

Campus Safety Committee Meeting Minutes

Members

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

Employee Represented:

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

Employer Represented:

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

Alternate:

Ad Hoc:

[] Risto Rushford (RR), Environmental Health & Safety

Meeting Call to Order

Date: 12/11/2019

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	[x]
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)

- CG: Chairperson, Carey G., leaving PSU at end of this month

Presentations / Discussions

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

- Nominations for Committee Chairperson
 - Scope of Chairperson:
 - Meet with JR and EH week prior to meeting to prepare agenda (½ hour each week)
 - Send/respond to emails regarding safety
 - Correspond with EHS regarding relevant action items
 - Total investment ~ 4 hours/month
 - Nominations:
 - LW
 - Vote to install an interim chair for the remaining term, review the charter first and then vote, or postpone the vote until the next meeting?
 - Review the charter first and then vote
 - Vote to approve LW as interim Chairperson to service the remaining term
 - All members in favor, motion approved
- CG: Charter Review
 - SS1 clarify Environmental Health & Safety is a Department
 - SS2 no issues
 - SS3 no issues
 - SS4 remove mention of secretary, as administrative functions for Safety Meeting are handled by EH&S
 - SS5
 - 5.1 Committee members
 - Clarify student employees, not general students
 - Clarify, a person from sub-committees should be represented (be aware of and able to be represented) at committee meetings
 - 5.3 Vice Chairperson optional
 - Should we elect a new VC today?

- EH: position should be mandatory
- JR: Move to make position mandatory
 - All committee members in favor
- 5.4 Alternate Members (Proxies)
 - Emphasize importance of representation, but not hard requirement
 - Alternate members only have voting rights if they are representing a permanent committee member in absence
- SS6 Committee Membership
 - Emphasize need for representation from EHS, CPS and HR
 - Insert section for annual outreach to departments to solicit representation/involvement?
- SS6 Attendance
 - Members should attend at least 8/12 meetings
 - Telecommutes and proxies count as attendance
 - Members should be aware of how communication to Google group goes out to everyone
 - EHS Director authority to replace members of CSC?
 - Administrative support
 - Reaches out to Dept. Head for appointed members to clarify that person's involvement
 - Clarify to "in consultation with"?
- SS7 Committee Roles
 - Clarify "as needed" for non-mandatory items
- SS8 no issues
- SS9 Committee Communications
 - Clarify communications to non-committee administrators as needed for reporting of issues and committee recommendations
- SS10 Charter Review no issues
 - Vote to approve with minor changes: unanimous
- CG: Meeting Minutes Format Change Proposal
 - Members reviewed changes and agreed to new format
 - Still to be converted to PDF after each meeting



Accident / Injury Report (provided by Human Resources)

Reportable Incidents

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

- 10/2019 - Housekeeping employee found unresponsive after work hours. Sent to hospital, no time lost.
- 11/2019 - Employee smashed their hand between ladder and an exposed pipe while pulling a tall library ladder around a corner
- 11/2019 - At HGCDC an employee was at a corner spooning soup into bowls and had their right elbow pushed in by a bussing container operated by another individual
- 11/2019 - Employee removing graffiti with MEK and vapors/secondary spray caused both eyes to become irritated
- 11/2019 - Employee hit with hammer when breaking a metal rack
- 12/2019 - Employee was using a leaf blower when dog feces inadvertently got in their eyes. Employee went to urgent care to seek treatment (per supervisor).
- 12/2019 - Student employee Media Relations pricked in hand when getting toilet cover in restroom. Went to OHSU for testing/treatment

Non-Reportable Incidents

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

- 11/2019 - Employee was cleaning the garbage area after a fire when prying up a melted plastic, their finger got jammed between the metal pole. Employee felt pop and sharp pain in right middle finger
- 12/2019 - Employee slipped and fell 6-8 stairs landing on back and left arm, slipped in puddle of urine.
- 12/2019 - Employee injured pinky finger in ERG staff dodgeball tournament. Finger swollen, bruised, unable to bend
- 12/2019 - Opened drawer in the lab and a loose piece of Formica scraped top of left hand left a cut
- 12/2019 - Opening a saw and a hand bumped sharp corner on the wall-mounted tube rack cutting back of hand.

Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: Millar Library

Quarter of inspection: Fourth Quarter

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)

- 11/13/2019 – EH follow-up with how to address seismic bracing in campus moves
 - Discussed with JR - Resolved
- 11/13/2019 – EH follow-up with JR to discuss possible sources of budgeting for committee
 - Discussed with JR.; Possibly incorporate budget from EHS - Resolved
- 11/13/2019 – JR/CG meet to review charter updates for approval at next meeting - Resolved
- 11/13/2019 – All of safety committee review proposed changes and prepare to finalize at next meeting - Resolved

Rounds / New Safety Concerns

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

- CG - Does CPSO have a reporting method for incidents like the student employee who experienced a sharp prick in restroom?
- TBa - ASRC will be closed
- JR –
 - Some power outages Dec 20th: Millar Library, Peter Stott and Research greenhouse will have shutdown 10pm-2am for maintenance
 - Also at Cramer Hall for maintenance by outside contractors
 - Building updates:
 - SB1 is ranked 3rd in state for project funding of a full remodel and will include sections of SRTC
 - Stratford Hall to be demolished over summer (CPC)
 - Harder House to be demolished
- LW –
 - Facilities is ready for potential inclement weather
 - No slips/trips/falls reported
- CG - Google Drive ownership, to be followed up on (delegated to Jeff)

New Actions Items and Safety Concerns

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

- 12/11/2019 - JR determine ownership of committee Google drive



Meeting Adjourned

Time: 2:30 pm

Next Meeting

Date: January 8, 2019

Location: ASRC 210a