

Campus Safety Committee Meeting Minutes

Members

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

Employee Represented:

- [P] Andrew Beland (AB), Facilities & Property Management
- [P] Paul Boevers (PB), Transportation & Parking Services
- [P] Deanna Britton (DB), College of Liberal Arts & Sciences
- [] Joshewa Fulton (JF), Global Diversity & Inclusion
- [P] Erica Hunsberger (EH), Environmental Health & Safety
- [P] Michael Jantzen (MJ), Office of Information Technology
- [] Alyssa Koida (AK), Global Engagement & Innovation
- [P] Joe Potter (JP), Facilities & Property Management
- [P] Clare Quinn (CQ), College of Liberal Arts & Sciences, Chair
- [] Jeffrey Smith (JS), Diversity & Multicultural Student Services
- [] Elena Sokol (ES), College of Urban & Public Affairs

Employer Represented:

- [] Todd Bauch (TBa), Campus Recreation
- [P] Erin Burns (EB), Helen Gordon Child Development Center
- [P] Becky Hale (BH), Human Resources
- [P] Michael McNerney (MM), Campus Public Safety Office, V Chair
- [P] Marcos Ordaz (MO), School of Business
- [P] Jeffrey Rook (JR), Environmental Health & Safety
- [] Gaby Sysyn (GS), Center for Student Health & Counseling
- [P] Mercedes Youngston (MY), Smith Memorial Student Union

Alternate:

Ad Hoc

Meeting Call to Order

Date: 5/10/2023

Time: 1:03 pm

Quorum Met: Yes

Approval of Meeting Minutes from Previous Meeting (Vote)

([x] indicates members vote)

- Minutes approved as is [X]
- Minutes approved with minor corrections []
- Minutes not approved – corrections required []
- Minutes not approved – quorum not met []



Announcements

(Whom provided by, description of the announcement, date of event or impact, if applicable)

-

Presentations / Discussions

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

-

Accident / Injury Report (provided by Human Resources)

Reportable Incidents

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

- 4/12/23, Ondine Victor's Kitchen, Mechanic was removing drywall and hurt wrist on left hand. No time loss but did seek medical tx.
- 4/12/23 Vikings Child Center, Director was trying to re-assemble a partition and it came off the tracks and slammed onto their toe. Time loss of that day only, and did seek medical tx: placed in a boot and had x-rays.
- 4/25/23, CPS, OIT Info Tech Consultant was removing a monitor and stand from an AV rack. Bent over to retrieve a screw, and the mount fell onto his head. Time loss x 2 days, and did seek medical treatment.
- 5/5/23, Oregon Food Bank, Student worker after loading a food truck, noticed "spreading fatigue" in the back and neck area. Time loss x 3 days and did seek medical tx.

Non-Reportable Incidents

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

- 3/20/23, Student worker was booting a vehicle and hit thumb on ground. No time loss, did not seek medical treatment, did not file 801.
- 4/4/23, UCB, Nurse lifted a gallon of water and felt a pull in left lower back. No lost time and did not seek medical tx.
- 4/11/23, Landscape yard, Maintenance worker used a non sparking hammer to remove part of the gas pump to separate gasket, hit pinky knuckle on part of fuel tank due to odd angle, causing slight bruising. No time loss and did not see medical tx.
- 4/26/23 Ondine, Instructor walked into classroom and slipped on a hairpin and fell. Left work early, but has not yet sought medical attention, and was back to work the next day.



Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: UCB

Quarter of inspection: 2 (Apr-Jun)

Completed Inspection Review

(Date of inspection, locations inspected, description of inspection findings, description of follow-up or resolutions, if applicable)

- Reminder: contact EH for any further suggestions for campus building inspections. Review inspection sheet for information on previous buildings covered. SRTC, UCB requested.
 - [CSC Workplace Safety Inspections](#)
- [Inspection Sheet \(blank\)](#)

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)

- EH - Working on scheduling workplace safety inspection for UCB with GS. Unsure of exact dates, but will send out email soon - this must be completed by June.

