FACILITIES AND CONSTRUCTION SAFETY
COMMITTEE MEETING
July 11, 2017 at 7:30 am

<table>
<thead>
<tr>
<th>Representatives</th>
<th>Present?</th>
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</thead>
<tbody>
<tr>
<td>Karen Barnack, Facilities &amp; Construction Safety Manager, EHS</td>
<td>✓</td>
<td>Jay Cunningham, Building Maintenance</td>
<td>✓</td>
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<tr>
<td>Chris Tinnin, Project Manager, CPC</td>
<td>✓</td>
<td>Brady Ostergren, Carpenter, FPM</td>
<td>✓</td>
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<td>Alex Sanchez, Telecom Associate Director</td>
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<td>Mark Thomas, Electrical, FPM</td>
<td>✓</td>
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<td>Jim Carney, Housing Maintenance, FPM</td>
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<td>Leslie Walters, Grounds, FPM</td>
<td>✓</td>
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<td>John Malmberg, Systems, FPM</td>
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<td>Edward Reed, Materials Management</td>
<td>✓</td>
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<tr>
<td>Gail Hamilton, Trades and Construction Supervisor, CPC</td>
<td>✓</td>
<td>Anatoliy Petriyenko, Relay</td>
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**Ad hoc Attendees:**

- Gabrielle Cooper, Environmental Health & Safety
- Erica Hunsberger, Environmental Health & Safety

**AGENDA**

**Roll Call and Review June Minutes**

- June minutes approved with one change

**Review of June Action Items**

- Suggested mission statement/purpose/charter for committee – discuss at next meeting
  - Look at Campus Safety Committee Charter. Karen add to google share drive for reference.

- Karen B. – Safety committee new member training - Done

- Karen B. – Send Karen Powell a follow up e-mail regarding University Pointe roof concerns.
  - E-mail reminder has been sent, update at next meeting

- Jon – Send Karen Powell a follow up email detailing recent elevator incident at ASRC – In progress
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- Karen B. – Send out new scaffolding check out procedures and competent person inspection information.
  - Procedures and inspection checklists have been sent out
  - Gail – Contact Anne in regards to ordering weather proof inspection tags for scaffolding
  - Chris – Discuss with Ron about access to scaffolding

- Gail – Update on unauthorized weekend equipment use in the Carpentry Shop.
  - Key card access control has been approved and is to be installed by CPC

- Suggestion to post PPE required signs and dumpster procedures at Landscape Yard.
  - Karen/Gail – Design/acquire sign to place in the dumpster yard

Recent Incidents/Injuries

- Student Worker changing a canned light fixture dislodged possible asbestos containing debris that fell from the ceiling.
  - Long life LED light fixtures minimize risk to workers
  - Currently the asbestos-containing ceiling is sealed around light fixtures
  - Corrective actions: Students should not be assigned to tasks with potential asbestos exposure. Only asbestos trained staff should be removing light fixtures and utilizing proper containment procedures.
  - Karen – Discuss possible future abatement around the circumference of light fixtures

- Employee working on a ladder in a tight space, while tightening a crescent wrench, the wrench slipped off and hit their forehead; minor laceration
  - Safety glasses were in use
  - Corrective actions discussed: Ladder positioning, gloves, hardhat, safety measures for tight spaces and overhead work

- Worker was carrying boxes through a door, boxes slipped and while using arm to prop door open, the suction effect from another opening door caused door to slam on their right arm.
  - Corrective actions: Use the available ADA button or door stop to open door, utilize a dolly to move boxes

- Subcontractor hit a direct buried wire for street lights while excavating. Both PGE and the City of Portland did not locate the electrical wire.
  - Corrective actions discussed by contractor: Use vacuum excavation if known wires are present but are not shown on drawings or noted on locates.
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- Student worker and temp worker were removing carpet squares with a tile scraper when it slid under, and cut the temp worker above the knee while they were helping to pull back the carpet; required stiches
  - Unsafe work practice. Both needed training in safe work procedure. Pre-task plan did not mention the use of a tile scraper.
  - Corrective actions: Use carpet clamps and specialized cutters. Provide more training to staff, particularly temp and student workers on safe work procedures.
  - CPC has a method and equipment to remove carpet.
  - Gail – Discuss with Rapha the best method for removing carpets

June Inspection

- Cramer Hall Sub Basement, primarily focused on OIT space.
  - Ongoing construction project in OIT space, some issues raised may be corrected during project and after contractor has removed their equipment, old power strips need to be removed, some fire and life safety concerns, grip tape on ramp needed.

Rounds: Safety Concerns/Discussions/Announcements

Erica – Nothing to report

Gabrielle – Nothing to report

Gail – Student safety training. Transitioning student safety training to Safety Skills online training. Contact Erica to add names, or Matt in FPM.

Edward – Question about accident report packets for vehicles. Safe Driving Policy on EHS website, accident report packets can be acquired from Don Johansen in Risk Management

Mark – Nothing to report

Leslie
- Student training in progress
- Lift preventative maintenance/inspection procedure on campus? EHS is hiring a consultant to create maintenance and inspection checklists for lift equipment.
- Smoldering/mulch fires - Make sure to call Leslie if a mulch fire was put out so it can be documented and ensure that it is completely out. Landscaping has gator with water and equipment to put out smoldering fires. Also trying a new type of mulch that should be less flammable. Always contact 911 and CPSO for any fires beyond smoldering with no flame.
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- Karen – Check with FPM/Karen P. about implementing a preventative maintenance program for equipment

Brady – Keep hydrated in the hot season, add water source to pre-task plans

Chris – Staff have completed EPA Lead Renovation, Repair, and Painting training. Chris is also working with Tim Wright on OSHA required training for lead. If you’re not sure about tasks in relation to lead exposure, please contact Tim Wright

Jay – Don’t take it home with you. Take work clothes off before going home to minimize possible exposures to the public and/or family.

Karen
- Shower bags for decontamination are available, should anyone ever need them after accidental exposure to chemicals, asbestos, lead, etc…
- Campus Safety Committee reached out to Emma Stocker regarding first aid kits and the possibility of Stores maintaining some supplies. This will be discussed at a future workshop meeting.
- According to the Emergency Management website, under Department Emergency Plans, a departmental planning template is coming soon to the website.

Action Items

- Suggested mission statement/purpose/charter for committee – discuss at next meeting
- Karen – Share Campus Safety Committee charter (mission statement) on google drive
- Karen B. – Update on University Pointe roof concerns
- Gail – Ask Anne to order weather proof tags for scaffolding inspections
- Chris – Discuss with Ron about access to scaffolding
- Karen/Gail – Design/acquire PPE sign and dumpster procedures to place in the dumpster yard
- Gail – Discuss with Rapha the best method for removing carpets
- Karen – Check with FPM/Karen P. about implementing a preventative maintenance program for equipment
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- Karen – Ask Jon Davis to discuss the requirements for posting evacuation routes at the next Safety Committee meeting.

- Karen – Discuss possible future abatement around the circumference of light fixtures in Cramer Hall

Meeting Adjourned: 8:26 am

Next meeting: August 8th, 2017 at 7:30 am