# CAMPUS SAFETY COMMITTEE MEETING
August 8th, 2018 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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</thead>
<tbody>
<tr>
<td><strong>Todd Bauch, Chair</strong></td>
<td>✓</td>
<td><strong>Tom Bennett</strong></td>
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<tr>
<td>Associate Director Campus Rec, Student Affairs</td>
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<td>Civil and Environmental Engineering, Developmental Engineer</td>
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<tr>
<td><strong>Vacant</strong></td>
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<td><strong>Martha Ketcham</strong></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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<td><strong>Sarah Kenney</strong></td>
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<td><strong>Kale Clauson</strong></td>
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<td>Construction &amp; Real Estate, Executive Administrative Coordinator</td>
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<td>Environmental Science &amp; Management</td>
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<td><strong>Karen Kraus</strong></td>
<td>✓</td>
<td><strong>Carey Gibbar</strong></td>
<td>✓</td>
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<td>Human Resources, Leave Administrator</td>
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<td>Facilities Property Management, Preventative Maintenance Planner</td>
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<td><strong>Jeffery Rook</strong></td>
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<td><strong>Peter Dusicka</strong></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>
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<td><strong>Erica Hunsberger</strong></td>
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<td>CPSO</td>
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<td>Environmental Health and Safety</td>
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<td><strong>Leslie Walters</strong></td>
<td>✓</td>
<td><strong>Jeffrey Smith</strong></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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<td><strong>Aaron Landreth</strong></td>
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<td>OIT, Data Center Specialist</td>
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<tr>
<td><strong>Karin Waller</strong></td>
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<td>International Affairs, Executive Assistant</td>
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<tr>
<td><strong>Jenna Wilson</strong></td>
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<td>Auxiliary Services, Viking Pavilion General Manager</td>
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<tr>
<td><strong>Carith Wiseman</strong></td>
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<tr>
<td>Development Administration, Graduate School of Education</td>
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**Ad hoc Attendees:**

- **Gabrielle Cooper,**
  Environmental Health and Safety, Student

- **George Whyte,**
  Environmental Health and Safety, Fire Prevention Manager

- **Karen Barnack,**
  Environmental Health and Safety
ROLL CALL AND MINUTES REVIEW

NARRATIVE:

- Roll was taken
- June and July meeting minutes approved with minor changes

PERSONNEL INVOLVED:

- All of Safety Committee

UPDATE ON OLD ACTION ITEMS

NARRATIVE:

ONGOING:

- Follow up with new SMSU representative on Slips, Trips and Falls and safe event set up and accessibility – On Hold New representative pending
- Erica – Ask Karen B. about inspecting temporary buildings by the science buildings
- Erica – Send out Power Point by email to committee members – Done
- Todd/Erica – Discuss best type of training for Art Studio staff in regards to recent injuries – Pending
  - To what extent does the shop orientation cover working safely
- Karen K. – Follow up with SAIF on medical care that was provided to the victims of the crosswalk assault – Done
- Todd – Look into campaigning for non-smoking on campus – Pending
- Todd, Eric, Erica – Discussion: Should Art Studio staff have CPR training or special first aid because staff are there off hours at times when SHAC is closed. Not practical when emergency services are a few minutes away. – Pending

PERSONNEL INVOLVED:

- All of Safety Committee

ACCIDENT REVIEW

NARRATIVE:

APRIL

REPORTABLE:

- Student worker Carrying sandwich board sign from Smith to ASRC, when left arm, wrist became strained due to aggravation of carpal tunnel. Previously was non-reportable.
- OIT student worker while moving presidential lectern back to closet, the lectern fell back and down on hands, crushing fingers.
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**June**
Non-Reportable
- Bio student worker preparing solution requiring acetic acid. Bottle of acid was dropped while removing it from the cabinet under the fume hood. Glass bottle broke and its contents spilled over the floor. Small amount of the acid splashed onto right ankle, requiring treatment at SHAC.
- Mouse got into file drawer where coffee mugs are kept. Rodent chewed on lid and peed and defecated in mug in which employee drank from. Reported due to possible illness due to exposure of rodent excrement.

