

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

[] Doug Brown, FPM Systems

[P] Gail Hamilton, FPM In-House Construction Manager

[P] Dustin Boomer, FPM Building Maintenance

[P] Jones Barton, FPM In-House Construction

[P] 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

[P] Alyssa Thompson, EHS Student Worker

Meeting Call to Order

Date: 4/12/2022

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. Post safety information on bulletin boards, as topics are updated. This is an on-going action item reminder.
- Pending/Tracking: Concerns about high wind events and branches falling in the Park Blocks. The Safety Committee requested IMT/Emergency Management consider issuing a campus alert warning for high wind events and for pedestrians to choose different routes and to use caution during these events.
- Pending/Tracking: CPSO and EHS to meet and discuss response protocols regarding small scale oil spills.
- Karen (Pending/Tracking): Security/safety concerns brought up at Safety Committee meeting.
 - Update: Michael McNerney will be attending today's meeting to discuss concerns.
- Karen (Pending/Tracking): Research any additional guidance for Landscaping staff for cleaning feces in landscaped areas. Possible signage installation in swales.



- Karen shared a photo of a [BES stormwater planter sign](#). Heather requested that EHS reach out to BES regarding the signs. Alyssa has reached out and is awaiting their response.
- Dustin shared that BES may have this signage for pickup from the City of Portland buildings. Quinn noted that there may also be stickers to put on curbs.
- Additional guidance from EHS is pending.
- Karen (Pending/Tracking): Follow up with the project manager regarding the contractor near miss at the landscape yard.
 - Update: To be discussed today under Incidents/Injuries.
- Karen (Pending/Tracking): Follow-up with vendors regarding other types of cut resistant gloves and arrange for them to bring samples and meet with crews. Work with Stores on glove types to stock.
 - Taylor provided information about all PPE in Stores. Alyssa is working on a PPE guide, including applicable ANSI and European standards.
- Karen: Follow-up with Don Johansen on PSU policy or guidelines regarding contractors using our ladders and potential liability.
 - Karen discussed with Skanska Safety Manager regarding industry practice. General rule is don't use anyone else's equipment. You will often see ladders chained up on construction sites with a key.
 - Quinn noted that this requirement might be in our construction documents under tools and equipment. Contractors should bring appropriate equipment to do their work.
 - Karen will review PSU policy/guidelines and construction documents and will discuss with Don, Heather, Cary, and Quinn, as needed.

Incidents / Injuries

- Erica: Strain/sprain while unloading gator
 - **Follow-up:** Waiting on follow-up with employee
- Erica: Strain/sprain while lifting bins
 - **Follow-up:** Waiting on follow-up with employee
- Karen: Student worker cut finger with pruning shears
 - **Description:** A student worker cut their finger while using pruning shears. The shears cut through their safety gloves they were wearing. First aid injury.
 - **Follow-up:** Update next month after meeting with supervisor
- Karen: Employee punctured the palm of their hand from an exposed screw
 - **Description:** Employee was assisting FPM staff with lifting a heavy shelf. While they were lifting it, a piece of shelf broke off and an exposed screw was sticking out. When the employee tried to set the shelf unit down, the screw punctured their left palm.
 - **Follow-up:** 3' wide, 6' tall, and 12" deep particle board bookshelf was removed by contractors prior to abatement of the linen room floor. Pre-task safety plan was determined prior to the start of work. A furniture dolly was used, and the shelf unit was placed on its side on the dolly. It was rolled into the linen room from the hallway. The plan was to put it onto the floor on its back and then lift it up, using two people, like how you would lift a ladder. As it was placed onto the ground and they were laying it flat, the top particle board crumbled, exposing the screw. There was no visible damage to the shelf when they loaded it onto the dolly.
 - **PPE:** Injured employee was wearing latex gloves. Second employee was not wearing gloves.

