

Campus Safety Committee Meeting Minutes

Members

([P] indicates member present at today's meeting)

Employee Represented:

- Tom Bennett (TBe), Civil & Environmental Engineering
- Peter Dusicka (PD), Civil & Environmental Engineering
- Carey Gibbar (CG), Facilities & Property Management, Chair
- Lorenzo Guzman (LG), Office of the Registrar
- Erica Hunsberger (EH), Environmental Health & Safety
- Martha Ketchum (MK), Student Activities and Leadership
- Aaron Landreth (AL), Office of Information Technology
- Phillip Lafrenz (PL), Transportation & Parking Services
- Jeffrey Smith (JS), Diversity & Multicultural Student Services
- Karin Waller (KW), International Affairs
- Carith Wiseman (CW), College of Education

Employer Represented:

- Todd Bauch (TBa), Campus Recreation

- Jack Dorkey (JD), Human Resources
- Sarah Kenney (SKe), Construction & Real Estate
- Shaun Kohn (SKo), Smith Memorial Student Union
- Jeffrey Rook (JR), Environmental Health & Safety
- Leslie Walters (LW), Facilities & Property Management
- Craig Whitten (CWh), Campus Public Safety Office
- Jenna Wilson (JW), Viking Pavilion

Alternate:

Ad Hoc:

- Gabriella Cooper (GC), Student, Environmental Health & Safety

Meeting Call to Order

Date: 01/19/2019

Time: 1:00 pm

Quorum Met: Yes

Approval of Meeting Minutes from Previous Meeting (Vote)

([x] indicates members vote)

- Minutes approved as is
- Minutes approved with minor corrections
- Minutes not approved – corrections required
- Minutes not approved – quorum not met

Announcements

(Whom provided by, description of announcement, date of event or impact, if applicable)

- Taylor Workman hired as permanent Fire Prevention Coordinator
- Heather Randol returning to PSU as FPM Director

Presentations / Discussions

(Whom provided by, description of presentation or discussion, date of event or impact, if applicable)

Winter Light Festival

- 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 are set up a few days before the event.
- Reviewing all of the safety plans for each installation, Carey reached out to Sarah Kenney in regards to impact and safety of the light show set up.
- Storage locations for moveable installations will be brought in at night at Shattuck, larger installations will be left outside.

Fire Prevention Update - Taylor Workman

- 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?

Accident / Injury Report (provided by Human Resources)

Reportable Incidents

(Date of incident, description of incident, location, committee recommendations)

- Employee was cutting a branch off of a tree when they place their finger too close to the blade of the mini saw and cut their finger above the knuckle of the right index finger
 - Leslie follow up on incident
- Employee was squatting while assisting a student in toileting when they briefly lost balance, caught themselves but felt a minor pain in their back. Employee finished shift but sought care afterward
- Employee was stepping out onto the sidewalk when a Taylor Dunn Vehicle struck the employee pushing him backward. Vehicle stopped 1 to 1.5 lengths after the collision.
- Employee was looking for an oil leak when they touched a copper pipe that had come in contact with an exposed wire. The employee received an electric shock down their left hand and arm
- Employee felt the heart rate escalate. They stopped work and sat on the floor. Employees ICD (implantable cardioverter defibrillator) shocked her and she lost consciousness

Non-Reportable Incidents

(Date of incident, description of incident, location, committee recommendations)

- 12/12/18 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
 - LW- Looked into a thinner nice expensive pair that CPSO might want to invest in.
- 12/12/18 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 their left wrist as well.
- 12/12/18 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.

Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: Art Building

Quarter of inspection:

Members needing training: Jenna, Carith, Jack

Completed Inspection Review

(Date of inspection, locations inspected, description of inspection findings, description of follow-up or resolutions, if applicable)

Old Action Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to, description of follow up, date investigated/resolved)

- 12/12/18 EH- Suggestion to add stickers to the needle boxes for who to call or contact when a box is full – Ongoing
- 12/12/18 JR- Contact the Helen Gordon Center to discuss repeated injuries in the kitchen to discuss potential safety training and to discuss if staff have Food Handlers' Cards.
- 12/12/18 CG- Begin the draft for the 2019 Annual Report
- 12/12/18 JR- Review program for Fire Warden training

Rounds / New Safety Concerns

(Reported by, description of safety concern, description of committee recommendations, whether follow up is required as an action item)

- CG- Glass in KMC hallway has been frosted to lessen incidents of pedestrian collisions.
- JW- Put in work order for removing a bar/fence at PSC so as to deny access to the roof by transients.
- EH- Nothing to Report
- JD- Nothing to Report
- JR- 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. The HGCDC meeting is scheduled for next week.
- TBe- Nothing to Report
- CWh- Nothing to Report
- CWi- 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.
- LW- ODOT allowed jurisdiction to chase out transients, they having been moving around, cut locks 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 meetings discussed protocol, and ice melt.
- Mk- Reopened quiet prayer room, opened mezzanine bathrooms, sharps box have been emptied.
- TBa- Notify CPSO on houseless people sleeping in classrooms. Elevator was down in ASRC with no backup, discussion with CPSO about a stair chair. Unwanted attention/harassment season in ASRC.
- TW- Nothing to Report
- AL- Nothing to Report
- LG- Nothing to Report
- SKo- SMSU Accessible Glass door needs replacing, currently plywood blocked. Frequent Transient traffic.

New Actions Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to)

- CG- 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
- JW/LW- Log in work order for removing a bar/fence at PSC so as to deny access to the roof by transients

Meeting Adjourned

Time: 2:00 pm

Next Meeting

Date: February 13, 2019

Location: ASRC 210a