Rounds / New Safety Concerns

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

- AB -
 - Cleaned off patio at KMC per MO.
 - Refresher on new laws for practices implemented once certain temperatures are reached - refer to JR and EH for new communications regarding heat safety and training. Unhoused community may become more agitated as a result, remember to leave area and notify CPSO if problematic.
 - Remember to complete new Heat Safety Training in Canvas.
 - <https://canvas.pdx.edu/enroll/RN3P9P>

- BH - Some spaces in HR are unable to regulate heat and get very hot. Office manager looking into this
- PB - Temperatures are increasing, recently up to 90 degrees. Reminder to take breaks inside, hydrate as much as possible.
- JP - Landscaping and Maintenance have been working on the issues occurring in Urban Plaza, have been remedied. Has stayed in relatively clean condition and should continue to be so.
- MO -
 - Multiple instances of KMC not working with people stuck inside. Key card reader appears to work and the button light turns on when pressed, but elevator does not move. Doors could not be opened. FPM has been called and MM will be working to resolve.
 - Doors being left unlocked following custodial work in multiple buildings. Custodial services, Loni Johnson and Joseph Wuest notified.
- DB -
 - Unsure if there is a fire marshal assigned for UCB, is not sure how this is determined.
 - In PSU, these are termed Fire Wardens or Evacuation Wardens. Fire Marshal is a position at Portland Fire Bureau responsible for inspections.
 - This program has been on hold due to pandemic. Manny Watson (emmanuew@pdx.edu) is new Fire Prevention Coordinator and he will be managing, expanding this project in the future. Director of Emergency Management position shares responsibility but has been officially vacant for several weeks - new hire is coming at the end of this month.
 - What are evacuation plans considering difficulty with stair access?
 - Per MM - stairwells are considered egress paths and stairs with keycard access will automatically release upon activation of fire alarm. Fire system is specifically designed to cut power to these readers, meaning power outages will trigger this as well. Avoid elevators as they may be deactivated or cause issues.
 - It is recommended that the alarm be activated for ANY evacuation type, not just fire, so as to alert other occupants.
 - Accessibility - CPSO has an evacuation chair and will be deploying additional units around campus. Alert CPSO for assistance and move individual towards a stairwell.

- New Emergency Management position may also work to resolve this.
- Requesting filtered water stations - JR to put forward proposal to Capital Projects to introduce stations to 3rd and 4th floor of UCB. Previous proposal submitted 4-5 yrs ago but did not receive reply
 - Possible funding can be obtained from ENG via request - meet with CAS/Beth and indicate need. CQ to assistance.
- Per MO doors not being locked - are offices being routinely cleaned? Told it was their responsibility but offices have been found unlocked, whiteboards cleared. CQ to discuss rules and follow-up. There are many inconsistent practices.
- MJ - Per concerns over unlocked offices:
 - Desktops have full disk encryption in case of theft. Reports over tech safety can be obtained from your departmental admin/OIT worker or contact MJ.
- MM - CPSO is paying particular attention to weather forecast and preparing for heat illness and incidents.
- CQ -
 - How is completion of Heat Illness training tracked given issues with previous completion?
 - Per EH - All Canvas materials appear unlocked already, but there is a new Google Form yearly to be filled out to signify completion. You will receive a certificate to save as a photo and submit to your supervisor. Same will be done for wildfire smoke training in July.
 - Student who was a couple blocks from campus had to evade 8 shots fired nearby recently - technically was not a campus incident.
 - Ad-hoc committee established by President to address campus safety. Per MM, general consensus is leaning towards 'overcommunication' with the campus community about these issues. Comprehensive communication plan will be published to community by committee, and they are advocating for a Public Information Officer role at CPSO.
 - Rubric to be developed and applied to incidents as they are reported, all calls of particular types will go through a documented decision-making process on how and why CPSO will communicate. Timely warnings and notifications will be

sent out, and if not, there will be a documented reason why they were not immediately sent. This should only be if an alert would negatively impact an ongoing investigation. This will only delay a warning, not prevent it from being sent.

- CPSO is looking at options for providing more information through student newsletters and regular communications. The daily CPSO crime log is going to be accessible through the department website before the end of May.
- JR -
 - All employees will be required annually to complete the Heat Illness Prevention Training in compliance with the Oregon OSHA Heat Illness Prevention Standard and the PSU Heat Illness Prevention Program. Please remind your employees to complete this training.
 - <https://canvas.pdx.edu/enroll/RN3P9P>
 - Per MO - event will be conducted at KMC rooftop on Friday requiring sun coverings and shade. Easy-ups and coverings are not available on campus to give to departments as far as JR is aware. To discuss further first with JR and JP then with Events, Campus Rec, TBa, or outside rental companies.
 - Construction project updates:
 - Vernier Science Center (prev. Science Building 1) has finished demo phase and is starting the rebuild process.
 - Parkway Manor, Harder House, and King Albert will begin demo in the coming weeks. This is a particularly difficult area to navigate given many one-way streets, so expect challenges and time delays. A Traffic Control Plan will be implemented for the contractor and a better idea of what this area will look like will follow. This plan will be disseminated to regular newsletters and can be shared with staff, students, and community members.

New Action Items

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

- CQ - Follow up cleaning services
- JR - Follow up water stations for UCB, per DB request



Meeting Adjourned

Time: 1:56 pm

Next Meeting

Date: June 14, 2023

Location: Zoom