

Facilities & Construction Safety Committee Meeting

Members

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

Employee Represented:

[P] Karen Barnack, EHS Assistant Director for Occupational Health and Safety
[P] Aaron Britton, FPM Zone Maintenance Manager
[P] Joseph Wuest, CPC Electrical Engineer & Project Manager
[P] Todd King, OIT Project Infrastructure Manager
[] Mitchell Schwabel, FPM Housing Maintenance Manager
[P] Richie Segura, FPM Mechanical Systems
[P] Gail Hamilton, FPM In-House Construction Manager

[P] Dustin Boomer, FPM Building Maintenance
[] Houston Mills, FPM In-House Construction
[P] Mark Thomas, FPM Electrical
[P] Kevin Reed, FPM Lockshop
[P] Jonathan Ledbetter, Materials Management Services
[] Dirk Theisen, FPM Mechanical Systems Manager
[] Gabe Christian, OIT Academic Technology Services

Ad Hoc:

[P] Erica Hunsberger, EHS Specialist
[] Max Jacobs-Swerbilov, EHS Student Worker
[] Manny Watson, Fire Prevention Specialist
[P] Heather Randol, FPM Director

Meeting Call to Order

Date: 3/14/2023

Time: 10:00 am

Location: [Google Meet](#) (remote)
and in person

Roll Call and Review of Previous Minutes

- Introduction of the new FPM Mechanical Systems representative, Richie Segura, and the new Materials Management Services representative, Jonathan Ledbetter. Thank you to our outgoing members, Doug Brown and Taylor Yoshihata, and to those committee members continuing on the committee. Some members have been on the committee since its beginning in 2013. We appreciate everyone's commitment to the committee and to maintaining a safe campus community.
- Erica has provided information to new members for safety committee member training which is now provided on Canvas.
- Minutes approved with no changes. Please review the minutes online, if you have not had a chance to, and let Karen know if any corrections are needed.
- A 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.)
- Karen: Safety committee membership - Some members are overdue to rotate off the committee. Karen will identify who is due to rotate off the committee and reach out to their supervisors to identify new committee members.
 - Update: Completed. Several committee members will be continuing on. Two have transitioned off. (See information above under Roll Call.)
- Karen/Erica/Angel: Karen will work with Erica to add safe lifting information to the FPM monthly student newsletter in the EHS section. Angel can also post materials to safety bulletin boards and provide information to committee members.
 - Update: We will look at adding this information in April after the March Ladder Safety Month.
- Erica: Update on strain/sprain injury during leaf removal. (see below)
- Karen: Update on slip/fall incident that occurred during demolition of scrap furniture. (see below)
- Karen: Work with an EHS student worker to draft PSU OIT branded signage to post outside rooms to notify people that work is occurring and that the room/location is closed. Then share it with Gabe and Todd for input before finalizing.
 - Update: EHS has drafted up signage and will share it with OIT for review and comment.

Incidents / Injuries

- Strain/sprain wrist injury during leaf removal - Erica
 - Description: To move debris from the ground into buckets, the employee was lifting the scoop shovel with their left hand, while holding the rake over the leaf pile with their right hand to make something like a tong.
 - Followup:
 - This creates a situation where the pile being lifted up with the left hand is heavier, and is also placing tremendous strain on the wrist while lifting, causing weakness in stability. When someone then goes to dump the pile into the bin at the top of the lift, they have no control over the load and even a minor twisting motion can lead to a serious injury. This activity was being performed repetitively, which greatly increases the strain and weakness to the joint.
 - The employee was not performing the task in the manner in which they had been trained. Per the supervisor, the process of lifting piles of leaves with the shovel and rake is a two handed process. The rake is left on top of the shovel and both hands are used to pick up



everything at once. One hand is at the back of the shovel while the other hand is towards the front of the shovel.

- The employee also mentioned that they had not taken any breaks from performing this activity for at least 1-2 hours before the injury occurred.

- Corrective actions:

- The proper procedures for lifting with both hands were reviewed with the employee. It is also important to ensure there is minimal wrist rotation when dumping the leaves into the bucket, where placing them straight in, rather than from standing off to the side, for example, which may be less straining.
- When any employee is performing an activity that places strain to one part of the body, it is important to take frequent rest breaks. This can be a break where no activity is performed, but this can also mean rotating tasks so that different parts of the body are being used and rested.
- Supervisors will continue to stress the importance of taking adequate rest breaks.

