

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] Susan Gust, CPC Project Manager

[P] Todd King, OIT Telecom Associate

[P] Mitchell Schwabel, FPM Housing Maintenance

[P] 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

[] Frankie Linderman, FPM Lockshop

[P] Taylor Yoshihata, Materials Management

[P] Dirk Theisen, FPM Mechanical Systems Manager

Alternate:

Ad Hoc:

[P] Erica Hunsberger, EHS Specialist

[P] Anthony Bohan. CPC

[P] Geoff Guim, In-house Construction

[P] Elliott Reinlein, Housing Maintenance

[P] Joe Potter, Building Maintenance

[P] Steve Rounds, CPC Assistant Director

[P] Heather Randol, FPM Director

Meeting Call to Order

Date: 12/15/2020

Time: 10:00am

Location: Google Meet (remote)

Roll Call and Review of Previous Minutes

- Roll Call
- 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. These are on hold for now, due to COVID restrictions.

Review of Previous Action Items

- Karen: Review Safety Committee membership to determine who may need to rotate off.
 - Done. Transition of old and new members took place at this meeting.
- Karen: Share the link and update 11/9/20 [Face Covering Policy](#) with committee members.
 - Done. The link and policy were sent out after the last meeting. If you have not had a chance to look at that, it is available through the faculty and staff webpage and is also available on the EHS website.
- Karen: Provide an update regarding the UP battery incident.
 - Update: Karen does not have all of the information she needs on the battery incident, so that will be moved to next month for reporting.

Incidents/Injuries

- Struck by incident at FMB; no injury
 - In the process of putting on a piece of siding, a piece came off at the 4th floor level that hit someone below on the head. They were wearing a hard hat. The person who got hit was coming onto the site to use the porta-potty, which happened to be in the drop zone. The drop zone was not big enough, and there was a discussion during the incident review that porta-potties shouldn't be located in drop zones.
 - Reminder that if you do need to go onto a construction site, first check in with the project office to make sure you know where you can and can't go, as areas may be blocked off for overhead work.
- Employee injury at landscape yard dumpsters - This will be covered at the next meeting, as EHS is awaiting further information.

Inclement Weather Training

- Includes COVID precautions
- Watch 3 training videos, if you haven't yet. An email went out on 12/7, and training should have been completed by 12/11.
- There is an opportunity to provide comments, questions and requests in provided fields.

COVID-19 Exposure Prevention

- Concerns? Questions? Reminder to notify your supervisor of any concerns as well.
- Reminder to complete a [daily self assessment](#) before coming to campus.
- Reminder to clean all shared equipment before and after use, including tools and vehicles.
- Oregon OSHA rule. There is a new temporary rule from Oregon OSHA for COVID-19.
 - The contractor guide for COVID-19 was updated. We are requesting updated COVID Infection Control Plans from all contractors to ensure they are in compliance with the new rule.
 - The new rule also includes a notice to affected employees. There are two different notices, the affected employee notice and the exposed employee notice. The exposed employee notices are the ones that may include action that needs to be taken should you receive one. The affected employee notices are going out to staff based on CPSO badge reports.
 - Suggestion to put specific info/actions in bold for affected employee notices. Karen will

provide this feedback to Jeff.

- Heather is sending out a clarification email to FPM regarding the affected employee notices. If you are concerned or have questions, reach out to SHAC.
- Karen: Because the notices are sent out based on badging in buildings, make sure you are badging in when you enter a building or room.
- COVID rapid testing can be done through your physician or SHAC.
- Mitchell raised concerns regarding the notification system to Housing Maintenance staff when a resident is in quarantine. There have been two instances when the notification system didn't work.
 - Heather has reached out to Courtney in UHRL to find out when she is notified that a student has symptoms and is getting tested, so that FPM Housing can prevent entry. The current process is that Courtney notifies Raphael, and he is the only one that gets the room number of students who have tested positive because it is a privacy issue. Mitchell stated there are some problems with the maintenance work order system, and Raphael is working on resolving those.
 - Some of this information has gone back to the exposure group to discuss. Karen will follow up with Jeff who is a member of the IMT exposure group.
- Oregon OSHA Complaint Letter and Response
 - A complaint was received by Oregon OSHA from an individual stating that in a specific PSU department they observed a supervisor not wearing a mask while working near student workers and others.
 - EHS followed up with the PSU department and reported back to Oregon OSHA about signage and information that has been sent out to staff. EHS has not yet heard back from Oregon OSHA.

