### FACILITIES AND CONSTRUCTION SAFETY COMMITTEE MEETING
Feb 13th, 2018 at 7:30 am

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

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

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## AGENDA

**Roll Call and Review January Minutes**

- Welcome for the new member from Systems: Julia Skillin
- January meeting minutes approved with no changes
- Preferred meeting start time by members is 7:30.
- Post two copies of meeting minutes on the bulletin board

**Review of January Action Items**

- Karen – Check with Ernest on PSU signage requirements
  - Karen met with Ernest in Campus Planning Office for signage requirements
  - Discussed safety signs for design standards
  - New signs up on Urban Center patio for no climbing; same signs proposed for ARSC 5th floor patio
  - Temporary signs can be made for other general safety concerns on campus
- Karen – Provide Safety Committee recommendation to Karen Powell and Ron Blaj regarding use of a spotter for the small boom lift. – Pending
• Karen – Students in Materials Management removing bookshelf and bookcase brackets. Review potential asbestos exposure concern with Tim Wright and Erica H.  
  o Materials Management student workers will leave the brackets for trained CPC staff to remove later  
  o Erica is setting up asbestos training for Materials Management lean worker  
• EHS – Follow up on wooden ladder in Ondine basement lab.  
  o Contact: Graham, and/or Tom Quail  

Recent Incidents/Injuries (December/January)  

• Handtruck hit employee’s ankle while going into an elevator with equipment and furniture  
  o Corrective actions: Discuss safe moving of equipment with crew. Do not overcrowd elevators. Take multiple trips.  
• While trying to dislodge a transport cart that was stuck between two objects, it slipped and cut employee’s thumb  
  o Correct PPE was worn  
  o Reminder: Discuss pinch points/load shifts with the students  
• Cushman backed into a car in an intersection  
  o Near miss, property damage only  
  o Has no side mirrors, 6 o’clock view obstructed by furniture  
  o Shopping for side mirrors, maybe backup alarms.  
• UP bathroom renovation project  
  o Asbestos exposure concerns regarding fire proofing debris on ceiling tiles  
  o Reminder: Always assume a material contains asbestos before work so as to avoid possible exposure, check building surveys and have materials analyzed when needed.  
  o If Building Maintenance is in need of an asbestos survey talk to Tim, Erica or Karen.  
• Slips Trip Fall: Slipped on brick sidewalk and fell on right hip  
  o Encouraged to put in an injury report, later they received medical care due to injury  
  o Good reminder to submit injury reports even if you don’t need first aid or medical treatment at the time.  

*Note: Three of the above were Materials Management employees  
• Identify additional crew specific safety training  

Rounds: Safety Concerns/Discussions/Announcements  

Karen – Roof fall hazard assessment of 12 more buildings completed in December.  
  - University Pointe fall hazard assessment completed.
PSU doesn’t own the building, but PSU employees do work up there. EHS safety consultant recommended rerouting walkways, a bridge over ductwork, and guardrails.

- Status of OSHA inspection of Parkmill ladder
  - Wooden ladder that was an 1¼ inch to narrow is being replaced. Also taking out and replacing the small hatch with a larger one that opens the other direction
- Reminder NH PPE required
  - Safety orientation with Fortis is required for access into NH, wear required personal protective equipment
    - Keep an eye out for safety concerns for pedestrians next to construction site with sidewalk closures
      - Pinch point where trucks turn into pedestrian crossing zone

Chris – Design for SEC reroof, send out to Cary, Rick, Aaron, Karen, Angie.
Karen get Chris SEC roof fall hazard assessment report

Jim – Nothing to report

Julia – Nothing to report

Gail – Installing catwalk around CH generator, working with Mark Fuji.
New Employee: Dave Gold, Trades Maintenance #2

Jay – Incoming snow with no accumulation, cleaning storm drains, Julia has list of drains

Leslie – Nothing to report

Edward – Thanks Erica for Safety Skills training. Soon to put up mirrors at USB loading dock, and help emphasize spotters for forklifts.

Erica – Nothing to report

Gabrielle – Nothing to report

**Action Items**

- Karen – Provide Safety Committee recommendation to Karen Powell and Ron Blaj regarding use of a spotter for the small boom lift. – Pending
- EHS – Follow up on wooden ladder in Ondine basement lab.
- Erica/Edward – Identify additional crew specific safety training in regards to multiple recent incidents involving Materials Management crew
- Karen – Send Chris SEC roof Fall Hazard assessment report
Meeting Adjourned: 8:17 am
Next meeting: March 13th, 2018 at 7:30 am

- Identify March inspection location