FACILITIES AND CONSTRUCTION SAFETY COMMITTEE MEETING
October 9, 2018 at 7:30 am

<table>
<thead>
<tr>
<th>Representatives</th>
<th>Present?</th>
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<tbody>
<tr>
<td>Karen Barnack</td>
<td>✓</td>
<td>Joe Potter</td>
<td>✓</td>
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<tr>
<td>Facilities &amp; Construction Safety Manager, EHS</td>
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<td>Building Maintenance, FPM</td>
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<td>Phil Tritz</td>
<td>✓</td>
<td>Geoff Guim</td>
<td>✓</td>
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<tr>
<td>Zone Maintenance Mechanic, FPM</td>
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<td>Painter, CPC</td>
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<tr>
<td>Anthony Bohan</td>
<td>✓</td>
<td>Mark Thomas</td>
<td>✓</td>
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<td>Project Manager, CPC</td>
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<td>Electrical, FPM</td>
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<tr>
<td>Todd King</td>
<td>✓</td>
<td>Cavan Telford</td>
<td>✓</td>
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<td>Telecom Associate</td>
<td></td>
<td>Ground Maintenance, FPM</td>
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<td>Elliott Reinlein</td>
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<td>Vacant</td>
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<td>Housing Maintenance, FPM</td>
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<td>Relay</td>
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<td>Vacant</td>
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<td>Jacob McKelvey</td>
<td>✓</td>
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<td>Systems, FPM</td>
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<td>Materials Management, CPC</td>
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<td>Gail Hamilton</td>
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<td>Rapha Rocha</td>
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<tr>
<td>Trades and Construction Supervisor, CPC</td>
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<td>Housing Maintenance Manager, FPM</td>
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Ad hoc Attendees:

- Erica Hunsberger, Environmental Health & Safety
- Gabrielle Cooper, Environmental Health and Safety
- Jeff Rook, Environmental Health and Safety

Roll Call and Review September Minutes

- Roll Call. Anthony Bohan is replacing Chris Tinnin on the committee. Will need to contact Relay regarding replacement for Anatoly. May want to consider having them an ad hoc attendee. Still trying to find replacement for Systems.
- Minutes approved with minor changes.

Review of September Action Items

- Karen – Contact Jason at Chartwells in regards to the electrical panels near the concession stands in Viking Pavilion being blocked.
  - Has been addressed. If it continues, striped tape will be put on the floor.

- Karen – Contact UP points of contact regarding September inspection. Karen to update and resend invite for inspection to committee members. – Done
• Karen – Discuss preventative maintenance with Karen Powell regarding trip hazards sprayed with orange paint on a quarterly basis – Done

Recent Injuries/Incidents

• While blowing leaves, employee stepped wrong and heard a loud pop from their ankle.
  o Employee did not observe any change in grade, uneven walking surface, or holes.
  o Backpack leaf blower weighs @25 lbs; weight may have contributed to their injury.
  o Corrective actions: Take regular hourly breaks. Add a waist belt and/or thicker straps to the leaf blower to distribute the weight.
• While carrying a tablet chair down the stairs, employee slipped on a stair and smacked their face on the tablet chair.
  o Freight elevator was no longer operational, and new elevator had not passed inspection yet.
  o Employee was not rushing, distracted or tired. Employee could not see the stairs. Tread on their shoes was worn and smooth in some places.
• Light fixture fell onto student during class.
  o Reviewed incident investigation, root cause and corrective actions.
  o The plastic parts used for mounting the fixtures and the zip ties used to re-secure the fixtures were impacted by heat over time, causing them to become brittle and fail.
  o All light fixtures in the classroom were assessed to check the integrity of the mounting system. Two were removed, and the remainder were secured. The existing lights will all be replaced with LED fixtures.
  o The FPM Electrical Shop has confirmed that these are the only fixtures of this kind in SB1.
• Use of crane with no spotters on construction site. A mother and child were walking in the area underneath where the lift had just occurred. Others exiting STHL onto sidewalk which was to be barricaded during lift. Contractor was not following their submitted safety plan which included barricades, signage and spotters. Incident review scheduled with contractor.

Inspections

University Place shop area, housekeeping, electrical rooms, mechanical spaces etc.

• Missing junction box covers
• Fire door held open by a wire
• Hole in the floor with a missing cover plate
• Concerns: Cigarette butts being thrown out the windows onto the bark covered landscaping strip
Guest Speaker: Hanna Emerson
Previous PSU employee
Finishing Masters in Public Health

Safety Recognition Project:
- Goal: Implement a meaningful safety recognition program for PSU maintenance crews, FPM, CPC, Telecom
- Deliver the Safety Recognition Program Plan to EHS
- Discussion - Ideas for future programs:
  - What does a meaningful program mean to you?
    - Time frame for touch points: yearly or bi-yearly for major safety matters, combination of safety matters visited monthly and then later in the year
    - Mike Irish awards is yearly and is hard to remember details over that long of a time frame
  - Passed attempts of programs?
    - Viking Safety Crew program, too long ago to remember details
  - Use of technology/phone?
    - Send safety pictures to a designated e-mail or folder
      - Add safety picture to the PSU Currently, FADM newsletter or PCRE newsletter
  - Detracts/or hard to adopt in the program?
    - People not wanting their picture taken
  - Having emphasis of a strong program roll out
    - During meetings and semi-annual revisiting of program guidelines

Rounds: Safety Concerns/Discussions/Announcements

Karen
- Passed out slip/trip/fall posters,
- Safety Committee table at Benefits Fair. Let Karen know if you’re interested in covering the table for a half hour or more. 10-2pm on the 18th.

Jeff – Discussed crane incident noted above.

Jacob – Nothing to report

Todd – Nothing to report

Gabrielle – Nothing to report
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Mark

• Increase of foot traffic on campus. Use caution.
• Example of previous incident: He was hammering into concrete with yellow caution tape across the doorway when someone poked their head through the tape and slipped by to get down the stairs, squeezing through between doorway and ladder. Things like this happen often while working around campus.

Cavan – Nothing to report

Anthony – Use spotters while using lifts and backing up.

Joe – GFCI outlet no cover and exposed wires on west side of University Pointe. Karen will contact Angie and Laverne.

Erica – Nothing to report

Geoff – Put out a dumpster fire at Broadway loading dock. The nearest fire extinguisher location was missing a fire extinguisher. Relay staff were not helpful during the incident and should be trained on how to call CPSO. Karen will follow-up with Relay. Jeff working with Housing on fire extinguisher inspections.

Action Items

• Karen - Contact Relay regarding safety committee replacement for Anatoliy.
• Karen - Reach out to Systems again regarding a replacement safety committee member.
• Karen - Contact Relay to ensure their staff are aware of how to contact CPSO in the event of a fire.
• Karen - Contact Angie and Laverne regarding damaged GFCI outlet at University Pointe
• Erica - Set up Simplicity Training with Jacob for Materials Management staff

Meeting Adjourned : 8:04 am

Next meeting: November 13th, 2018 at 7:30 am