### CAMPUS SAFETY COMMITTEE MEETING
January 10th, 2018 at 1:00 PM

<table>
<thead>
<tr>
<th>Employer Representatives</th>
<th>Present?</th>
<th>Employee Representatives</th>
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<tbody>
<tr>
<td><strong>Todd Bauch, Chair</strong></td>
<td></td>
<td><strong>Tom Bennett</strong></td>
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<td>Student Development, Student Affairs</td>
<td></td>
<td>Civil and Environmental Engineering</td>
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<tr>
<td><strong>Chad Robertson</strong></td>
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<td><strong>Martha Ketcham</strong></td>
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<td>Operations Manager, SMSU</td>
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<td>International Affairs, Program Assistant</td>
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<tr>
<td><strong>Sarah Kenney</strong></td>
<td>✓</td>
<td><strong>Kale Clauson</strong></td>
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<td>Construction &amp; Real Estate, Executive Administrative Coordinator</td>
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<td>Environmental Science &amp; Management</td>
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<td><strong>Karen Kraus</strong></td>
<td>✓</td>
<td><strong>Carey Gibbar</strong></td>
<td>✓</td>
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<td>Human Resources</td>
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<td>Preventative Maintenance Planner</td>
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<td><strong>Heather Randol</strong></td>
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<td><strong>Peter Dusicka</strong></td>
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<td>Director, Environmental Health and Safety</td>
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<td>Civil and Environmental Engineering, Professor</td>
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<td><strong>Craig Whitten</strong></td>
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<td><strong>Erica Hunsberger</strong></td>
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<td>CPSO</td>
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<td>Environmental Health and Safety</td>
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<td><strong>Charissa Ringo</strong></td>
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<td><strong>Aaron Landreth</strong></td>
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<td>TRIO Student Support Services, Office Manager/Program Director</td>
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<td>OIT, Data Center Specialist</td>
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<td><strong>Sarah Bartlett</strong></td>
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<td><strong>Jeffrey Smith</strong></td>
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<td>Chemistry, Science Lab Preparator</td>
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<td>Diversity and Multicultural Student Services, Executive Assistant</td>
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<td><strong>Karin Waller</strong></td>
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<td>International Affairs, Executive Assistant</td>
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<td><strong>Kim Doty-Harris</strong></td>
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<td>Physics, Office Manager</td>
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**Ad hoc Attendees:**

**Gabrielle Cooper,**
Environmental Health and Safety

**Emma Stocker**
Assistant Director of Emergency Management
Roll Call and Minutes Review

Narrative:

- Roll was taken
- Announcements/updates: Todd B. taking committee chair until June, EHS Director Heather Randol is leaving PSU
- December minutes were reviewed and approved with minor changes

  Sub Heather with Erica’s name
  Extra bullet in safety committee inspection
  Todd missing a D
  November Mins instead of October

Personnel Involved:

- All of Safety Committee

Update on Old Action Items

Narrative:

Ongoing:

- Follow up with new SMSU representative on Slips, Trips and Falls and safe event set up and accessibility – EHS needs to follow up with Chad Robertson
- Heather – Create Safety Committee charter protocol regarding how often we may want to conduct refresher training for continuing members. – Discuss as part of charter review
- Erica – Follow up with Karen B. on the KMC stainless steel parapet cap on patios may burn with skin contact – Revisit in hot weather season
- Heather – Scheduling Incident/Mindfulness training for HGCD in light of the many recent incidents – In progress
- Heather – Contact Jon D. for Aaron in regards to OIT concerns for sprinkler regulations – In Progress

Personnel Involved:

- All of Safety Committee

Special guest: Emma Stocker

Department Purchase of Emergency Preparedness Supplies: A review

- Review SMSU department plan, communications and supplies:
  o Currently emergency supplies are not allowed with PSU funding
  o Emma met with accounting to come up with a list for submitting an emergency allowance for departments
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Department Purchasing Guidelines: Review
General Opinions of Items on List~