- Slip/fall during breakdown of scrap furniture - Karen

- Description: While assisting in the breakdown of scrap furniture wood for disposal, the employee slipped and fell on their back. Employee stepped onto the piece to break it. It was tough to break, and instead of breaking, it moved, causing the employee to slip on the laminated surface and fall backward.
- Follow-up: There was a long, approximately 8', laminated piece, possibly a desktop, that needed to be broken into smaller pieces for disposal. The supervisor noted that it is unusual to have a piece greater than 8 feet that needs to be broken down for disposal. After furniture is broken down, it is transported to the dumpster.
- Corrective Actions:
 - Supervisor noted on the injury report: Will take greater care to ensure that items are broken down for disposal in a safer and more controlled manner, or to avoid demolition entirely depending on the nature of the breakdown.
 - Use tools to disassemble furniture in lieu of bodily force. Use larger vehicles, when feasible, to move materials to the dumpster. Consider reaching out to the Carpentry Shop or Building Maintenance to have a board cut in half if it is too long for disposal. We need to ensure only trained individuals are using shop tools.
 - Reminder: Safety glasses, gloves, long pants, and appropriate footwear should be worn by all employees who are disposing of furniture.

- EB Shutdown Near Miss Electrical Incident - Karen, Joseph and Mark



- Description: Exposed live wires connected to a 480V, 60A source were found above a ceiling grid during a power shutdown. The power was shut down upstream of this connection, so it was not live at the time of discovery, but appears to have been live since 2006. The exposed wires were dangerously close to an existing metal air duct.
- Research on How the Hazard Came to Exist:
 - CPC Electrical Engineer reviewed the building files. From the documents found, it appears the connection should have been installed with a disconnect via a design issued in May 2006 when the building was constructed. It could not be verified that the disconnect was ever installed, and no disconnect was located. There were no designs found showing that any equipment was removed since 2006.
- Corrective Actions:
 - The cables were safed off at the exposed ends.
 - The breaker connection was turned off.
 - The cables were completely disconnected from the bus duct, labeled as disconnected on both ends, and abandoned in place.
- Lessons Learned:
 - Use caution when pushing up a ceiling tile to complete work above the grid to ensure there are no unsafe conditions, prior to completely removing the tile and accessing the space.
 - Review work areas thoroughly prior to the ceiling grid going back in to ensure all work is completed and that there are no unsafe conditions left behind. Ensure punch lists walks are completed for every project.
- Discussion: Karen also shared photos from an incident that occurred in FAB several years ago. An abandoned pipe fell through the ceiling grid onto an employee's desk in an area that had been converted to an office space. The employee needed medical care after this incident. This again stresses the importance of checking all overhead spaces prior to placing ceiling tiles to ensure there are no unsafe conditions.
- Hand injury - Karen
 - This will be covered at the next meeting after EHS follows up with the employee.

Campus Safety Committee Update

- Erica: The Campus Safety Committee completed an inspection of Shattuck Hall. Some of the issues noted included:
 - A water fountain was not draining properly and water was spilling onto the floor.
 - Some trip hazards were noted.

- Improper storage in some areas.
- Some overloaded electrical circuits were noted.

Ladder Safety Month

- March is National Ladder Safety Month. Our goal is to raise awareness of the importance of safe ladder use and provide resources and training to the PSU community. We encourage everyone to take part and raise ladder safety awareness.
- EHS has arranged for a trainer to present hands-on in-person Ladder Safety training on Thursday, March 16th in the CPSO training room, Room 10. Training sessions will be offered in the morning (10:00, 10:45) and in the afternoon (12:30, 1:15). If possible, safety committee members should attend one of the sessions.
- Please visit our [EHS Ladder Safety website](#) to learn more and access resources.