- **Contributing factor:** Weight of force on the top particle board shelf during placement on the ground caused the bookshelf to fall apart, which was unexpected.
- **Corrective Actions:**
 - Noted by supervisor: FPM staff in the future will have additional maintenance staff assistance, so in the event of an unexpected occurrence, many more hands/controls would likely have stabilized the shelf.
 - The first call should be to the Project Manager. The PM will reach out to the contractor if there is work that didn't get completed. There needs to be a clear understanding of the contractor's scope of work. FPM Manager followed up with the CPC Project Manager regarding the contractor's scope of work for removal and replacement of furniture and equipment.
 - Work gloves should be worn when moving furniture and equipment.
- Karen: Employee cut finger from metal track. Karen shared an update on this incident after follow-up with the employee.
 - **Description:** Employee cut their finger on a sharp metal track.
 - **Follow-up:** Employee was working from a scissor lift and they needed to remove the metal ceiling track to make an adjustment. When they tried to back out the screw, the screw was stripped and would not come all the way out. They proceeded to use a hammer to begin to pry the track off the ceiling, followed by using both hands on the hammer to pry it off. The track gave way with the force exerted causing the metal edge to come in contact with the back of the employee's hand. The edge cut through their glove resulting in the employee cutting their finger. The metal track cut through the employee's glove on the back of their finger where there was no rubber cut resistant coating.
 - **Corrective Actions:**
 - Another option would have been to drill out the pin instead of removing it by force.
 - Cut resistant gloves are now being used for this task. Crew safety meeting last month discussed cut resistant gloves.
 - Please be mindful of wearing the right types of gloves for the work task.
 - EHS to reach out to a vendor to provide glove samples to review more cut-resistant glove options.
 - Alyssa is putting together a PPE guide for equipment available from Stores.
- Karen: Contractor near miss at the landscape yard
 - **Description:** Contractor was removing the damaged tent at the landscape yard. There was no reported injury, but there was a potential for injury. An impact notice had stated that the tent would be deconstructed, but instead the contractor brought in an excavator and proceeded to knock it down. It was observed that contractor employees were not wearing personal protective equipment including high visibility clothing while working around heavy machinery, and there was no warning tape placed around the work area. Their equipment got caught in the fence at the yard entrance and had to be towed out. In the process, their towing equipment lifted off the ground, with PSU employees nearby and in close proximity to the fuel tank. The Landscape Supervisor reached out to the CPC Project Manager regarding these safety concerns and also reached out to EHS.



- **Follow-up:** A meeting took place recently with the contractor to discuss the incident. In the meeting, project safety was discussed and the importance of and PSU expectations for pre-task safety plans, personal protective equipment, barricades, and equipment training.
 - A site/task specific safety plan was not submitted for the removal of the landscape yard tent at the WHP Landscape yard.
 - There is a difference between demolition and deconstruction terms. A pre-task plan would have included information about the deconstruction process.
- **Contributing factor:**
 - It was found that better communication was needed regarding the work process (deconstruction versus demolition) that would be used to remove the tent.
 - Project staff noted that the work was rushed to get the tent removed due to impending inclement weather and safety concerns.
- **Lessons learned:** A site specific safety plan needs to be submitted and approved before start of work, and ensure that it is reviewed with all employees onsite. Ensure the impact notice clearly reflects the work and the impacted areas and staff.
- Karen: FAB electrical fire, safety and lessons learned
 - Pending: Karen to ask Jeff to attend the next meeting for follow-up.
- Karen: Near miss electrical - impacted flexible conduit
 - Pending: This will be covered at the next meeting. Incident review meeting is scheduled for this afternoon.
- Karen: UCB chemicals in stairwell
 - **Description:** Employee was exiting the 4th floor of UCB into the east stairwell and had a potential chemical exposure. The employee reported their airways hurt from inhaling caustic chemicals.
 - **Follow-up:** EHS responded onsite to assess the stairwell. Signage was posted to restrict access to the stairwell. EHS additionally reached out to the chemical manufacturer.
 - Custodial services cleans the stairwell daily for urine and other bodily fluids. They use a diluted product called Orange Plus.
 - FPM Zone also applied a small quantity (6 oz) of bleach 10:1 solution earlier that morning.
 - **Corrective actions:**
 - Increased ventilation, prop open doors when chemicals are being applied.
 - The stairwells will be pressure washed.
 - A possible solution would be to remove the doors at the three landings. This is being assessed by Tayler Workman.
 - Jones noted that the lock at the bottom of the stairwell door is no longer functional, and he observed some individuals in the stairwell. Michael McNerney will have CPSO investigate and request necessary repairs.
- Karen: Starbucks contractor using unsafe ladder practice
 - **Description:** Employee was observed standing on the top of a ladder with their body halfway into the ceiling grid. Ladder was placed at the base of the stairs and no cones or tape were observed.
 - **Follow-up:** EHS reached out to the FPM Property Manager, who in turn reached out to PREM Property Management.
 - **Corrective Action:** Contractor was instructed to stop work until they had the proper sized ladder on hand. EHS shared the EHS Ladder Safety page and resources with PREM to pass on to their contractor. EHS also stressed that it's not just about the proper sized ladder, but also coning off the

work area so that no one comes into contact with the ladder, causing the worker to fall. Also, if they are using tools overhead, to prevent anything from falling on anyone below.

