CAMPUS SAFETY COMMITTEE MEETING

04/09/2014 Attendees:

**Employer Representatives:**
- Todd Bauch – Student Development – Student Affairs
- Kristin Smith – Human Resources
- Nick Weltch – Campus Public Safety

**Employee Representatives:**
- Tom Bennett – Civil and Environmental Engineering
- Eric Franklin - Fine Arts
- Lindsay Henderson – Biology
- Jim Stapelton (as Proxy for David Fetter) – OIT
- Nikki Kress – Transportation and Parking Services
- Jill Jones – Facilities and Construction Safety Officer

**Ad –hoc Attendees:**
- Keri Bishop - EH&S support member

**Absent Members:**
- Robert Grondin - Facilities & Property Management
- Heather Randol - Environmental Health and Safety Director
- Mark Russell – Operations Manager, SMSU
- Luis Perez – ASPSU Senator

**Issues Discussed:**

**Introductions and March Minutes Approved**

**Narrative:**
- Roll was taken
- Everyone introduced themselves to Nikki Kress. She is a new member of the Safety committee.
- The March Minutes were approved.

**Personnel Involved:**
- All of Safety Committee
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Accident Review
Narrative:

- No accidents were reported in March.
- The committee looked at a SAIF report that showed the various types of causes and injuries that happened at Portland State in 2013.
- The 2013 Annual Review showed that:
  - 42 Injuries occurred in 2013
  - Only 16 cases resulted in days away from work
  - 78 was the total number of days spent away from work

Personnel Involved:
- Kristin Smith and Jill Jones

Future Safety Committee Inspections
Narrative:

- The Art Building will be inspected before June.
- Date is still TBD – Heather Randol will organize this.

Personnel Involved:
- All of Safety Committee

CPR Update
Narrative:

- There will be a CPR update at the meeting in May.
- Due to the potential strike; Follow up meetings with SHAC about the CPR classes have yet to be scheduled.

Personnel Involved
- Kristin Smith

New Member Search
Narrative:

- Robert Grondin is still considered an absentee member.
- Todd is taking recommendations for a Faculty Representative
- Nick Weltch was voted onto the Safety Committee.
- Todd will email Scott about updating the Safety Committee website to reflect the current roster of Safety Committee Members.
Personnel Involved
• Todd Bauch

Internal Emergency Radio Communication on Campus
Narrative:
• The UHF Repeater Diagram and Emergency Usage Plan was presented to the committee. CPSO wanted the committee's input on the proposed Emergency Usage Plan.
• There are 3 central repeaters located in CPSO, TAPS, and the Rec Center.
• The CPSO repeater program can be applied to a variety of situations including but not limited to, floods, power outages, earthquakes, strikes, etc.
• It was suggested that EH&S should also get repeater as well.
• It is still being decided if FAP, NBS, AUX, and OIT will have their own central repeater or join the one at the Rec Center. These departments currently operate on Cell/POTS/Internet

Personnel Involved
• Nick Weltch

Incident Investigation Training
Narrative:
• The Facilities and Planning Safety Committee is using the skills learned at the training to improve their accident feedback and improve analysis when performing internal accident investigations.
• The Safety Committee values the skills learned at the training, but it is unclear how to delegate who does accident investigations (HR, the dept., etc.)
• Time is of the essence during accidents, but HR is limited to investigating accidents only after they are reported.

Personnel Involved
• All of Safety Committee

Facilities and Planning Safety Committee Debrief
Narrative:
• It was brought to the attention of the Facilities Safety Committee of the hazards of the crosswalk at 6th and SW Jackson. Afterwards, the concern was brought to ODOT and now the city has a work order number for this issue and will address the question of possibly removing the crosswalk.
• The committee will be inspecting the housing area in early May.
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- Safety Break for Oregon is coming up on May 14.
- The EH&S website now has Incident/Near Miss report forms on their website with links to the SAIF 801 and HR injury report form. These forms are now available for FAP to use and will be used by EH&S to log and address any reoccurring near miss issues.

**Personnel Involved:**
- Jill Jones

**Other Items**

**Narrative:**

- Todd will write the End of the Year report in June, and then another Committee Chair will have to be selected.
- The stairs in the Engineering Building are an accident waiting to happen. Ideas of how to make rushing students more aware of their surroundings were proposed such as posting signs or adding reflector tape to the edge of each concrete step.

**Personnel Involved:**
- Todd Bauch, Tom Bennet, and All of Safety Committee