FACILITIES AND CONSTRUCTION SAFETY COMMITTEE MEETING
November 13, 2018 at 7:30 am

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

**Ad hoc Attendees:**

Erica Hunsberger, Environmental Health & Safety

**Roll Call and Review October Minutes**

- Roll Call.
- Minutes approved with minor changes.

**Review of October Action Items**

- Karen – Contact Relay regarding safety committee replacement for Anatoliy.
  - Replacement found, Tony France
- Karen – Reach out to Systems again regarding a replacement safety committee member.
  - Replacement found, Lavell Kindell
- Karen – Contact Relay to ensure their staff are aware of how to contact CPSO in the event of a fire. – Done
  - Done - Tony to include during employee training
- Karen – Contact Angie and Laverne regarding damaged GFCI outlet at University Pointe
  - Done - They can relay any concerns to UP property management
- Erica – Set up Simplicity Training with Jacob for Materials Management staff
  - Will set up training sessions to capture all students
Recent Injuries/Incidents

- Landscape yard and West Heating Plant security. Anthony provided an update on discussions with ODOT regarding the installation of a wrought iron fence behind the landscape yard and the West Heating Plant, due to an increase in security issues and recent fires on ODOT property on the other side of the fence.
- While installing new drywall, a contractor did not use adequate work methods to prevent drywall dust from encroaching into adjacent areas.
  - Corrective actions: Use appropriate work methods to prevent exposure to dust such as floor protection, walk off mats, zip poles and plastic sheeting. Contractor’s safety procedures and products should be reviewed prior to the start of the project with EHS.
- Employee smashed right index finger while adjusting an auto door closer.
  - Corrective actions discussed: Block door open while making adjustments, have a second person block and unblock the door so the other does not have to keep going up and down the ladder, install a disconnect switch above the ceiling grid.
- Contractor while cutting overhead caught a flake of metal in their eye. Worker was wearing safety glasses with side shields.
  - Corrective action: Wear safety goggles when doing overhead work.
- Potential exposure from drilling holes into a wall with asbestos-containing texture. Employee was unaware that the wall had asbestos-containing texture.
  - Corrective action: Newer employee was trained on where to find asbestos surveys and asbestos sample results. Housing to add asbestos information to new employee training checklist.
- Employee reported back pain after painting multiple ceilings during summer turns.
  - Conduct an orientation meeting with Housing scheduler prior to summer turns to discuss work load and scheduling.
  - Housing can hire contract painters, if needed to assist with work load.
  - Assess recruitment process for hiring summer student workers.
  - Employees should take regular stretch breaks and set example for student worker crew.
  - Housing to begin stretch and flex each morning.
  - EHS to schedule Simplicity training with Housing crew.

Rounds: Safety Concerns/Discussions/Announcements

Joe P. – Janitorial closet on second floor in USB has a large electrical panel and OIT server banks. Janitorial carts are pushed into the closet and frequently bump into the OIT server bank and other department’s equipment. The shared space is cluttered and is in need of an inspection to ensure compliance with fire code. EHS will assess the space.
Gail – UCB south stairwell from roof has a wall that will be removed to provide a second access/egress point. Laurel Brown has approved funding for the removal and associated work. A guardrail will need to be installed on the landing.

Joe P. - Convex mirrors will be added to the UCB stairwells for safety.

Cavan – Fire alarms are needed in the landscape office. Per Anthony Bohan, Tim Carpenter will soon be installing them. Anthony will check on the installation status. An awning will also be installed above the entrance doorway to the landscape office.

Erica – Nothing to report

Geoff – Nothing to report

Jacob – Nothing to report

Mark – Wear reflective vests in the early mornings and early evenings as it gets darker outside. Landscape just received orange sweatshirts for work

Anthony – Shared a picture of a person carrying a sheet of drywall down the sidewalk near Ondine by themselves. A cart should have been used. Karen to follow-up with Housing.

Todd – Nothing to report

**Action Items**

EHS – Assess the shared USB closet spaces.

Anthony – Check status of fire alarm installation in the landscape office.

Erica/Jacob – Set up Simplicity Training for Materials Management staff

Karen - Follow-up with Housing regarding safe practices for moving and carrying drywall.

**Meeting Adjourned: 8:30 am**

**Next meeting:** December 11th, 2018 at 7:30 am