

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
[] Jeffrey Smith (JS), Diversity & Multicultural Student Services
[P] Karin Waller (KW), International Affairs
[] Carith Wiseman (CW), 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

Meeting Call to Order

Date: 07/10/2019

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)

Safety Committee Folder

- The Google folders are owned by former employees and ownership cannot be transferred
- JD- a team drive can be created so no one particular person owns them
 - A new team drive will be created and the files moved over to address this issue

Presentations / Discussions

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

Committee Membership

- Do we want to amend the charter to be more specific on committee membership?
 - Is it a real issue?
 - In the case of Kale Clauson, it would have been helpful
 - On one hand it would be good to keep people coming to meetings, but as the committee is volunteer-based having a strict policy could be exclusive
 - If they cannot come to meetings, then volunteering is questionable
 - No required membership, but a list of important departments to be a part of the committee could be helpful
 - The unions, representatives from other committees, and other essential representatives would be good to have
 - Phrase it as “invite” people from these departments, rather than state that it is required in the charter in the case that it is not possible to have someone
 - Alternatively: have the representatives act as guests at some meetings to promote communication
 - Should the committee communicate with a supervisor for a proxy?
 - Better to put the responsibility of finding a proxy on the member rather than the committee
- CG will make a copy of the charter which will allow members to comment to provide feedback digitally over the next month
- Charter needs to be reviewed in five months as it stands

Accident / Injury Report (provided by Human Resources)

Reportable Incidents

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

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

July

- Employees were transferring toilets from loading dock to dumpster, one toilet basin was not drained and the extra weight caused it to fall on one employees fingers, causing a fracture and laceration
- Slip and fall in FAB, SAIF is involved but no follow-up has been found yet
- Dental hygienist treated patient in wheelchair at SHAC, and as they were pushing the wheelchair it slipped backwards and cut their finger due to a pinch—EH following up
- Employee in SHAC was using the paper cutter and cut themselves
- Employee was pushing a countertop into a dumpster when it bounced off the wall of the dumpster and hit their throat

Non-Reportable Incidents

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

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

July

- Employee was doing overhead work, resulting in a sore elbow and shoulder
- Acupuncturist had an incident with an acupuncture needle

Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: KMC

Quarter of inspection: TBA

- Potential places:
 - FAB
 - Already looked at recently, does not need to be inspected again
 - Ondine
 - Already looked at recently, does not need to be inspected again
 - A housing building
 - Not much space to inspect, not a workplace
 - RMNC
 - FCSC has completed recently
 - FMH
 - Not a good option

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)

- Look into East Hall door for issues, slamming, resistance—completed
- EH- Add 'Contact Us' link into new website with the committee email—completed
- CG- Follow up with Heather about crosswalk light issues on Broadway and Harrison
 - CG- to reach out to Jason Franklin at Campus Planning
- CG- Respond to old safety committee emails—completed with no replies
- CG- Reach out to Karin to determine if she can send a proxy or find a permanent replacement; also reach out to Kale Clauson—completed, Kale to be removed and Karin has returned
- CG- Contact Graduate Student Union to determine if a member will join the CSC
 - Reached out – no response; will follow-up,
- All- Review charter policies on membership

Rounds / New Safety Concerns

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

- SKe- Nothing to report

- EH- Joe Schilling will be meeting with smaller groups to discuss the issue of general campus safety and security
 - He could attend this committee meeting if there is interest
 - If addressing a concern with CPSO: be as descriptive as possible and request a follow-up if you would like one
- JD- Nothing to report
- CW- ASRC building hours are changing on August 1st for the full academic year, SB1 is going to be card only
- MK- Quiet prayer and meditation room will have limited access for the summer
- TBe- Nothing to report
- AL Nothing to report
- KW- KMC has two doors into a reception hall, both doors are lockable and kept locked after hours, there are safety concerns after hours
 - Not supposed to be propped open?
 - Tayler Workman and Jeff Rook to consult
- PL- Crosswalk issue has been well documented, and discussions are occurring with PBOT
 - Someone was hit in this area after committee discussion in the previous month
- LG- Nothing to report
- LW- There is increased foot traffic and transient populations at the moment
- JR- Nothing to report
- SKo- Smith has changed hours from July 5th to September 22nd, not necessarily closed for events but restricted during these events
 - Now that the needle bins in Smith are opaque, someone asked at a relay meeting how to tell if the bins are full
 - Have to be physical checked and staff have keys to open them
- JW- Nothing to report
- TBa- Campus Rec is meeting with Jeff and Tayler over large scale events to make sure they operate safely and under the expectations which Portland State has
- CG- Friday there will be a lighting audit at Portland State

New Actions Items and Safety Concerns

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

- EH- Put together a list of building needing inspected that have not been inspected recently
- CG- Reach out to Jason Franklin at Campus Planning
- CG- Follow-up with the Graduate Student Union and other unions to determine if committee representatives will be added
- All- Review and provide comments on the charter



Meeting Adjourned

Time: 1:58 pm

Next Meeting

Date: August 14, 2019

Location: ASRC 210a