**July**
Reportable
- Staff helped a parent adjust the height of a bunked bed during move-in. Left toe of sneaker caught the inside of the left leg of the lower bed frame. Tripped while holding the upper bed and hit the inside of right bicep and fell on right knee onto the floor.

Non-Reportable
- Student worker while pulling luggage out of the storeroom, luggage was dropped due to heavy density. Experienced severe pain around shoulder and neck.
- Student worker in HGCDC cut tip of left index finger while cutting carrots with a sharp knife.
- Mechanic sorting light bulbs and cut right middle finger on a broken bulb. Was not wearing PPE.
- HGCDC teacher while sitting on a wood platform to talk to a child, platform caved in about 18”-24” resulting in strain to back and neck.
- Campus police sergeant felt chest pain while walking
- Campus police officer while physically detaining a male, suffered injury to left middle finger which became apparent the following day resulting in swelling and pain while bending.
- CSS project coordinator while standing on sidewalk, turned right, foot did not turn, but knee did, resulting in loud pop, then pain.

**Personnel Involved:**
- Karen Kraus and all of Safety Committee

**Search for chairperson:**

**Election:**
- Member recommendation for having two people for chair and co-chair position.
  Carey voted new chair: Jeff, Todd, Erica, Carey to have transition meeting
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**Safety Committee Inspection:**

Stratford: Erica, Carey, Jeffrey, and Gabrielle

- Funding for seismic bracing for the relocation fund – Discuss with Karen
- Temporary signage for fire escapes
- Next Inspection: Trailers schedule during dead week, possibly split committee to cover all trailers within the hour, volunteers needed.

Erica: New member training – Aaron, Carith, Karin

**Rounds: New Safety Concerns/Announcements:**

Todd – Student training across campus in September

Karen – Heat stress: stay cool and hydrated, urban plaza phase one starting soon (ADA routes, access, and egress)

Leslie – Never discussed green tortoise incident in the meeting, community member concerned about downtown air quality and environment, landscape workers have been accosted for working with gas powered equipment, Karen get back to Leslie on DEQ guidelines for downtown air quality, Linda George (on campus expert)

Martha – No smoking (not a policy, cannot be enforced): NH workers smoking anyway

Carey – Never seen OSHA rules for workplace on employee issued guns, installed new ashtrays around campus

Aaron – Nothing to report

Karin – Storage unit for archive files that is used by a number of departments has a pile of papers for shredding that’s sitting in an inconvenient spot and its hard to maneuver around, get in touch with Lucius Shields, Space Analyst (lucius@pdx.edu)

Carith – Nothing to report

Jenna – Upcoming active shooter training at Viking Pavilion: update members on details next meeting, pavilion student workers upcoming safety training

Gabrielle – Nothing to report

George Whyte – Nothing to report
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Summary of Meeting Action Items

Narrative:

Ongoing:
• Follow up with new SMSU representative on Slips, Trips and Falls and safe event set up and accessibility – On Hold New representative
• Erica – Ask Karen B. about inspecting temporary buildings by the science buildings – pending
• Todd/Erica – Discuss best type of training for Art Studio staff in regards to recent injuries – Pending
  o To what extent does the shop orientation cover working safely
• Todd – Look into campaigning for non-smoking on campus – Pending
• Todd, Eric, Erica – Discussion: Should Art Studio staff have CPR training or special first aid because staff are there off hours at times when SHAC is closed. Not practical when emergency services are a few minutes away. – Pending

New:
• Karen B. – Funding for seismic bracing for Stratford
• Karen B./Erica – get back to Leslie regarding DEQ guidelines for downtown air quality
• Karin – get in touch with Lucius Shields, Space Anlyst (lucius@pdx.edu)
• Erica – Send out a training invite to train all new safety committee members

Personnel Involved:
• All of Safety Committee

Meeting Adjourned at 2:25 p.m.

Next Meeting: September 12th, 1:00 p.m.