## CAMPUS SAFETY COMMITTEE MEETING
July 10th, 2019 at 1:00 PM

<table>
<thead>
<tr>
<th><strong>Employer Representatives</strong></th>
<th><strong>Present?</strong></th>
<th><strong>Employee Representatives</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Todd Bauch</strong></td>
<td>✔️</td>
<td>Carey Gibbar, Chair</td>
<td>✔️</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><strong>Shaun Kohn</strong></td>
<td>✔️</td>
<td>Martha Ketcham</td>
<td>✔️</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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<tr>
<td><strong>Sarah Kenney</strong></td>
<td>✔️</td>
<td>Tom Bennett</td>
<td>✔️</td>
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<td>Construction &amp; Real Estate, Executive Administrative Coordinator</td>
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<td>Civil and Environmental Engineering, Developmental Engineer</td>
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<td><strong>Jeffrey Rook</strong></td>
<td>✔️</td>
<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><strong>Craig Whitten</strong></td>
<td>✔️</td>
<td>Erica Hunsberger</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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<td><strong>Leslie Walters</strong></td>
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<td>Jeffrey Smith</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>Aaron Landreth</strong></td>
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<td>OIT, Data Center Specialist</td>
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<td><strong>Jack Dorkey,</strong></td>
<td>✔️</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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<tr>
<td><strong>Lorenzo Guzman,</strong></td>
<td>✔️</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><strong>Phillip Lafrenz</strong></td>
<td>✔️</td>
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<tr>
<td>Data &amp; Operations Coordinator, Transportation and Parking Services</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:**

Sierra Schmidt,
Student, Environmental Health and Safety
Roll Call and Minutes Review
Narrative:
- Roll was taken
- June meeting minutes approved with minor changes

Personnel Involved:
- All of Safety Committee

Update on Old Action Items
Narrative:

Ongoing:
- Look into East Hall door for issues, slamming, resistance—completed
- Erica: Add ‘Contact Us’ link into new website with the committee email—completed
- Carey: Follow up with Heather about crosswalk light issues on Broadway and Harrison
  - Carey to reach out to Jason Franklin at Campus Planning
- Carey: Respond to old safety committee emails—completed with no replies
- Carey: Reach out to Karin to determine if she can send a proxy or find a permanent replacement; also reach out to Kale Clauson—completed, Kale to be removed and Karin has returned
- Carey: Contact Graduate Student Union to determine if a member will join the CSC
  - Reached out – no response; will follow-up,
- All: Review charter policies on membership

Accident Review
Narrative:

June
Reportable
- Adjunct professor injured 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
  - Never found the object which caused cut
  - Vacuumed pool immediately after
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- 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

July

Reportable
- Employees were transferring toilets from loading dock to dumpster, one toilet basin was not drained and the extra weight caused it to fall on one employees fingers, causing a fracture and laceration
- Slip and fall in FAB, SAIF is involved but no follow-up has been found yet
- Dental hygienist treated patient in wheelchair at SHAC, and as they were pushing the wheelchair it slipped backwards and cut their finger due to a pinch—Erica following up
- Employee in SHAC was using the paper cutter and cut themselves
- Employee was pushing a countertop into a dumpster when it bounced off the wall of the dumpster and hit their throat

Non-reportable
- Employee was doing overhead work, resulting in a sore elbow and shoulder
- Acupuncturist had an incident with an acupuncture needle

Next Campus Safety Committee Inspection Location

- Potential places:
  - FAB
    - Already looked at recently, does not need to be inspected again
  - Ondine
    - Already looked at recently, does not need to be inspected again
  - A housing building
    - Not much space to inspect, not a work place
  - RMNC
    - FCSC has completed recently
  - FMH
    - Not a good option
- Next building to inspect:
  - KMC, it is the best option
- Determine the spaces to inspect for the whole academic year
  - Erica to put together a list of buildings which have not been inspected recently
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Committee Membership

- Do we want to amend the charter to be more specific on committee membership?
  - Is it a real issue?
    - In the case of Kale Clauson, it would have been helpful
  - On one hand it would be good to keep people coming to meetings, but as the committee is volunteer-based having a strict policy could be exclusive
    - If they cannot come to meetings, then volunteering is questionable
  - No required membership, but a list of important departments to be a part of the committee could be helpful
    - The unions, representatives from other committees, and other essential representatives would be good to have
    - Phrase it as “invite” people from these departments, rather than state that it is required in the charter in the case that it is not possible to have someone
      - Alternatively: have the representatives act as guests at some meetings to promote communication
    - Should the committee communicate with a supervisor for a proxy?
      - Better to put the responsibility of finding a proxy on the member rather than the committee
  - Carey will make a copy of the charter which will allow members to comment to provide feedback digitally over the next month
  - Charter needs to be reviewed in five months as it stands

Safety Committee Folders

- The Google folders are owned by former employees and ownership cannot be transferred
- According to Jack, a team drive can be created so no one particular person owns them
  - A new team drive will be created and the files moved over to address this issue

Rounds: New Safety Concerns/Announcements:

- Sarah: Nothing to report
- Erica: Joe Schilling will be meeting with smaller groups to discuss the issue of general campus safety and security
  - He could attend this committee meeting if there is interest
  - If addressing a concern with CPSO: be as descriptive as possible and request a follow-up if you would like one
- Jack: Nothing to report
- Craig: ASRC building hours are changing on August 1st for the full academic year, SB1 is going to be card only
- Martha: Quiet prayer and meditation room will have limited access for the summer
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- Tom: Nothing to report
- Aaron: Nothing to report
- Karin: KMC has two doors into a reception hall, both doors are lockable and kept locked after hours, there are safety concerns after hours
  - Not supposed to be propped open?
  - Tayler Workman and Jeff Rook to consult
- Phillip: Crosswalk issue has been well documented, and discussions are occurring with PBOT
  - Someone was hit in this area after committee discussion in the previous month
- Lorenzo: Nothing to report
- Leslie: There is increased foot traffic and transient populations at the moment
- Jeff: Nothing to report
- Shaun: Smith has changed hours from July 5th to September 22nd, not necessarily closed for events but restricted during these events
  - Now that the needle bins in Smith are opaque, someone asked at a relay meeting how to tell if the bins are full
    - Have to be physical checked and staff have keys to open them
- Jenna: Nothing to report
- Todd: Campus Rec is meeting with Jeff and Tayler over large scale events to make sure they operate safely and under the expectations which Portland State has
- Carey: Friday there will be a lighting audit at Portland State

Summary of Meeting Action Items
Narrative:

- Carey: Reach out to Jason Franklin at Campus Planning
- Carey: Follow-up with the Graduate Student Union and other unions to determine if committee representatives will be added
- All: Review and provide comments on the charter

Personnel Involved:
- All of Safety Committee

Meeting Adjourned at 1:58 p.m.
Next Meeting: August 14th, 1:00 p.m.