CAMPUS SAFETY COMMITTEE MEETING
May 10, 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>Krystal Tanner</td>
<td>✓</td>
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<tr>
<td>Director, Veterans Resource Center</td>
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<td>Transportation and Parking Services</td>
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<td>Mark Russell</td>
<td>✓</td>
<td>Tom Bennett</td>
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<td>Operations Manager, SMSU</td>
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<td>Civil and Environmental Engineering</td>
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<td>Karen Barnack</td>
<td>✓</td>
<td>Jim Stapleton/David Fetter</td>
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<td>Facilities &amp; Construction Safety Manager, Environmental Health &amp; Safety</td>
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<td>Office of Information Technology</td>
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<td>Karen Kraus</td>
<td>✓</td>
<td>Kale Clauson</td>
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<td>Human Resources</td>
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<td>Environmental Science &amp; Management</td>
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<tr>
<td>Heather Randol</td>
<td>✓</td>
<td>Carey Gibbar</td>
<td>✓</td>
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<td>Director, Environmental Health and Safety</td>
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<td>Trades Maintenance Coordinator</td>
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<td>Craig Whitten</td>
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<td>Peter Dusicka</td>
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<td>CPSO</td>
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<td>Civil and Environmental Engineering</td>
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<tr>
<td>Todd Bauch</td>
<td>✓</td>
<td>Erica Hunsberger</td>
<td>✓</td>
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<tr>
<td>Student Development, Student Affairs</td>
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<td>Environmental Health and Safety</td>
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Ad hoc Attendees:

Guest: Emma Stocker, Emergency Management

AGENDA

Roll Call and Minutes Review
Narrative:

- Roll was taken
- April minutes were reviewed and approved with minor changes.

Personnel Involved:

- All of Safety Committee
Ideas for Increasing Visibility of Safety Committee

Narrative:
- Handouts for new employees/onboarding – Note EHS department has handouts for New Employee Briefing but they do not specifically reference the Safety Committee
- University of Oregon conducts a “Risk Summit” where campus community members are invited to attend and learn about EHS, risk management, and emergency management
- Student participants would be a good addition to the committee; in the past it has been difficult to get students (typically nominated by ASPSU) to attend on an ongoing basis.
- Felita may have some students who can participate; new graduate student union may assign members in the future as well. Note ideally students would have jobs on campus as focus of the committee (per OSHA regulations) is on employee safety.

Accident Review for April

Narrative:
- Recordable injuries for April include:
  - Instructor was blown over by a gust of wind; umbrella may have been a contributing factor; broken wrist, bruised knee.
  - Waiting on additional details from person who went to hospital after falling and hurting her back; no 801 form has been received yet.
  - Custodial staff at UP was stuck by a needle while cleaning under a bed. Notification was delayed due to language barrier.
- Additional concerns reported include:
  - Four Capital Projects staff submitted incident reports regarding potential exposure concerns related to asbestos debris at worksite in UP.
  - GSE employee walked into clear glass window that was mistaken for an open doorway; GSE put stickers up to make window visible; Jon Davis in EHS went and reviewed area to ensure corrective actions were adequate.
  - Four CPSO officers submitted incident reports regarding potential exposure concerns related to smoke inhalation during Neuberger Hall fire response; some of the reports mentioned asbestos. (See note under action items.)
  - Helen Gordon staff slipped and fell on rooftop patio. Facilities is working on upgrades to the area.

Action Items:
- Follow up on UP needlestick – Karen Barnack
- Notify Phil Zerzan & CPSO staff of negative asbestos results for samples taken at NH fire – Heather Randol

Personnel Involved:
- Karen Kraus and all of Safety Committee
Guest Speaker – Emma Stocker, Assistant Director Emergency Management

Narrative:

- Earthquake Preparedness
  - Safety Committee can assist with improving non-structural seismic safety on campus by including items in our inspection checklist.
  - Includes things like ensuring hallways are clear, bookcases are secured to wall, equipment on wheels are secured, lab shelves have raised edges to prevent chemicals from falling, etc…
  - Discussed 4’ vs. 6’ tall items needing to be braced; campus focuses on 6’, but Committee could also suggest that shorter items that could block exit pathways be secured.
  - Committee suggests that guidance for non-structural safety be put on Emergency Management Website.

