CAMPUS SAFETY COMMITTEE MEETING  
October 11, 2017 at 1:00 PM

<table>
<thead>
<tr>
<th>Employer Representatives</th>
<th>Present?</th>
<th>Employee Representatives</th>
<th>Present?</th>
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<tbody>
<tr>
<td>Felita Singleton, Chair</td>
<td></td>
<td>Tom Bennett, Civil and Environmental Engineering</td>
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<td>Chad Robertson</td>
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<td>Kale Clauson, Environmental Science &amp; Management</td>
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<td>Karen Kraus, Human Resources</td>
<td>✓</td>
<td>Carey Gibbar, Preventative Maintenance Planner</td>
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<td>Heather Randol, Director, Environmental Health and Safety</td>
<td>✓</td>
<td>Peter Dusicka, Civil and Environmental Engineering</td>
<td>✓</td>
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<tr>
<td>Craig Whitten, CPSO</td>
<td>✓</td>
<td>Erica Hunsberger, Environmental Health and Safety</td>
<td>✓</td>
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<td>Todd Bauch, Student Development, Student Affairs</td>
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Ad hoc Attendees:

Gabrielle Cooper, Environmental Health and Safety

Committee Guests/Possible New Members:

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<tr>
<th>Kim Doty-Harris, Physics, Office Manager</th>
<th>Martha Ketcham, International Affairs, Program Assistant</th>
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<tbody>
<tr>
<td>Aaron Landreth, OIT, Data Center Specialist</td>
<td>Jeffrey Smith, Diversity and Multicultural Student Services, Executive Assistant</td>
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<tr>
<td>Charissa Ringo, TRIO Student Support Services, Office Manager/Program Director</td>
<td>Sarah Kenney, Construction &amp; Real Estate, Executive Administrative Coordinator</td>
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Roll Call and Minutes Review
Narrative:

- Roll was taken
- Guests: Kim Doty-Harris, Sarah Bartlett, Aaron Landreth, Martha Ketcham, Don Mueller, Jeffrey Smith, Charissa Ringo, Sarah Kenney
- Committee position, SMSO Operation Manager filled by Chad Robertson
- Heather: Safety Committee Overview and Introduction for guests
- September minutes were reviewed and approved with minor changes.

Personnel Involved:

- All of Safety Committee

Update on Old Action Items
Narrative:

Completed:

- Karen B. – Procured Slips Trips and Falls brochures for HR and wellness fair stall
- Karen B. – Create Slips Trips and Falls statistics board for EHS stall at wellness fair
- **One last reminder to delete old Krystal Tanner Google calendar invite**
- Heather – Update on OSHA Visit regarding ladder safety
  - Inch and a half too narrow for regulations, fined for bucket step
- Erica – Send out East Hall 9/5/2017 inspection report to Felita - Done
- Carey – Send out job descriptions to Felita for recent vacant FPM positions

Ongoing:

- Mark gone. Follow up with new SMSU representative on Slips, Trips and Falls and safe event set up and accessibility
- 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
- Felita reach out to University Communications in regards to seasonal article submission in the Currently and Virtual Viking. – Check in when fall term starts
- Generate a general safety blanket statement for campus wide newsletters incorporating seasonal and annual campus event safety. – In progress
  - Felita sending out 3 links for charter statement reference
- Heather – Work on Annual Safety Committee Report with Felita – In progress
  - Needs minor editing, vote at next meeting

Personnel Involved:

- All of Safety Committee
Accident Review for September/October
Narrative:

- Recordable Injuries for September/October:
  - A laser cutter collapsed on an art student employee left foot as they were disassembling it.
  - Student Rec Center employee was putting bosu ball back in its place when it dropped on their right foot.
- Non-Recordable Injuries for September/October:
  - Helen Gordon employee ran after a child and fell on both knees
  - Helen Gordon employee pulled a muscle in their right backside when bending over
  - CSPO jack pinned forearm when changing a car tire:
    - Corrective actions, CPSO will no longer be changing their own tires
  - Facilities student worker pushing hand truck tried to catch mail that was falling sliced hand on protruding nail from cart
  - Helen Gordon Employee had a 10lb soap box fell on left foot causing bruising to their big toe and a slight limp
  - Trade maintenance employee leaned on a plastic sawhorse that collapsed causing them to fall resulting in a bruise to their back
  - Helen Gordon employee rolled ankle on stairs while carrying a bulky item when they missed the last stair step
  - Office specialist rolled ankle while walking and fell down, bruised their right knee and mildly sprained left ankle

Comments:
- Committee sends out periodic articles to the PSU Currently
- Heather has done past safety presentations at Admin Briefing meetings
- Safety Committee is continually working on ways to reach out to the PSU community about safety on campus

Personnel Involved:
- Karen Kraus and all of Safety Committee

Facilities & Construction Safety Committee Update
Narrative:
- Next inspection is Karl Miller Center mechanical spaces and roof
- Concerns about safety of non-facilities/staff construction staff using dumpsters at Landscape yard
- Committee of three working on facilities charter, add info on webpage
- Safe driving policy roll out, training and process
- No facilities injuries
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Personnel Involved:
- Erica Hunsberger all of Safety Committee

Safety Committee Inspection Findings:
- Next Inspection: HGCD
  - Preferably Before Noon: Gabrielle, Kim Harris, Chad Robertson, Jeffrey Smith, Charissa Ringo

Personnel Involved:
- All of Safety Committee

Rounds: New Safety Concerns/Announcements:
Kim Doty-Harris – Nothing to report
Sarah Bartlett – New gas cylinders that transport from SRTC to engineering, in need of a safe route review. Oxidizer shed by SRTC has leaf buildup, SRTC Break-in concerns.
Aaron Landreth – Nothing to report
Martha Ketcham – Evacuations in Karl Miller Center, Heather talk to Jon
Don Mueller – Nothing to report
Jeffrey Smith – Nothing to report
Charissa Ringo – Nothing to report
Sarah Kenney – Karl Miller center open: Trip & fall hazards, atrium staircase temporary measures have been set, benches at the top for blind individuals. Tree removal because of pavement hazard by Blumel. House moved through PSU campus without adequate warning.
Carey – Nothing to report
Heather – Nothing to report
Tom – Urban plaza brickwork – Ongoing
Erica – Nothing to report
Gabrielle – Nothing to report
Karen K. – Nothing to report
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Craig – Car gunman chase on campus moved through to downtown Portland, not an ongoing threat; SRTC break in: Perpetrator was arrested and was a non PSU affiliate

Summary of October Meeting Action Items:

Ongoing:

- Mark gone. Follow up with new SMSU representative on Slips, Trips and Falls and safe event set up and accessibility
- 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
- Felita reach out to University Communications in regards to seasonal article submission in the Currently and Virtual Viking. – Check in when fall term starts
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- Heather – New gas cylinders that are transported from SRTC to engineering are in need of a safe route review.
- Heather talk to Jon about evacuation procedures for the International Affairs Department regarding their move into the KMC building

Meeting Adjourned at 2:26 p.m.

Next Meeting: November 8th, 1:00 p.m