- Karen: Contractor incident on SRTC Renovation Project
 - **Description:** Head broke off one of the fire sprinklers. There was no injury, but there was property damage. An abatement employee struck the sprinkler head with their hard hat when descending from the ladder.
 - **Follow-up:** Sprinkler head was not flagged when identified within working proximity.
 - Unsafe act or condition: Failure to follow company process and expectation while working around live utilities.
 - **Corrective action:** Look around your work area and call out the hazards that might break, fall, and cause damage to the facility and workers. Protect and identify/flag sprinkler heads moving forward.

Campus Safety Committee Update

- Erica: No updates from the committee currently. The CSC meeting is tomorrow, April 13.

Safety Committee Inspection

- Safety Committee Inspection Scheduled for May 3
 - Possible locations: PS1, PS2, UPH, and finish SMSU

COVID-19 Exposure Prevention

- Concerns? Questions? Reminder to notify your supervisor of any concerns as well; can also email the coronavirusresponse@pdx.edu.
- COVID-19 Face Coverings: The face covering requirement has been lifted at PSU, except for healthcare settings and all our childcare facilities. This includes areas such as SHAC Health, Dental and Counseling Services, PSC Sports Medicine, Speech and Hearing Clinic, and COE Community Counseling Clinic in Vanport.
- COVID Updated Requirements for Contractors: Please continue to provide safety plans and COVID plans for contractors. Oregon OSHA has posted their updated rules. Contractors should still screen for COVID-related symptoms, follow OHA recommendations for isolation or quarantine, and notify PSU within 24 hours if there are suspected or confirmed cases of COVID. Face covering requirements would also apply, as noted above.
- COVID-19 Reporting: This requirement is still in effect. If you have any COVID-like symptoms, do not come to campus. If you have questions, call SHAC at 503-725-2800 to speak with a nurse about your symptoms. If you test positive for COVID-19, complete the [COVID-19 Reporting Form](#). The [COVID-19 Dashboard](#) is still being updated with cases and testing information.
- COVID Booster Shot: [Portland State policy](#), announced in January, requires students and employees to be fully vaccinated against COVID-19 and receive one additional vaccine dose, commonly referred to as a booster. Look for an email on May 2 from Human Resources with more information, including the status of your booster documentation.

Security & Safety Concerns- Michael McNerney, CPSO

- Several security and safety concerns have been brought forward during previous meetings by the committee. Michael McNerney was asked to attend and speak to committee members about incidents involving off-leash dogs, campus alerts, and mental health responses. Michael is available to speak to the committee again if more concerns arise.
- Off-leash dogs:



- At the January meeting, it was reported that an FPM Landscaping employee was bitten by an off-leash dog. This was reported to CPSO.
- In February, another FPM Landscaping employee was approached by an off-leash dog that was menacing and charging. The following questions of concern were mentioned.
 - If staff feel threatened by dogs or people, can they defend themselves?
 - Michael: Yes, you can defend yourself if it is truly an attack, but it is also advised to leave the area if you can. There is always a risk of liability if you are not actively defending yourself.
 - Can employees use dog mace for dogs?
 - Employees are allowed to carry dog mace but should exercise caution. There is always a possibility that the wind may cause the user to be maced as well.
 - If necessary, it may be more useful to use a tool at hand to repel or fend off the animal.
 - A better option would be to use an air horn as a deterrent.
 - What is the campus policy for off-leash dogs and who enforces it?
 - There is an off-leash policy and CPSO will assist in enforcing it. CPSO will advise individuals and will escalate as needed to Multnomah County. South Park Blocks require dogs on leash. The Oak Savannah is a designated off-leash area.
 - Additional resources found by EHS: [Park Rules for Dogs](#)
- Campus or targeted department alerts:
 - Questions that have been brought up by members include:
 - Can there be an alert or notification to staff of areas that have had activity so staff can exercise caution? Such as a person of interest, activity in dumpster areas, behind the landscape yard, etc. This question is focused more on an alert to FPM staff and not the entire campus.
 - Michael: Today the answer is no, there is no current way to provide alerts in this manner to staff. CPSO is actively working on ways to provide more targeted notifications.
 - The daily crime log records activity reported to CPSO. The Daily Activity Log is open to the public for inspection during normal business hours. An online version is not available currently.
 - Additional resources found by EHS: Refer to page 11 of [The Annual Campus Security Report 2021](#)
 - An effective way to receive alerts that are not a part of the emergency system are through [PSU CPSO Twitter](#) and [Portland State Twitter](#) and [Warnings Alerts and Reports | Portland State University](#)
- Campus mental health crisis response:
 - Regarding a recent CPSO, UHRL and FPM response to a student in crisis in Ondine where there were needles and other sharps in the room.
 - Questions that were brought up by members include:
 - What is the protocol for students on campus in mental health crises that are threatening to staff?
 - Is CPSO supposed to stay on the scene? (UHRL staff were onsite. CPSO left, and the FPM employee left the room when they felt unsafe due to the occupant's actions.)