- Inclement Weather
  - This winter weather was extraordinary, provided a lot of opportunities to test our system
  - Decision-making process is thoughtful and thorough, includes CPSO, Risk Management, Emergency Management, Kevin Reynolds, sometimes Facilities
  - Consideration is given to what Tri-Met, Portland Public Schools and other local entities and jurisdictions are doing, but also recognizing that the scope of PSU’s operations are distinct and unique from these other agencies
  - Timing of closure decisions and notifications will continue to be by 6:00 a.m., except for occasions where it can be made the night before; sending PSU Alerts at 3 or 4 in the morning may discourage people from signing up
  - Campus operations with staff arriving earlier may need to have their own process for modified operations pending campus-wide closure decisions.
  - Committee suggests that campus-wide email regarding inclement weather that goes out in the fall should have more details, be updated, and be more transparent; Two emails may be more helpful, one regarding time tracking and pay, and one regarding the decision-making process and criteria for making closure decisions
  - A meeting each fall for managers who are interested in learning more about inclement weather procedures and closure decisions would help make the process more transparent and would enable managers to better educate themselves and prepare their departments
  - There are two relevant FAQ pages on the Emergency Management website – one for PSU Alert and one for Inclement Weather
Action Items:

- Email suggested additional items for inspection checklist, and Committee to consider them at a future meeting – Emma Stocker
- Check with EHS lab safety staff to confirm if they already include these items in their lab inspection checklist – Heather Randol

Personnel Involved:

- Emma Stocker and all of Safety Committee

Facilities Safety Committee Update

Narrative:

- Next inspection planned for Cramer Hall subbasement
- There was a debrief with the UP asbestos abatement contractor

Personnel Involved:

- Karen Barnack and all of Safety Committee

Update on Old Action Items

Narrative:

- Karen Barnack will reach out to AV Services to review changes/repairs of the projector screen. – DONE, Karen talked to a manager and AV staff are checking on this around campus
- Karen Kraus will check into employee orientation training involving Slips, Trips, and Falls – Still Pending
- Karen Barnack to follow-up with employee from ladder accident. – DONE – Mark Russell’s staff already following up to correct ladder storage.
- Karen Kraus will let Gina Turner know our interest in a booth for Annual Wellness Benefit Fair in co-ordination with SAIF.- Still Pending
- Decide on incorporation of Slips, Trips, Falls tool/checklist to EHS website – EHS can add a STF page
- Submit article to Currently and Virtual Viking for October 1st for STF awareness - EHS
- Reach out to Events Staff for STF awareness when setting up events, particularly for events in the Parks Blocks – TBD what this could look like.
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Action Items:

- Follow up on UP needlestick – Karen Barnack
- Notify Phil Zerzan & CPSO staff of negative asbestos results for samples taken at NH fire – Heather Randol
- Email suggested additional items for inspection checklist, and Committee to consider them at a future meeting – Emma Stocker
- Check with EHS lab safety staff to confirm if they already include seismic safety items in their lab inspection checklist – Heather Randol
- Karen Kraus to check on Slips, Trips and Falls training at new employee briefing and Safety Committee participation in annual Wellness Fair.
- Slips, Trips, Falls tool/checklist to EHS website – EHS can add a STF page
- Submit article to Currently and Virtual Viking for October 1st for STF awareness - EHS
- Reach out to Events Staff for STF awareness when setting up events, particularly for events in the Parks Blocks – TBD what this could look like.

Meeting Adjourned at 2:30 p.m.