

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
- [] Aaron Landreth (AL), Office of Information Technology
- [P] Phillip Lafrenz (PL), Transportation & Parking Services
- [] Jeffrey Smith (JS), Diversity & Multicultural Student Services
- [] 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
- [P] Shaun Kohn (SKo), Smith Memorial Student Union
- [P] Jeffrey Rook (JR), Environmental Health & Safety
- [] Leslie Walters (LW), Facilities & Property Management
- [P] Craig Whitten (CWh), Campus Public Safety Office
- [P] Jenna Wilson (JW), Viking Pavilion

Alternate:

Ad Hoc:

- [P] Sierra Schmidt (SS), Student, Environmental Health & Safety
- [P] Tayler Workman (TW), Fire Prevention Coordinator, Risk Management

Meeting Call to Order

Date: 06/12/2019

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)

- Welcome new member Philip Lafrenz from Transportation and Parking Services

Presentations / Discussions

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

Committee Website

- Updated
- Add a Contact form with a list of who to contact?
- Re-add a 'Contact Us' link to the Safety Committee email address?
 - CG- Discuss emails received at the next meeting and decide who would and how to respond
 - Discussion:
 - It would be important to make sure that committee members know not to respond to the email until the committee discusses
 - CG will filter these, or otherwise the acting chair
 - What if there is an emergency?
 - More immediate action will be taken by CG or otherwise direct it
 - Personal information sent out?
 - Add a note that the email is sent out to a group? Would that discourage people from sending an email? Perhaps have one or two people who the email sends to? Administrative location for these emails to go to?
 - Could try the contact system as a trial to see how it works
 - Committee Chair filters the emails and responds to everyone regarding who/when the response will be covered
 - Moving forward with 'Contact Us'

Old Safety Committee Emails

- Is it possible for the Portland State Bookstore to start selling pepper spray?
 - Bookstore not a part of campus, and the plan is generally not feasible
- Graduate Employee Union: Would like an individual on CSC
 - Move forward with contacting Hannah Miller as original sender is no longer here

- Professor at Business School, a part of the Faculty Senate, would like to join CSC
 - Inquire about the safety concerns they have
 - Review requirements for staying on the CSC
- Issue with light missing for crosswalk
 - Between Smith and PS1 there is no pedestrian light or crosswalk for crossing Broadway and Harrison (email states Hall, but confirmed with Google Satellite to be Broadway and Harrison)

Committee Membership

- The current charter is vague on requirements for continuing to be a committee member
- KW has missed three consequence meetings
 - Proxy replacement?
 - Ratio of representatives is good so if she cannot find a replacement that is okay
- Kale Clauson: lost contact with him for over a year; attempt to contact once more
- Change the charter to be less vague?
 - Three strike policy seems to be in place but should be enforced more readily
 - Should charter list required departments for committee? EHS, FPM, etc.
 - JR- There is a benefit to calling that out; more wholistic view of campus

Accident / Injury Report (provided by Human Resources)

Reportable Incidents

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

May

- none to report

June

- 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 the 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
- 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 Incidents

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

May

- Mild injury during stretch and flex exercise.
- Injury caused by tripping over a chair.
- Employee picked up a dropped tool, stood up and hit head on overhanging brick **April**

June

- From April: Employee was taking a bike out of the mailroom and the bike moved in such a way that the kickstand hit their shin

Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected:

Quarter of inspection:

- Review of inspection document
- List of everything was sent to CPC so that they can monitor issues which remain from the construction
- Athletics and FPM have also been made aware of the issues found during inspection
- Phil Tritz, the contact for this inspection, is currently out until next month

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)

- 5/8/19 EH- adding a “report a safety problem” button on a new safety website, SHAC as a useful link, tab for useful resources and contacts, and other mild changes to increase the effectiveness of the new site.
 - Completed
- 5/8/19 Look into East Hall door for issues, slamming, resistance—in-progress

Rounds / New Safety Concerns

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

- JW- Working on replacing roller doors with automatic doors due to injuries; three doors but one is of priority according to Quim as it is a fire door
 - First staff incident (student employee) in Viking pavilion where CPSO had to be called
 - In progress: evaluating the process for and obtaining security for events
 - A lot of high school student graduations scheduled for 2020, CPSO willing to create procedures
 - This Saturday; arena will be very busy with Saturday market, three graduations, and football camp so be aware
- EH- Nothing to report
- TBe- Nothing to report
- JD- Nothing to report
- LG- Nothing to report
- PL- Nothing to report
- CWi- Nothing to report
- Tba- Nothing to report
- JR- Two incidents where AEDs were stolen (Hoffman and Stott), boxes are being removed as they are not required to have them due to presence in CPSO vehicles
 - Overarching program being redeveloped and reassessing AED locations
 - Fencing around 724 Harrison (minus South side) is being pulled down
 - Many construction projects are coming to a close
 - Part of Broadway potentially getting closed off due to high traffic around construction vehicles
- SKo- Sharps containers in all male and female restrooms have now been replaced, James is working on the sharps containers in gender neutral restrooms
 - New sharps containers are hard to break into, one has been stolen from 4th floor SMSU
 - In process of purchasing ~700 chairs that stick together when not in use
- SK- Masonry project in Urban is almost complete
- MK- Curious about the foot washing station in women's restroom in Smith basement
 - Was installed but had to be removed due to bowing and is still being fixed
- TW- Nothing to report
- CWh- July 1st ASRC is having its public hours reduced, communication needs to occur

- o Conversations about security around campus are occurring between CPSO and other offices
 - SB1 is going to card access only
 - Trying to make Hoffman card access only as well
 - PSC tightened for summer hours
- CG- Nothing to report

New Actions Items and Safety Concerns

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

- EH- Add 'Contact Us' link into the new website with the safety committee email.
- CG- follow up with Heather about crosswalk light issues on Broadway and Harrison
- CG- Respond to old safety committee emails
- CG- Reach out to Karin to determine if she can send a proxy or find a permanent replacement; also reach out to Kale Clauson
- CG- Contact Graduate Student Union to determine if a member will join the CSC
- All- Review charter policies on membership

Meeting Adjourned

Time: 2:05 pm

Next Meeting

Date: July 10, 2019

Location: ASRC 210a