

## Facilities & Construction Safety Committee Meeting

### Members

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

#### Employee Represented:

[P] Karen Barnack, EHS Facilities & Construction Safety Manager  
[P] Aaron Britton, FPM Zone Maintenance  
[P] Quinn Soifer, CPC Project Manager  
[P] Todd King, OIT Telecom Associate  
[P] Mitchell Schwabel, FPM Housing Maintenance  
[P] Doug Brown, FPM Systems  
[ ] Gail Hamilton, FPM In-House Construction Manager  
[P] Dustin Boomer, FPM Building Maintenance

[P] Jones Barton, FPM In-House Construction  
[ ] Mark Thomas, FPM Electrical  
[P] Andrew Beland, FPM Landscaping  
[P] Kevin Reed, FPM Lockshop  
[P] Taylor Yoshihata, Materials Management  
[P] Dirk Theisen, FPM Mechanical Systems Manager

#### Alternate:

#### Ad Hoc:

[P] Erica Hunsberger, EHS Specialist  
[ ] Alyssa Thompson, EHS Student Worker

### Meeting Call to Order

Date: 12/14/2021

Time: 10:00 am

Location: Google Meet (remote)

### Roll Call and Review of Previous Minutes

- Minutes approved with no changes. Please review the minutes on-line, if you have not had a chance to, and let Karen know if any corrections are needed.
- Reminder that meeting minutes and agendas are posted to the Facilities and Construction Safety Committee Google share drive. Please contact Karen if you have any questions regarding how to access them.

### Safety Committee Member Role

- Obtain questions, concerns, or ideas from your respective crew to be brought up to the committee. After the meeting, share out the information from the safety committee meeting with your crew. It is very important to keep the lines of communication flowing.
- Participate in quarterly safety committee inspections.

### Review of Previous Action Items

- All Committee Members: Review meeting minutes and share the information with your crews. Post them on your crew safety bulletin boards. This is an on-going action item reminder.
- Karen - Coordinate safety information distribution to safety committee members.
  - Karen put the November postings into the mailboxes on the USB second floor, but some materials were never picked up. Discussed the best method for distribution.

- Todd by mail. Others, we will have Angel send an email letting you know that there are materials to be picked up in the mailboxes at USB second floor, above the copier.
- Karen - Make suggested safety committee revisions to the extension ladder JHA
  - Karen will make the following changes brought up at last's month's meeting and get it out to committee members for final review.
  - Add standoffs for the top of the ladder.
  - Add extension pieces for the top of the ladder to access roofs.
  - Add information about ladder base/adjustable legs for uneven surfaces and for use on stairs.
- Karen- Follow up on oil spill with Tim Wright, EHS, and Kevin Modica, CPSO, regarding the process for responding to this type of incident.
  - Will need to wait until next month, as Karen didn't get a chance to touch base with Tim yet.
- Pending/Tracking: Follow-up on safety concern regarding staff coming out of the USB lower parking lot and going the wrong way on the one-way street to get to the loading dock. This had been on hold for a while and was to be assessed further after the USB loading dock safety items were completed.
  - Update: Pursuing a change in scope for the loading dock safety painting, to include refreshing the stop line, "STOP" language, and left hand turn arrow from the driveway onto Mill.

## Incidents / Injuries

- Contractor near miss at landscape yard. Discussion of lessons learned.
  - On hold till the next meeting. A lesson learned meeting has not been scheduled yet.

## Campus Safety Committee Update

- Erica
  - Representative from Portland homelessness and action center, Jacen Green, gave a presentation.
  - Return to campus in January was also discussed.

## Safety Committee Inspection

- January 18, we will start the schedule of every third Tuesday, every three months, for quarterly inspections.
  - Location to be discussed at the January meeting (01/11/22).