- Michael: Generally, as I don't have specifics about this call. If CPSO and UHRL have responded and the student is actively in crisis, then yes, the officer should be on scene to assist with the response. If UHRL and CPSO have determined the student has calmed down, then officers may leave.
- The best action to do is to remove yourself from the situation if you feel threatened. If an FPM employee leaves, call CPSO to let them know that the situation has escalated.
 - FPM Housing will provide additional information to Michael so that CPSO can complete a debrief on this situation.
- Additional resources found by EHS:
 - [Bystander Workshops | Portland State University](#)
 - [Supporting the Mental Health of Students](#)

Rounds / New Safety Concerns

- Mark: Please remember to drive safely with the fluke weather we are having.
- Dirk: No concerns at this time.
 - Karen: Plan for inclement weather?
 - Dirk: Make sure to show up at the scheduled time. The incident center will be set up at the Systems shop.
- Taylor: No concerns at this time.
- Todd: No concerns at this time.
- Dustin: Last safety committee meeting, as he accepted a position at the Work Control Center.
 - Karen will coordinate finding a replacement for Dustin.
- Andrew: No concerns at this time.
- Jones: No concerns at this time.
- Aaron: No concerns at this time.
 - Thank you for bringing Michael to talk and addressing UCB stairwell homeless issues.
- Mitchell: There was an incident of an altercation between a technician and a person harassing them. The unknown person tried to kick and then hit the employee with an impact weapon. There was a report filed with CPSO and PPB.
 - Karen: CPSO responds to these incidents and any related injuries.
- Erica: No concerns at this time.
- Karen:
 - On vacation from April 13th - 25th. If you need immediate assistance, please reach out to Jeff Rook at (206) 334-5190. For non-urgent requests and assistance with safety plans, please reach out to the EHS-group@pdx.edu
 - UCB and other areas. If you run across someone in a stairwell, it is advised not to interact but to reach out to CPSO for assistance.

Announcements

- April is Distracted Driving Awareness Month
 - Materials are being posted on bulletin boards and provided in USB mailboxes for posting on the crew's bulletin board.

Action Items and Safety Concerns

- Pending/Tracking: Concerns about high wind events and branches falling in the Park Blocks. The Safety Committee requested IMT/Emergency Management consider issuing a campus alert warning for high wind events and for pedestrians to choose different routes and to use caution during these events.
- Pending/Tracking: CPSO and EHS to meet and discuss response protocols regarding small scale oil spills.
- Karen (Pending/Tracking): Research any additional guidance for Landscaping staff for cleaning feces in landscaped areas. Possible [BES stormwater planter signage](#) installation in swales; awaiting response from BES.
- Karen (Pending/Tracking): Follow-up with vendors regarding other types of cut resistant gloves and arrange for them to bring samples and meet with crews. Work with Stores on glove types to stock. EHS is developing a PPE guide for all PPE in Stores.
- Karen: PSU policy or guidelines regarding contractors using our ladders and potential liability. Karen will review PSU policy/guidelines and construction documents and will discuss with Don, Heather, Cary, and Quinn, as needed.
- Erica (Pending/Tracking): Strain/sprain while unloading gator
- Erica (Pending/Tracking): Strain/sprain while lifting bins
- Karen: Review with committee next month, student worker who cut their finger with pruning shears.
- Karen: Follow-up with Jeff Rook for information on the FAB electrical fire, safety and lessons learned.
- Karen: Follow-up on near miss electrical incident - impacted flexible conduit. To be discussed next month.
- Karen: Coordinate a Safety Committee replacement for Dustin for Building Maintenance and discuss the possibility of having a safety committee member for the Work Control Center.

Meeting Adjourned

Time: 11:25 am

Next Meeting

Date: May 10, 2022

Time: 10:00 am

Location: Google Meet (remote)