- General funds and budgeting for Emergency Preparedness is not a requirement for PSU departments and won’t be for a while, this document outline set parameters for departments who wish to set up their own Emergency Preparedness Supply Kits
- “Minimum recommendations would be nice so that the department can do less work/planning”
  - Per-person/per-day water/food consumption recommendations, 1-3 days (short term)
- “Add a Fit testing description onto document”
- “Add a description of safe areas to keep supplies.”
  - i.e. connex box, kit needs to be portable, don’t keep outside because of vandalism
- To get department approval for emergency funding they must submit an evac plan
  - Get an evacuation plan template from Emma
- Stress individual emergency planning for employees

*Evacuation Plan template update in future meetings*

Email Emma: estocker@pdx.edu

**Accident Review for October/December**

**Narrative:**

- **Recordable Injuries for October/December:**
  - Tripped and fell on utility repair patch within crosswalk, injuring left leg and knee with abrasions and bruises
  - Mechanic lacerated left hand fingers resulting from dropping AC unit of 60 lbs. Handle broke on AC unit.
- **Non-Recordable Injuries for September/October: Update at next meeting**
  - Nurse stuck left index finger with a clean lab draw needle while uncapping it. Applied pressure to stop bleeding and then cleaned with soap and water.
  - Student worker fixing glove with back to their task of unloading desk to surfaces from a panel cart. Other 2 workers off loaded surfaces from other side making it overloaded on the downhill side until it toppled onto first students backside. In an attempt to get out of the way, surfaces landed and hit left ankle and heel.
  - Employee slipped on bricks while walking and fell on right hip and hands to break their fall.

**Personnel Involved:**
- Karen Kraus and all of Safety Committee
Rounds: New Safety Concerns/Announcements:

Aaron Landreth – Nothing to report
Sarah Kenney – Walked the art building training site with Karen B.
Carey G. – Honor house break in and downtown church
Kale – Nothing to Report
Karen Kraus – Nothing to Report
Erica H. – Nothing to Report
Gabrielle C. – Nothing to Report
Heather R. – Leaving PSU for a position at Portland Parks and Recreation

Martha – KMC getting safety fittings for stairs, they are partially done and will be complete by the 15th

Safety Committee Charter Review

- Took out redundancies
- Changed “Appointed” to “Volunteer” positions on the Safety Committee
- Added a “periodic training” for flexibility (Previously not mentioned in charter draft)
- Charter Review is Approved as of January 10th, 2018

Personnel Involved:
- All of Safety Committee

Facilities & Construction Safety Committee Update

Narrative:
December inspection: Systems Shop
- General Clutter
- Hazardous/flammable material storage issues; EHS Consultant to work with Systems on this issue
- This update will be included in rounds from now on

Personnel Involved:
- Erica Hunsberger all of Safety Committee
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Safety Committee Inspection:

- **Next Inspection:** Lower Level FAB building
  - Aaron, Carey, Gabrielle
- Ask Karen B. about inspecting temporary buildings by the science buildings
- SB1- 3rd floor lab turning over, mention to EHS staff Lindsay Henderson

Personnel Involved:
- All of Safety Committee

Summary of December Meeting Action Items:

Completed:
- Heather – Create Safety Committee charter protocol regarding how often we may want to conduct refresher training for continuing members.
- Carey – Keep in mind: KMC stainless steel parapet cap on patios may burn with skin contact, Revisit in hot weather season
- Erica – Scheduling Incident/Mindfulness training for HGCDC in light of the many recent incidents – Done Scheduled Jan 24
- Heather – Contact Jon D. for Aaron in regards to OIT concerns for sprinkler regulations – Chatted with Jon, Check with Don Johansson for other options
- Erica – Invite Leslie Walters to Campus Safety Meeting for dumpster concern update – Hold off defer for later completion of dumpster project

Ongoing:

- Follow up with new SMSU representative on Slips, Trips and Falls and safe event set up and accessibility – EHS needs to follow up with Chad Robertson
  - Erica check with Karen B.
- Erica – Ask Karen B. about inspecting temporary buildings by the science buildings
- Erica – SB1- 3rd floor lab turning over, mention to EHS staff Lindsay Henderson

Meeting Adjourned at 2:14 p.m.

Next Meeting: February 14th, 1:00 p.m.