CAMPUS SAFETY COMMITTEE MEETING

January 14, 2015 at 1:00 pm

01/14/2015 Attendees:

**Employer Representatives:**
- Mark Russell – Operations Manager, SMSU
- Heather Randol – Environmental Health and Safety Director
- Todd Bauch – Student Development – Student Affairs
- Nick Wielch – CPSO
- Melissa Young – Human Resources

**Employee Representatives:**
- Tom Bennett – Civil and Environmental Engineering
- Lindsay Henderson – Biology
- Krystal Tanner – Transportation and Parking Services (replacing Eric Wright)
- Jill Jones – Construction Safety Officer
- Carey Gibbar – Trades Maintenance Coordinator
- Peter Dusicka – Civil and Environmental Engineering

**Ad-hoc Attendees:**
- Keri Bishop - EH&S support member
- Bob Happel – Fire and Life Safety officer

**Absent Members:**
- Eric Jensen - Fine Arts
- David Fetter – OIT
- Olivia Preston – ASPSU
- Justin Heath - ASPSU
Issues Discussed:

Introductions and December Minutes Approved

Narrative:

• Roll was taken
• Everyone introduced themselves to new members; Krystal, Carey, and Peter.
• Mark, Heather, and Todd will work on finding out if the ASPSU representatives are official or ad-hoc members by the February meeting.
• The December Minutes were approved.

Personnel Involved:
• All of Safety Committee.

Accident Review

Narrative:

• December 2014 – 6 incidents were reported
  o One head bump involving a glass door; resulting in stickers being placed on the door
  o Two slips, both resulting in muscle strains
    ▪ One involving a wet ramp; resulting in non-slip pads being placed on the ramp
    ▪ One involving a ladder
  o Three complaints of pain or muscle strain
    ▪ Two involving lifting; one which resulted in the employee being retrained on safe lifting and another resulting in employees using dollies to move awkward appliances in the future
    ▪ One involving an office specialist complaining of ear pain due to the proximity of the fire alarm
• Overall, these incidents were behavioral issues.
• The issue over student training was once again brought up.
• Heather is meeting with Jill and Ruben to improve training and tracking overall at PSU.
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Personnel Involved:
  • Melissa Young

New Members
Narrative:
  • Eric Wright has left Portland State University.
  • Krystal Tanner, from Transportation and Parking Services, will serve as his replacement on the committee.
  • Carey Gibbar from Facilities and Property Management, will be replacing Robert Grondin on the committee.
  • Peter Dusicka, from Civil and Environmental, will be the committee's new faculty representative.
  • This will negate the need for Susan Poulson to serve on the committee.

Personnel Involved
  • All of Safety Committee

Review of Parking Structure Protocols
Narrative:
  • PSU does not track accidents that occur in Parking Structures.
  • Generally, accidents that occur in parking structures are turned over to CPSO.
  • Parking Structures 1 and 3 have the highest crime rate of all the structures.
  • Aaron Shear, from Zone Maintenance, will be contacted, and the committee will have an update of the Parking Structure's cleaning schedules at the February meeting.

Personnel Involved:
  • Heather Randol and Krystal Tanner
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CPR Classes
Narrative:

- Heather has contacted SHAC about scheduling CPR classes for the winter term and is waiting to hear back on possible dates.
- Once the dates have been chosen, Heather will work with Melissa and HR on getting the CPR class information out to faculty and staff.

Personnel Involved:
Heather Randol

Facilities Safety Committee Update
Narrative:

- New Members have been added to the committee, including a representative from PHC; PSU’s contracted janitorial staff.
- Scott Jaqua attended as a guest speaker to address concerns over radon testing on campus. He will follow up with the committee once the results from the radon testing in Cramer have come in.
- The committee reviewed the December outdoor lighting audit.
- The “Viking Safety Crew” recognition program began on January 5th.
- The committee also discussed the issue of skateboarders on the park blocks, and what can and cannot be done in those situations.

Personnel Involved
- Jill Jones and Carey Gibbar

Next Inspection Location
Narrative:

- Heather explained to the new members that quarterly safety inspections are an OSHA mandated requirement.
- Candidates for the next inspection location include:
  - SHAC – Spring Quarter
  - CLSB - Winter Quarter
  - Lincoln Hall Scene Shop
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- Lindsay, Melissa, Tom, Bob, and Jill will attend the inspection.
- Jeff Hietenan, the CLSB Safety Officer, and a representative from CBRE, CLSB’s building management company, will also be invited to attend the inspection.
- Heather will coordinate with committee members and set up a time for the CLSB inspection.

Personnel Involved
- Heather Randol

CPSO Officer Policy Update

Narrative:
- CPSO has officially become a police department, however it currently does not have any police officers.
- The transition for CPSO into a police department is still a work in progress and CPSO is still waiting to hear back from the oversight committee on specifics, but there should be a concrete plan out by July.
- CPSO also plans to have academy trained police officers on campus by July.
- Future CPSO police officers hired by PSU will undergo 6 months of academy training followed by 6 months of campus police training.
- CPSO will also be moving to a larger space in the K-House

Personnel Involved
- Nick Weltch

Other Items

Narrative:
- Mark will not be able to attend the February Meeting.
- Todd will step in to lead next month’s meeting.
- Concerning the skateboarding safety issue in the park blocks, some CPSO officers have been deputized by the Forestry Department to address issues in the park blocks, however with the transition to a police department that will soon be irrelevant.

Personnel Involved:
- Mark Russell, Carey Gibbar, and Nick Weltch
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**Action Items:**

- Mark, Heather, and Todd will work on finding out if the ASPSU representatives are official or ad-hoc members by the February meeting.
- Heather will update the committee as progress on updating campus trainings continues.
- Heather or Krystal will contact Aaron Shear and bring a parking structure cleaning schedule to the meeting February.
- Heather and Melissa will work on scheduling winter term CPR classes.
- Heather will coordinate with committee members and set up a time for the CLSB inspection.