steel toed shoes. They will wear required PPE on in-house construction sites and contractor sites.
- Karen – Job hazard analysis sheet and procedures in process for glass disposal.
- Karen – Looking into personal protective equipment safety policy expansion from CPC and FPM to include other PSU departments.
  o Past discussions with HR about making PPE policy FADM-wide. Will be pursued further after HR has a new VP.
- Karen – Follow up with Cary Morris on unreported KMC incident involving subcontractor.
  o Followed up with Skanska and subcontractor. A bypass has been added for the heat recovery chiller.

Recent Incidents/Injuries

- Student Worker moving large desk dropped the desk on their toe while maneuvering the desk out of the elevator. Too heavy for one person, improperly positioned load and equipment, felt the need to rush off the elevator because of a person waiting to get on.
  o Corrective actions: Pre-plan for moving large objects, decide whether it is a two-person job, position load carefully and correctly, no need to rush, use appropriate moving equipment
  o All movers need steel toed shoes
- First Aid - PSU worker was untightening bolts on automatic door mechanism when a spring released and cut their finger.
  o No previous experience or training on this specific door mechanism
  o Manufacturer no longer in business
  o Corrective actions: Research on-line and ask lock shop staff to find out more about equipment before starting work. Add information to asset tag for automatic door opener.
FACILITIES AND CONSTRUCTION SAFETY
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Up Coming Inspection

- Ideas:
  - Cramer sub-basement
  - SRTC B3
  - iSTAR space check in January
  - Lincoln Hall set shop
  - MCB shop

Safety Concerns/Discussions/Announcements

Draft JHA (job hazard analysis) for safer dumpster procedures:

- Karen – Reviewed draft with committee
- Leslie – Workers trained for Bobcat heavy load disposal
- Forklift operations better done in the early morning if used for dumpsters
- Sturdy cardboard pallets currently used for electronic waste, suggestion to designate one for metal receptacle, use forklift to eliminate injuries from heavy lifting
- Gail – Glass can go in dumpsters, does not have to be wrapped, digging around in dumpster is not safe in case of glass exposure
- Small window replacement glass pieces are currently wrapped in cardboard boxes and placed in a dumpster
- Karen to forward draft onto committee for further review

Homeless camping site:

- Peter – SW 13th/Montgomery. Suspicious behavior – Email Peter
- Human waste/sharps hazard in alcove by SW corner of PS3
  - Leslie, Tim, and Susan removing bushes and potentially contaminated dirt
  - Possible human deterrents for the alcove – Bring in fence, place large rocks etc.
  - PS3 project will be extending the fence to the sidewalk, eliminating most of the alcove

Review draft Vehicle Safety policy:

- Karen will forward draft policy to safety committee members for review

Medical treatment for work related injuries and illnesses:

- Information found on HR website under workers compensation benefits. Karen has asked for a link from EHS website
Powder actuated tools:
  - Brady – Asked if there is an OSHA requirement for powder actuated tool certification.
  - Karen to research what is required.

**Action Items**

- Gail – Provide Karen a copy of vehicle accident report.
- Jon – Create fire protocol to address small smoldering fires.
- Karen – Discuss dumpster disposal practices at Materials Management crew meeting
- Karen – Job hazard analysis sheet and procedures for glass disposal - update
- Karen – Forward JHA and safer dumpster procedures to safety committee members for further review
- Karen – Follow up with Joe for after hour dumpster access by PHC
- Karen – Send link to vehicle safety policy draft for questions/comments
  - Send Heather comments/questions
- Karen – Look into Google doc share link for upcoming committee agenda and sharing other documents with safety committee
- Karen – Research what is required for powder actuated tool training.

**Meeting Adjourned 8:34 a.m.**

**Next meeting: Inspections December 13th, 2016 at 7:30 am**