## CAMPUS SAFETY COMMITTEE MEETING
January 9th, 2019 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>Todd Bauch</td>
<td></td>
<td>Carey Gibbar, Chair</td>
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<tr>
<td>Associate Director Campus Rec, Student Affairs</td>
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<td>Facilities Property Management, Preventative Maintenance Planner</td>
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<tr>
<td>Shaun Kohn</td>
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<td>Martha Ketcham</td>
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<td>Operations Manager, SMSU</td>
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<td>Student Activities and Leadership, Office Coordinator</td>
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<td>Sarah Kenney</td>
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<td>Kale Clauson</td>
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<td>Construction &amp; Real Estate, Executive Administrative Coordinator</td>
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<td>Environnemental Science &amp; Management</td>
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<td>Karen Kraus</td>
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<td>Tom Bennett</td>
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<td>Human Resources, Leave Administrator</td>
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<td>Civil and Environmental Engineering, Developmental Engineer</td>
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<td>Jeffrey Rook</td>
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<td>Peter Dusicka</td>
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<td>Director, Environmental Health and Safety</td>
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<td>Civil and Environmental Engineering, Associate Professor</td>
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<td>Craig Whitten</td>
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<td>Erica Hunsberger</td>
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<td>Lieutenant, CPSO</td>
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<td>Environmental Health and Safety</td>
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<td>Leslie Walters</td>
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<td>Jeffrey Smith</td>
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<td>Facilities Property Management, Landscape Supervisor</td>
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<td>Diversity and Multicultural Student Services, Executive Assistant</td>
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<table>
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<tr>
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<tr>
<td>Aaron Landreth</td>
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<td>OIT, Data Center Specialist</td>
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<td>Jack Dorkey,</td>
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<td>Accessibility and Leaves Administrator, Human Resources</td>
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<td>Karin Waller</td>
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<td>International Affairs, Executive Assistant</td>
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<td>Lorenzo Guzman,</td>
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<td>Student Information Systems Analyst, Office of the Registrar</td>
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<td>Jenna Wilson</td>
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<td>Auxiliary Services, Viking Pavilion General Manager</td>
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<td>Carith Wiseman</td>
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<td>Development Administration, College of Education</td>
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**Ad hoc Attendees:**

- Gabrielle Cooper,
  Student, Environmental Health and Safety
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Roll Call and Minutes Review
Narrative:

- Roll was taken
- Taylor hired as permanent Fire Prevention Coordinator
- Heather Randol returning to PSU as FPM director

Personnel Involved:

- All of Safety Committee

Update on Old Action Items
Narrative:

Ongoing:

- Erica – Suggestion to add stickers to the needle boxes for who to call or contact when a box is full – Ongoing
- Jeffrey – Contact the Helen Gordon Center to discuss repeated injuries in kitchen to discuss potential safety training and to discuss if staff have Food Handlers’ Cards.
- Carey – Begin the draft for the 2019 Annual Report
- Jeffrey – Review program for Fire Warden training

Personnel Involved:

- All of Safety Committee

Accident Review
Narrative:

December:
Reportable

Non-reportable:

- Employee picked up a Ziploc bag of capped syringes in removing protective glove discovered that one uncapped syringe had penetrated the glove and deep into the pad of right index finger – EHS to follow up and provide using a sharp container
  - Noted the use of puncture resistant gloves, makes them difficult for patting down and feeling items through clothing
  - Leslie – Looked into thinner nice expensive pair that CPSO might want to invest in.
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- Employee was walking across the lot and stepped on a seed pod from a tree on 5th Ave. Employee’s left foot turned inward and they were unable to catch themselves and fell on their right side, landing on left wrist as well.
- Employee was moving a stack of 4 boxes with a hand truck and banged their right elbow on a shelf as they were maneuvering the hand truck from a pulling position to a pushing position.

Personnel Involved:
- Jack Dorkey and all of Safety Committee
- Notes: Moving toward online injury reporting in the next few months

Safety Committee Inspection:

Next Inspection: Art Building: Carey, Leslie, Jeff, Jenna
Members in need of training: Jenna, Carith, Jack

Winter Light Festival Update:
- Two installations in Viking Pavilion, no restrooms or concessions open due to games during the week.
- CPSO has additional officers reporting for duty.
- Shattuck and Smith are open for public restroom use, extra students and relay coverage, Tesla light show closes at 9:30, concerned about volume of people, looking to lock mezzanine restrooms.
- Light Festival Event Manager: Jeff Schnabel (jjsch@pdx.edu)
- Ongoing meetings every week about general event updates
- Large dome and stage being set up a few days before event.
- Reviewing all of the safety plans for each installation, Carey reach out to Sarah Kenney in regards to impact and safety of light show set up.
- Storage location for moveable installations will be brought in at night at Shattuck, larger installations will be left outside.

Fire Prevention Update from Taylor:
- New Emergency procedures flier to replace the old yellow flip chart, being put up around campus and given out to departments.
  - On Google drive, send comments and questions to Taylor.
  - Committee Comments: Add outside fires concerns and procedures? Moving order of procedures boxes/regrouping? More attractive title name?
Rounds: New Safety Concerns/Announcements:

Carey – Glass in KMC hallway has been frosted as to lessen incidents of pedestrian collisions.

Jenna – Put in work order for removing a bar/fence at PSC so as to deny access to the roof by transients.

Erica – Nothing to Report

Jack – Nothing to Report

Jeff – Another chemical clean up on the 17th, Neutralize reactive/unstable chemical onsite for shipping. EHS building inspections follow up and clean up. SEC/USGS break/walk in. HGCDC meeting is scheduled for next week.

Tom – Nothing to Report

Craig – Nothing to Report

Carith – College of Education’s Executive Assistant retiring, bringing in a temp, but there will be department response delays, contact Carith for a more direct and faster response on important issues.

Leslie – ODOT allowed jurisdiction to chase out transients, they having been moving around, cut lock a dozen times the last week and cut a whole in the fence using bolt cutters. Stealing gas caps and equipment, vandalizing equipment. Urban plaza barriers coming down next week. Inclement weather supplies are ready for FPM employee equipment yearly training. Inclement weather meeting discussed protocol, and ice melt.

Martha – Reopened quiet prayer room, opened mezzanine bathrooms, sharps box have been emptied.

Todd – Notify CPSO on houseless people sleeping in classrooms. Elevator was down inn ASRC with no backup, discussion with CPSO about a stair chair. Unwanted attention/harassment season in ASRC.

Taylor – Nothing to Report

Aaron – Nothing to Report

Lorenzo – Nothing to Report

Shaun – SMSU Accessible Glass door needs replacing, currently plywood blocked. Frequent Transient traffic.
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Summary of Meeting Action Items
Narrative:

- Carey – Reach out to Sarah Kenney in regards to impact and safety of light show set up
- All – Send Comments and questions to Taylor regarding the New Emergency Procedures flier
- Jenna/Leslie – Log in work order for removing a bar/fence at PSC so as to deny access to the roof by transients

Personnel Involved:
- All of Safety Committee

Meeting Adjourned at 2:00 p.m.
Next Meeting: February 13th, 1:00 p.m.