## FACILITIES AND CONSTRUCTION SAFETY
### COMMITTEE MEETING
June 13, 2017 at 7:30 am

<table>
<thead>
<tr>
<th>Representatives</th>
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<tbody>
<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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<tr>
<td>Chris Tinnin</td>
<td>✓</td>
<td>Brady Ostergrn</td>
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<td>Project Manager, CPC</td>
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<td>Carpenter, FPM</td>
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<tr>
<td>Alex Sanchez</td>
<td>✓</td>
<td>Mark Thomas</td>
<td>✓</td>
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<td>Telecom Associate Director</td>
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<td>Electrical, FPM</td>
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<tr>
<td>Jim Carney</td>
<td>✓</td>
<td>Leslie Walters</td>
<td>✓</td>
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<td>Housing Maintenance, FPM</td>
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<td>Grounds, FPM</td>
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<tr>
<td>John Malmberg</td>
<td>✓</td>
<td>Edward Reed</td>
<td>✓</td>
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<td>Systems, FPM</td>
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<td>Materials Management</td>
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<tr>
<td>Gail Hamilton</td>
<td>✓</td>
<td>Anatoliy Petriyenko</td>
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<tr>
<td>Trades and Construction Supervisor, CPC</td>
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<td>Relay</td>
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**Ad hoc Attendees:**

- Gabrielle Cooper, Environmental Health & Safety
- Jon Davis, Environmental Health & Safety
- Karen Powell, FPM Director
- Cavan Telford, FPM

### AGENDA

#### Roll Call and Review May Minutes

- New Members:
  - Chris Tinnin: Project Manager, CPC
  - John Malmberg: Systems Maintenance Crew, FPM
- Suggested mission statement/purpose/charter for committee – discuss at next meeting
- Safety committee new member training needed: Chris, John, Alex, Edward
- May minutes approved with no changes

#### Review of May Action Items

- Karen – UP roof fall hazard assessment. Add information about systems crew exposure where controls are located on parapet side of equipment. Clarify with Bob Delay about equipment location on UP roof.
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- Miscommunication between University Place Hotel and University Pointe Apartments. University Pointe is not PSU property but their equipment is maintained by PSU.
- University Pointe concerns: lacks adequate railing and parapets, roof open to building residents. Karen P. to follow-up on this.

- Steve Rounds – Coordinate with Karen B. on NH roof design and tie-offs. Drawings to be submitted to Karen for comment.
  - Recent meeting with architect on Neuberger Hall discussed proposed tie offs, guardrails, and horizontal lifelines, as well as new fall hazards.
  - Karen P. is trying to introduce “lifecycle cost” to architects and others. Lifecycle cost is an economic analysis of pending and future costs i.e. training, inspections, and maintenance costs etc…

- Karen – Request Jon Davis to follow-up on ASRC elevator incident
  - Jon reported two people were trapped for over an hour. PSU’s elevator mechanic had no means to open it, so the fire department was called who then lowered an extension ladder on the car from a higher floor. Jon suggested a different method to lower the car from the roof elevator controls. Fire Station 4 and CPSO are discussing options. Area to be secured with plywood over opening, not just post someone.

- Karen – Provide Heather with the training suggestions for the Safe Driving Policy - Done

- Karen – Notify Jon Davis about the bottle rocket incident. Done; Jon had not previously received the information.
  - Please notify Jon by email about possible fire, flammable/explosive issues. Include the date, time and location. Snap a photo too, if you can do so safely.

**Recent Incidents/Injuries**

- Near Miss – Student worker cleaning Urban Center roof with a hose had their back to the parapet. Incident was seen from below and was quickly reported to Karen Barnack for intervention.
  - Corrective actions:
    - Pre-task plan to identify potential project hazards and control methods, fully discussed by participating individuals.
    - Fall protection plans for rooftop work, ensuring individuals are trained in use of fall protection.
    - Student workers should not be assigned to work on projects requiring fall protection.
Invest in guardrails and taller parapets, particularly on white membrane roofs that require annual maintenance.

- Contractor Injury – 5ft tall scaffolding collapsed when a worker was grouting a wall. A hose was plugged up and upon release it impacted the scaffolding which then collapsed. The scaffolding was not properly set with pin tab engaged, scaffolding was not inspected daily, was missing cross bracing and mudsill plates.
  - Notes for PSU consideration: who owns our scaffolding, shared by CPC and FPM, scaffolding is kept secured by a common lock and key with no check out policy, scaffolding must be inspected by a competent person daily.
  - Karen B. to send out new scaffolding check out procedures and competent person inspection information.

- Student worker – CH, update next meeting, waiting for report from supervisor

**June Inspection** – June 20th 7:30am

- Cramer Hall Sub Basement

**Rounds: Safety Concerns/Discussions/Announcements**

- Edward
  - Forklift training has been set up
  - Consider stocking first aid kits and/or set up an installation policy

- Gail – Unidentified, unauthorized persons working in Carpentry Shop over the weekend.
  - Gail to discuss with Karen Powell.
  - Suggestion to change key, card access, cameras.

- Leslie – Relayed dumpster protocol to new student workers who were throwing mirrors overhead and smashing down debris. They were directed back to their shop for proper personal protective equipment and instruction. Leslie followed up with student workers’ supervisor.
  - Notes for consideration: Look for occasional sleepers in dumpsters, reminder to put glass and fragile debris at the bottom of the dumpster.
  - Suggestion to post PPE required signs and dumpster procedures at Landscape Yard

- Brady – Found tools out of alignment in Carpentry Shop, possibly from unauthorized users in shop (see note above). Possible cause of the table saw blade loosening and falling off. To be discussed further at CPC crew meeting.
• Jay – Suggestion that all trucks should have permanent bolted straps for securing objects, don’t use bungee cords.

• Chris – Nothing to report

• John – Nothing to report

• Alex – Saw a pallet lying next to the door in dumpster area at ASRC
  o Reminder about general housekeeping

• Jon Davis
  o If you are in need of respirator fit testing, contact Jon
  o Landscaping is taking over for smoldering fire response on campus: For smoldering fires call Landscaping or work order center. For a developed fire with growing flames call 911. Note date, time and location, and provide information to Jon.

**Action Items**

• Suggested mission statement/purpose/charter for committee – discuss at next meeting

• Karen B. - Safety committee new member training needed: Chris, John, Alex, Edward

• Karen B. – Send Karen Powell a follow up e-mail regarding University Pointe roof concerns: lacks adequate railing and parapets, roof open to building residents

• Jon – Send Karen Powell a follow up email detailing recent elevator incident at ASRC

• Karen B. – Send out new scaffolding check out procedures and competent person inspection information.

• Suggestion to post PPE required signs and dumpster procedures at Landscape Yard.

**Meeting Adjourned:** 8:28 am

**Next meeting:** July 11th, 2017 at 7:30 am