FACILITIES AND CONSTRUCTION SAFETY
COMMITTEE MEETING
September 12, 2017 at 7:30 am

<table>
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<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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<td>Chris Tinnin</td>
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<td>Brady Ostergren</td>
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<td>Project Manager, CPC</td>
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<td>Carpenter, CPC</td>
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<td>Alex Sanchez</td>
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<td>Mark Thomas</td>
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<td>Telecom Associate Director</td>
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<td>Electrical, FPM</td>
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<td>Jim Carney</td>
<td>✓</td>
<td>Leslie Walters</td>
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<td>Housing Maintenance, FPM</td>
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<td>Grounds, FPM</td>
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<td>Vacant Position</td>
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<td>Edward Reed</td>
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<td>Systems, FPM</td>
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<td>Materials Management</td>
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<td>Gail Hamilton</td>
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<td>Anatoliy Petriyenko</td>
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<td>Trades and Construction Supervisor, CPC</td>
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Ad hoc Attendees:

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

AGENDA

Roll Call and Review August Minutes

- August minutes approved with no changes
  - Request for meeting minutes to be posted on bulletin board and distributed to members sooner. Instead of waiting until the next meeting, Karen will send them out to Safety Committee members for review and approval, then they will be posted.
  - Vacant position – John Malmberg is no longer with PSU. Looking for a replacement from Systems.

Review of August Action Items

- Suggested mission statement/purpose/charter for committee – Chris, Mark, Karen, Jay work on proposed charter ideas. – Meeting to discuss scheduled for later today.
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- Karen – Check cage for scaffolding signage
  - Common lock on cage
  - Currently no sign; inspection checklists are posted
  - Karen to make a sign with procedures and post on cage

- Karen – Put in work order for landscape yard signs for PPE and safe procedures
  - Pending

- Karen – Discuss possible future abatement around the circumference of light fixtures in Cramer Hall with Tim Wright and Mark Fuji, in relation to scope of upcoming Cramer Hall renovation project – Discuss at upcoming Cramer Hall Renovation meeting

- Karen – Update on vehicle incidents
  - Karen Powell sent email earlier this month to all FPM about safety driving
  - Erica is providing upcoming Safe Driving Training for all FPM and CPC employees

- Karen – Clarify replacement time frame for prescription safety glasses
  - Glasses can be replaced when they are damaged or no longer protect against hazards.
  - Prescription safety glasses can be obtained when supervisor or EHS determine eye protection worn over glasses does not provide adequate protection.
  - To replace or obtain prescription safety glasses, ask your supervisor

- Karen – Response to questions about the Driver Authorization Program, how to pull vehicle records, comply, and verify crew members.
  - Form is being revised for clarification. Supervisor is only signing to verify receipt.

Evacuation Routes – Jon

- A Safety Committee member had requested information regarding requirements for posting evacuation routes.
- If an evacuation route will be blocked on a short or long term basis, please let Jon know. Include the information in the impact notice. Continue to include Jon in construction kick-off meetings.
- Temporary evacuation route signs need be posted between 4-6 feet high.
- Jon to reach out to Housing regarding notices on their doors about exit closures.
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Recent Incidents/Injuries

First Aid
- Subcontractor: Worker was closing a lid on a metal epoxy flooring bucket, wearing disposable rubber gloves. Worker’s hand slipped and metal edge of the tab cut their finger.
  - Required stitches.
  - Corrective actions/lessons learned: Use the right tools for the task, a mallet for closing the lid and a flathead screwdriver for opening the lid.

Near Miss
- Contractor was observed climbing out of boom lift basket over railing onto SMSU third floor balcony. Lanyard was disconnected from lift.
  - Corrective actions: Contractor to review/revise safety plan on boom lift and fall protection procedures.
- Sprinkler head failed in the KMC elevator machine room. Water ran into the elevator cars and the north renovation electrical rooms on all floors. Power shut off and lockout tagout applied. All impacted systems were inspected and tested.

September Inspection:

Karl Miller Center: Meet in lobby on 6th Avenue, east side of building. 9/28/17, 7:30 am.

Rounds: Safety Concerns/Discussions/Announcements

Jim – Installed a rubber cover over elevator lip in Ondine, as it was a tripping hazard

Gail – Nothing to report

Gabrielle – Nothing to report

Erica – Nothing to report

Edward – Appreciative of the upcoming Safe Driving Training, Materials Management has many vehicles that are used and rented

Chris – Expressed concerns about the small boom lift being used without spotters
  - Karen to follow up on lift procedures
Jay – Noted that 80lb bags of concrete are being used by some crews. Suggested to use only 60lb bags or less for safe lifting purposes. To be discussed at crew meetings.

Jon – Nothing to report

Karen – Passed out samples of tinted/UV protection safety glasses, discuss glasses with coworkers and report back with feedback at the next meeting so that Stores can stock them.

**Action Items**

- Suggested mission statement/purpose/charter for committee – Chris, Mark, Karen, Jay work on proposed charter ideas – In progress

- Karen – Post scaffolding procedures sign on cage.

- Karen – Put in work order for landscape yard signs for PPE and safe procedures

- Karen – Discuss possible future abatement around the circumference of light fixtures in Cramer Hall with Tim Wright and Mark Fuji, in relation to scope of upcoming Cramer Hall renovation project – Update next meeting

- Karen – Follow up on boom lift procedure in regards to Chris’ concern on the new small lift being used without spotters

- Karen/All members – Discuss at crew meetings the Safety Committee recommendation to use 60lb or less bags of concrete for safe lifting

- All members – Show samples of tinted/UV safety glasses to co-workers and provide feedback at next meeting so that Stores can begin stocking them.

**Meeting Adjourned:** 8:26 am

**Next meeting:** October 10th, 2017 at 7:30 am