# CAMPUS SAFETY COMMITTEE MEETING

**June 12th, 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><strong>Todd Bauch</strong></td>
<td>✓</td>
<td><strong>Carey Gibbar, Chair</strong></td>
<td>✓</td>
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<tr>
<td>Associate Director Campus Rec, Student Affairs</td>
<td></td>
<td>Facilities Property Management, Preventative Maintenance Planner</td>
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<tr>
<td><strong>Shaun Kohn</strong></td>
<td>✓</td>
<td><strong>Martha Ketcham</strong></td>
<td>✓</td>
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<tr>
<td>Operations Manager, SMSU</td>
<td></td>
<td>Student Activities and Leadership, Office Coordinator</td>
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<tr>
<td><strong>Sarah Kenney</strong></td>
<td>✓</td>
<td><strong>Kale Clauson</strong></td>
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<tr>
<td>Construction &amp; Real Estate, Executive Administrative Coordinator</td>
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<td>Environnemental Science &amp; Management</td>
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<tr>
<td><strong>Karen Kraus</strong></td>
<td></td>
<td><strong>Tom Bennett</strong></td>
<td>✓</td>
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<tr>
<td>Leave Administrator, Human Resources</td>
<td></td>
<td>Civil and Environmental Engineering, Developmental Engineer</td>
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<tr>
<td><strong>Jeffrey Rook</strong></td>
<td>✓</td>
<td><strong>Peter Dusicka</strong></td>
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<tr>
<td>Director, Environmental Health and Safety</td>
<td></td>
<td>Civil and Environmental Engineering, Associate Professor</td>
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<tr>
<td><strong>Craig Whitten</strong></td>
<td>✓</td>
<td><strong>Erica Hunsberger</strong></td>
<td>✓</td>
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<tr>
<td>Lieutenant, CPSO</td>
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<td>Environmental Health and Safety</td>
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<tr>
<td><strong>Leslie Walters</strong></td>
<td></td>
<td><strong>Jeffrey Smith</strong></td>
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<tr>
<td>Facilities Property Management, Landscape Supervisor</td>
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<td>Diversity and Multicultural Student Services, Executive Assistant</td>
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<tbody>
<tr>
<td><strong>Jack Dorkey,</strong></td>
<td>✓</td>
<td><strong>Karin Waller</strong></td>
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<tr>
<td>Accessibility and Leaves Administrator, Human Resources</td>
<td></td>
<td>International Affairs, Executive Assistant</td>
<td></td>
</tr>
<tr>
<td><strong>Lorenzo Guzman,</strong></td>
<td>✓</td>
<td><strong>Jenna Wilson</strong></td>
<td>✓</td>
</tr>
<tr>
<td>Student Information Systems Analyst, Office of the Registrar</td>
<td></td>
<td>Auxiliary Services, Viking Pavilion General Manager</td>
<td></td>
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<tr>
<td><strong>Phillip Lafrenz</strong></td>
<td>✓</td>
<td><strong>Carith Wiseman</strong></td>
<td>✓</td>
</tr>
<tr>
<td>Data &amp; Operations Coordinator, Transportation and Parking Services</td>
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<td>Development Administration, College of Education</td>
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<tr>
<th><strong>Ad hoc Attendees:</strong></th>
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<tr>
<td><strong>Sierra Schmidt,</strong></td>
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<tr>
<td>Student, Environmental Health and Safety</td>
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<tr>
<td><strong>Tayler Workman,</strong></td>
<td></td>
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<tr>
<td>Fire Prevention Coordinator, Risk Management</td>
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Roll Call and Minutes Review
Narrative:

- Roll was taken
- April and May meeting minutes approved with minor changes
- Welcome new member Philip Lafrenz from Transporation and Parking Services

Personnel Involved:

- All of Safety Committee

Update on Old Action Items
Narrative:

Ongoing:

- Erica: adding a “report a safety problem” button on new safety website, SHAC as a useful link, tab for useful resources and contacts, and other mild changes to increase effectiveness of new site.
  - Completed
- Look into East Hall door for issues, slamming, resistance—in-progress

Accident Review
Narrative:

May
Reportable

- None to report

Non-reportable

- Mild injury during stretch and flex exercise.
- Injury caused by tripping over a chair.
- Employee picked up a dropped tool, stood up and hit head on overhanging brick April

June
Reportable

- Adjunct professor inured themselves at the Learning Gardens
  - City of Portland outdoor garden and greenhouse that College of Education uses
  - Not responsible for maintaining that property, but it was during working hours
- Employee cleaning sink slipped and hit counter at UPL, impacting chest, arms, legs, etc.
  - Someone opening a door hit them
Lifeguard cut foot while pushing off of bottom of pool
  o Never found the object which caused cut
  o Vacuumed pool immediately after
Employee putting away equipment in ASRC was pushing a cart carrying a part of a stage, which tipped and landed on their foot
Employee pinched themselves on the latch to the new trash compactor

