FACILITIES AND CONSTRUCTION SAFETY COMMITTEE MEETING
December 11, 2018 at 7:30 am

<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>Joe Potter, Building Maintenance, FPM</td>
<td>✓</td>
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<td>Phil Tritz, Zone Maintenance Mechanic, FPM</td>
<td>✓</td>
<td>Geoff Guim, Painter, CPC</td>
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<td>Anthony Bohan, Project Manager, CPC</td>
<td>✓</td>
<td>Mark Thomas, Electrical, FPM</td>
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<td>Todd King, Telecom Associate</td>
<td>✓</td>
<td>Cavan Telford, Ground Maintenance, FPM</td>
<td>✓</td>
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<td>Elliott Reinlein, Housing Maintenance, FPM</td>
<td>✓</td>
<td>Tony France, Relay, Custodial</td>
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<td>Lavell Kindell, Systems, FPM</td>
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<td>Jacob McKelvey, Materials Management, CPC</td>
<td>✓</td>
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<td>Gail Hamilton, Trades and Construction Supervisor, CPC</td>
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<td>Raphael Rocha, Housing Maintenance Manager, FPM</td>
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Ad hoc Attendees:

- Erica Hunsberger, Environmental Health & Safety
- Sierra Schmidt, Environmental Health & Safety

Roll Call and Review November Minutes

- Roll Call.
- Minutes approved with minor changes.

Review of November Action Items

- EHS – Assess the shared USB closet space
  - A thorough assessment was completed by several people, including Karen
  - Many concerns were found but the main concern was a second floor closet in the University Services Building; however a potential alternative space was found on the third floor which currently holds locksmith equipment
  - Jeff Rook is going to contact Laurel Brown to check if the space is available, it would require funding to bring up to code, and additionally needs to be cleaned
  - At least one closet cleaned and organized, and some others are in the process of being cleared out and organized; the progress is being monitored.
- Anthony B. – Check status on installing fire alarms in the landscape office and an awning above the entrance doorway
  - In progress; Anthony to check status.
Phil asked if the WHP alarm system is tied to Peter W. Stott Center.
- Erica – Set up Simplicity Training with Jacob for Materials Management staff
  - First round Friday 15\textsuperscript{th} of December, more training dates when more students return
- Karen – Follow up with Housing regarding safe practices for moving and carrying drywall.
  - Safety practices and available tools were covered with Housing crew.

**Recent Injuries/Incidents**

- Near miss at Peter W. Scott Athletics Center: window washers left boom lift and walked down low canopy roof to wash windows. This roof is not meant to be walked on, should have tied off from upper roof.
  - FPM/Zone followed up with contractor to make sure they knew the safety plan and the proper procedure. Additionally, they informed them they needed to have a spotter on the ground.
- Parking Structure 1: Employee slipped and fell, glossy gray surfaces abrasive material is worn away and some did not have enough grit to begin with.
  - FPM/Zone working to get an estimate on fixing this issue
  - Grit mitigated by wet leaves, and the lifespan of it isn’t that long
  - Geoff brought up that there is a different water based material used on aircraft carrier decking which is “super aggressive.” He can provide this information to FPM/Zone.
  - Would have to build warm, dry enclosure that must be up for 72 hours; safety concern that people could get into enclosures.
- Employee slipped and fell on the Shattuck Hall interior steps on the East side, as they were exiting the building
  - Mailroom employee said it looked like wood dust may have been on the steps
  - Individual said they were not distracted or looking at phone; however, they were holding an iPad and had no hands free.
- Another person slipped on the steps at Shattuck Hall, this happened within a day of the above incident
  - Last minute report, unsure of all the details; Karen to follow-up.

**Safety Committee Inspection**

- December inspection is planned for next Tuesday at 7:30 am; potential spaces discussed:
  - Cramer Hall: to be inspected after construction
  - Peter W. Scott Athletics Center: mechanical spaces to be inspected at a later date
  - Other spaces: USB mailroom, basement area, or mechanical closets, tunnels
  - Tunnels
  - Lincoln Hall: scene storage areas, space under stage, or hallway between Lincoln and Cramer;
    - Karen to contact Kayla Schriffner
    - Note on hallway/tunnel between Lincoln and Cramer: it is being used for storage of materials from Parkmill which was meant to be removed after a previous Fire Marshall Inspection. This is not a storage area.
Watch for verification of the inspection as it may be changed to a different time
CLAS office in CPS walkthrough: has many safety issues but Systems hired contractor for sewage, and thusly cannot be cleaned out until a later date

Rounds: Safety Concerns/Discussions/Announcements

- Karen - High hazardous material neutralization and pickup on the 18th, starting at 5 am, eight small containers to be neutralized separately from the Science Research and Teaching Center; must occur in a secure compact area due to the material being neutralized thusly the fire lane with be closed off until 3 pm; although it will likely take less time
  - Meeting is being planned by Jeff to discuss the logistics
  - Operations can be halted if the West Heating Plant needs to be accessed
- Anthony – Update on West Heating Plant and landscape yard fence: Fencing needs a land owner agreement with ODOT to proceed, these areas will then need to be cleaned out and inspected for hazardous materials and sharps
  - CPC working on the plans to submit to the city.
  - There was also a request to do fencing around the community gardens, however this is low priority
  - Working to obtain one large agreement for fencing, rather than several small plans, stretching from University Place to Stephen Epler Hall
- Karen – Part of Winter Light Festival happening on Portland State, 100,000 people on campus over the three day event and many departments working on it,
  - There will be several art installations over campus such as in: Park Blocks, the Viking Pavillion, Shattuck Hall, Smith Memorial Student Union, etc.
  - Contingency and security plans are also being worked on for this event
    - Securing art installations at night
  - This will occur in February, and so will be discussed in further detail as more information becomes available
- Karen - Inclement Weather All Hands Meeting, 12/12
  - Equipment training is being conducted for snow removal equipment
  - Buildings all have bags of ice melt, needs to be spread out more efficiently
  - Be aware that building roofs have icy patches
- Jacob – Nothing to report
- Todd – Nothing to report
- Erica – Nothing to report
- Elliot – Nothing to report
- Geoff – Follow up with paint vendor today
- Phil – Saw someone roll their ankle at the end of last week in Park Blocks on the steps on the stage area.
  - Karen asked if there was yellow tape there and Phil said there used to be but not at the time of the incident
  - Karen will follow up about yellow tape installed by Farmer’s Market
  - Need better, not slippery tape; especially for the light festival coming up
    - Black and yellow grip tape?
    - Issues with the colored lights at the festival and bright yellow tape
• Geoff will ask vendor about safety paint
  • Joe – Nothing to report
  • Cavan – Someone broke into the flammable cabinet in the landscape yard this morning, they pried the door open.
  • Anthony – Nothing to report

**Action Items**

• Jeff Rook to provide status of shared USB closet space.
• Anthony to provide status of fire alarms in landscape office.
• Karen to check with Emma/Taylor on if the West Heating Plant fire alarm is tied to Peter W. Scott Athletic Center’s fire alarm
• Karen will follow up on a second slip incident report at Shattuck Hall
• Karen to contact Kayla Scrivner at Lincoln Hall for Tuesday, December 18th inspection
• Geoff will ask vendor about safety paint for Park Block steps
• Karen will talk to the Farmer’s Market about the yellow tape in the Park Blocks

**Meeting Adjourned: 8:20 am**

Next meeting: January 8th, 2019 at 7:30 am