Rounds / New Safety Concerns

- Gail
 - Gail and Dustin reported that they are providing ladders for the ladder training on Thursday. Some ladders have already been delivered to the CPSO training room.
 - Gail requested to have Erica provide Safety Skills personal protective equipment training to In-house Construction staff, as they have been having challenges with staff not wearing safety glasses when required. Reminder to all to wear safety glasses, especially when working overhead, as debris can easily fall into your eyes.
- Mark
 - Mark acknowledged all the trades for working safely. He stressed the importance of working at the speed of safety.
- Jonathan
 - With so many students on campus, keep an eye out for students as you are traveling on campus.
- Todd
 - Nothing to report.
- Dustin
 - Karen will be following up and reporting on the hand injury next month. Dustin reported he utilized his first aid skills to assist the employee and cleaned up the area after to ensure there was no bloodborne pathogen hazard.
- Kevin
 - A recent fire inspection found that some Millar Library doors are not shutting properly. The Lockshop is almost done with these repairs.
 - There are three work orders for door closers that are separating from the doors and have screws sticking out. These are in three different buildings, Ondine, ML, and EB. Please call the Work Control Center if you observe any more in this condition, as they can fall on someone, and need to be a high priority for repairs.
- Aaron
 - TAPS has completed their hazardous material list for EHS. EHS student workers will assist with compiling the inventory and safety data sheet binder. Karen reminded Mark that EHS is also waiting for an inventory from Electrical.
- Joe



- On a recent UCB walk, Joe observed two receptacles that had covers that had been pried off. A work order has been submitted.
- On a BDWY walk, exposed wires were observed above the sidewalk outside a retail space. They may have been left behind by signage that was removed. A work order has been submitted.
- Joe received a recent news release from PBOT, “PBOT urges the public to slow down, as speed, impairment keep pedestrian deaths at historic high level in Portland, across U.S. in 2022.” Joe discussed the information from the news release with the committee. Joe will share the news release with EHS, as EHS has been working on the PSU Safe Driving Program. Karen also shared the release with the committee after the meeting.
- The committee discussed the importance of wearing high visibility clothing and using cones to alert others if you are working around traffic.
- Joe shared the link to sign up for PBOT alerts, if committee members are interested.
<https://public.govdelivery.com/accounts/orportland/subscriber/new>
- Richie
 - Richie followed up on the call to EHS about the contractors working at The Vue Apartments in a cloud of silica dust. Karen stopped by The Vue to talk with the contractors. Since these were not our contractors and were not working on campus, she shared information with them about the Oregon OSHA rule and silica requirements. She also called and talked with someone at their main office.
 - Richie asked about the PPE allowance and timing of ordering PPE and clothing for student workers. Systems has been holding off on ordering boots and pants for student workers until they are sure the student is staying in the position. They currently have a student worker in need of pants and safety shoes. Heather shared that the FPM managers were recently discussing the PPE allowance and ordering of PPE and clothing. Heather will be following up with more information to FPM.
- Erica
 - Erica has been working on ergonomic stretch and flex exercises with OIT-AV Services. She created a slide of office stretches and has added it to the EHS website. It is the last slide of the [Working at Home Guide](#).
 - Erica can assist other departments with field ergonomic assessments and create crew stretch and flex exercises. Reach out to her if you are interested.
- Heather
 - Heather discussed the importance of wellness and how exhaustion and stress can make you more prone to injuries. Take care of yourself, be there for each other, and provide support. Take time for stress relieving activities, eat well, and exercise.
- Karen
 - Nothing further to report.

Action Items

- Karen/Erica/Angel: Karen will work with Erica to add safe lifting information to the FPM monthly student newsletter in the EHS section. Angel can also post materials to safety bulletin boards and provide information to committee members.
- Karen: Work with an EHS student worker to draft PSU OIT branded signage to post outside rooms to notify people that work is occurring and that the room/location is closed. Then share it with Gabe and Todd for input before finalizing.
- Karen: Follow-up on employee hand injury and report findings at the next safety committee meeting.

- Heather/Karen: Heather to follow up with information to FPM about the PPE allowance and the timing for ordering PPE and clothing for student workers.
- Pending/Tracking (Karen): 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. The guide will be shared with the Safety Committee when the draft is completed. This project is on hold for the moment.

Meeting Adjourned

Time: 11:30 am

Next Meeting

Date: 4/11/2023

Time: 10:00 am

Location: Google Meet (remote)
and in person

Next Inspection

Date: 4/18/2023

Time: 8:00 am