Non-reportable
From April: Employee was taking a bike out of the mail room and the bike moved in such a way that the kickstand hit their shin

Inspection Review
Review of inspection document
List of everything was sent to CPC so that they can monitor issues which remain from the construction
Athletics and FPM have also been made aware of the issues found during inspection
Phil Tritz, the contact for this inspection, is currently out until next month

Committee Website
Updated
Add a Contact form with a list of who to contact?
Re-add a ‘Contact Us’ link to the Safety Committee email address?
  o Carey Gibbar: Discuss emails received at the next meeting and decide who would and how to respond
    • Discussion:
      • It would be important to make sure that committee members know not to respond to the email until the committee discusses
        o Carey will filter these, or otherwise the acting chair
      • What if there is an emergency?
        o More immediate action will be taken by Carey or otherwise direct it
      • Personal information sent out?
        o Add a note that the email is sent out to a group? Would that discourage people from sending an email? Perhaps have one or two people who the email sends to? Administrative location for these emails to go to?
        • Could try the contact system as a trial to see how it works
          o Committee Chair filters the emails and responds to everyone regarding who/when the response will be covered
      • Moving forward with ‘Contact Us’
CAMPUS SAFETY COMMITTEE MEETING
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Old Safety Committee Emails

- Is it possible for the Portland State Bookstore to start selling pepper spray?
  - Bookstore not a part of campus, and the plan is generally not feasible
- Graduate Employee Union: Would like an individual on CSC
  - Move forward with contacting Hannah Miller as original sender is no longer here
- Professor at Business School, a part of the Faculty Senate, would like to join CSC
  - Inquire about the safety concerns they have
  - Review requirements for staying on the CSC
- Issue with light missing for crosswalk
  - Between Smith and PS1 there is no pedestrian light or crosswalk for crossing Broadway and Harrison (email states Hall, but confirmed with Google Satellite to be Broadway and Harrison)

Committee Membership

- The current charter is vague on requirements for continuing to be a committee member
- Karin has missed three consequence meetings
  - Proxy replacement?
    - Ratio of representatives is good so if she cannot find a replacement that is okay
- Kale Clauson: lost contact with him for over a year; attempt to contact once more
- Change charter to be less vague?
  - Three strike policy seems to be in place but should be enforced more readily
  - Should charter list required departments for committee? EHS, FPM, etc.
    - Jeff: There is a benefit to calling that out; more wholistic view of campus

Rounds: New Safety Concerns/Announcements:

- Jenna: Working on replacing roller doors with automatic doors due to injuries; three doors but one is of priority according to Quim as it is a fire door
  - First staff incident (student employee) in Viking pavilion where CPSO had to be called
    - In progress: evaluating the process for and obtaining security for events
    - A lot of high school student graduations scheduled for 2020, CPSO willing to create procedures
  - This Saturday; arena will be very busy with Saturday market, three graduations, and football camp so be aware
- Erica: Nothing to report
- Tom: Nothing to report
- Jack: Nothing to report
- Lorenzo: Nothing to report
- Philip: Nothing to report
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- Carith: Nothing to report
- Todd: Nothing to report
- Jeff Rook: Two incidents where AEDs were stolen (Hoffman and Stott), boxes are being removed as they are not required to have them due to presence in CPSO vehicles
  - Overarching program being redeveloped and reassessing AED locations
  - Fencing around 724 Harrison (minus South side) is being pulled down
  - Many construction projects are coming to a close
  - Part of Broadway potentially getting closed off due to high traffic around construction vehicles
- Shaun: Sharps containers in all male and female restrooms have now been replaced, James is working on the sharps containers in gender neutral restrooms
  - New sharps containers are hard to break into, one has been stolen from 4th floor SMSU
  - In process of purchasing ~700 chairs that stick together when not in use
- Sarah: Masonry project in Urban is almost complete
- Martha: Curious about the foot washing station in women’s restroom in Smith basement
  - Was installed but had to be removed due to bowing and is still being fixed
- Tayler: Nothing to report
- Craig: July 1st ASRC is having its public hours reduced, communication needs to occur
  - Conversations about security around campus are occurring between CPSO and other offices
    - SB1 is going to card access only
    - Trying to make Hoffman card access only as well
    - PSC tightened for summer hours
- Carey: Nothing to report

**Summary of Meeting Action Items**

**Narrative:**

- Erica: Add ‘Contact Us’ link into new website with the safety committee email.
- Carey: follow up with Heather about crosswalk light issues on Broadway and Harrison
- Carey: Respond to old safety committee emails
- Carey: Reach out to Karin to determine if she can send a proxy or find a permanent replacement; also reach out to Kale Clauson
- Carey: Contact Graduate Student Union to determine if a member will join the CSC
- All: Review charter policies on membership

**Personnel Involved:**

- All of Safety Committee

Meeting Adjourned at 2:05 p.m.

Next Meeting: July 10th, 1:00 p.m.