## COVID-19 Exposure Prevention

- Remember to notify your supervisor of any concerns and you can also email the [coronavirusresponse@pdx.edu](mailto:coronavirusresponse@pdx.edu).
- The booster shot is available, but PSU is not holding campus vaccine clinics at the moment. Staff are advised to follow up with a primary care provider if you want a booster shot.
  - More information from Oregon Health Authority on [booster shots and third doses](#).
- Quinn
  - Requested clarification and communication regarding eating in office areas, as CPC has an open office environment. Face coverings can be removed when actively eating and drinking. The exception is that eating and drinking is not allowed in classrooms. Discussed that it would be good for an update to go out to the campus before winter quarter.

- Action - Karen will discuss a campus update with Jeff Rook for IMT discussion.
- Most CPC staff will be on campus 3 days a week starting winter quarter. CPC has a master spreadsheet for tracking which days CPC staff will be on campus. Information will be included in the FPM morning announcements.

## Rounds / New Safety Concerns

- Dirk - Reminder about Slips, Trips, & Falls during icy weather
- Taylor - nothing to report
- Todd - nothing to report
- Dustin - Small crew walked the campus today at 6am. The sky bridges and rooftops are icy. The team is getting ready and prepping for ice/snow events. Had ice melt with them this morning, if needed.
- Kevin - nothing to report
- Andrew - Over the weekend a large branch fell in the Park Blocks by SH. Landscaping took care of it. Normally this would be taken care of by the City of Portland crews. Condition of the tree, rotted. Be careful in the Park Blocks.
  - Karen to discuss with Jeff/IMT about high wind events and branches falling in the Park Blocks.
  - Be mindful of high winds and use of boom lifts and scissor lifts. What is the mph that limits use; it is posted on each lift and in equipment manuals. Karen to check in with Greg Hoole to see what he covers during the training.
- Jones - nothing to report
- Aaron -
  - Top of PS2 can be slick.
    - Be mindful that anywhere where wind can go under structures, such as the tops of parking structures can be slick.
  - In the process of shutting down the top of PS1 and PS3. They will be shut down during freezing temperatures. For right now, TAPS has requested these areas be shut down while students are gone to minimize security issues as well.
- Mitchell - Also had staff come in early this morning to assess for ice around the housing buildings access areas and steps.
- Quinn
  - PSC ladder install will impact the west side of the building, scheduling for install possibly in January. A boom lift will be located on the Park Blocks side.
  - Injuries tend to occur around holidays on construction sites. Be mindful and aware.
- Doug - nothing to report
- Erica - nothing to report
- Karen
  - SRTC power shutdown on 12/29/21. This will impact the entire building. Yassir Baza will be the PSU point of contact during the shutdown.
    - Dirk would like to be included in the meeting as well, so that his crew can perform exhaust fan maintenance during the shutdown.
    - All PSU staff that will be onsite during the shutdown will need to check in and out with Yassir.

## Announcements

- EHS vacations coming up. Both Karen and Jeff will be out for about two weeks. For support from EHS, reach out via the [EHSgroup@pdx.edu](mailto:EHSgroup@pdx.edu) email. Check the morning announcements for who is onsite. Call Scott Jaqua.
- Welcome new safety committee member, Quinn Soifer. Quinn is replacing Susan Gust as the CPC safety committee representative.

## New Action Items and Safety Concerns

- Karen- Discuss with Jeff/IMT about high wind events and branches falling in the Park Blocks.
- Karen- Check in with Greg Hoole to see what he covers during lift training for high winds and use of boom and scissor lifts.
- Karen- Talk to Jeff about an updated IMT message for clarification and communication regarding eating and drinking in office areas.
- Karen- Follow up on oil spill with Tim Wright, EHS, and Kevin Modica, CPSO, regarding the process for responding to this type of incident.
- Karen - Make suggested safety committee revisions to the extension ladder JHA
- Pending/Tracking: Safety concern regarding staff coming out of the USB lower parking lot and going the wrong way on the one-way street to get to the loading dock. Change in scope for the loading dock safety painting, to include refreshing the stop line, "STOP" language, and left hand turn arrow from the driveway onto Mill.

## Meeting Adjourned

Time: 10:54 am

## Next Meeting

Date: January 11, 2022

Time: 10:00 am

Location: Google Meet (remote)