Rounds / New Safety Concerns

- Mark - Importance of wearing masks. Happy holidays and stay safe.
- Dirk - Bring your own PPE when responding for inclement weather (orange vest, warm gloves, hat, shoe cleats). Other supplies will be available at the loading dock and Incident Command Center (disposable gloves, disposable masks, sanitizing wipes).
- Taylor - Nothing at this time.
- Dustin
 - Building Maintenance does monthly COVID walks, checking for general safety issues, building to building. These could be used to support regular workplace inspections. When hazards are identified, they are corrected.
 - Entering buildings and seeing people not wearing masks. Is CPSO addressing this? Karen will follow up with Jeff, as enforcement was being discussed at the IMT.
 - Karen: Table tents were going to be added to tables, particularly in FMH, reminding people of the face covering and physical distancing requirements. Heather reported that the IMT workgroup is still planning on placing table tents in common areas.
- Andrew
 - Seeing people entering buildings and not wearing masks
 - Trouble getting antibacterial wipes; having to rely on Leslie and Cavan for orders
 - Taylor: MM ordering form from supervisors was intended to order supplies for the whole department.
 - Can they get other sanitation products as well? Heather said it was discussed and decided to use sanitizing wipes.

- Karen will discuss with Leslie; this could be delegated to Andrew to order supplies. The intent was to have one person from each department do the ordering.
- Karen encouraged all departments to do a weekly inventory for cleaning supplies and disposable masks, if they are being used, to ensure adequate supplies are available.
- Jones - Nothing to add that hasn't already been discussed thoroughly.
- Aaron
 - TAPS hired a security guard who is located at PS3
 - The FAB parking structure gate broke at the ramp, and the entrance is being monitored by a security guard. A new gate has been ordered but may take 4 weeks.
 - Spent shell casings were found in a parking structure. CPSO was notified.
 - Student workers are not working alone for safety at PS3. They utilize CPSO for assistance, if needed.
- Mitchell - Concerns noted above for employee notifications.
- Susan - Works with lots of departments on campus that have upcoming moves within office spaces. She is seeking advice to ease the anxiety of department employees who are moving.
 - Karen: If you have people switching offices, we want to make sure those offices are getting cleaned. Everyone should be wearing their face coverings and should be staggering their times to pack up their office. Karen will put together additional information for Susan to provide to departments that are moving. Erica stated that the Campus Safety Committee would be interested in this information as well.
 - Karen: Another thing we have been putting into place is a modification in sanitation measures. Relay has cleaned some offices and added signage to keep others from entering the sanitized unoccupied spaces, and some areas are getting less cleaning because they are rarely occupied. For places that have an ongoing remodeling or construction project, project managers will reach out to Loni directly to reinstate cleaning in those areas. The crews working in those areas are still responsible for cleaning their work areas. This change in sanitation measures applies to bathrooms primarily and other common areas as identified by the Project Manager for the construction activities taking place in the area.
- Doug - Nothing to report today.
- Erica - Welcome everyone! Thanks to everyone. Erica is the liaison for the Campus Safety Committee. Feel free to reach out if you need anything.
- Heather- Shout out to Anthony for finding a solution to the CH hiding spot/stairwell on the west side of the building. It's great to be here at today's meeting.
- Anthony - No update; I stayed for my last meeting. I'm working on security projects. Thanks for having me and if you have any questions, feel free to reach out to me.
- Karen - Reminder that there is always someone on campus from CPC, if you have any concerns, contact them. Usually you can find who it is in the morning announcements.

Announcements

- Thank You to our continuing and outgoing safety committee members
 - Continuing: Gail, Mark, Taylor, Frankie, Todd, Dirk, Karen. Erica (ad-hoc member).
 - Outgoing: Elliott, Joe, Cavan, Phil, Geoff, Lavell, Anthony
 - Welcome to our new incoming members: Mitchell, Dustin, Andrew, Aaron, Jones, Doug, Susan
 - Erica will be conducting training for the new safety committee members

- Lindsey Henderson Laboratory Door Signage
 - Contact Lindsey Henderson with any questions.
 - Research in Process sign - This sign is intended to be temporary and only used when a process is taking place in the space that cannot be disturbed (such as lights needing to be off/on).
 - Laboratory Emergency Information Signage - This signage will be located in plastic door holders and customized for the hazards in the space. This signage follows and includes the GHS symbols (Globally Harmonized System of Classification and Labelling of Chemicals). The Principal Investigator in charge is the emergency contact.
 - Training on the GHS symbols is included in our Hazard Communication training. Karen will also be updating the Hazard Communication Program, adding an appendix with the GHS symbols for quick reference, and they will be available on the EHS webpage.

New Action Items and Safety Concerns

- Erica/New committee members: Provide training for new committee members
- Karen: Provide an update on the battery incident at UP
- Karen: Provide an update on the employee injury at the landscape yard dumpsters
- Karen: Provide feedback to Jeff about the COVID notification email for affected employees. Suggestion from a committee member to put specific information and actions in bold on the affected employee notices.
- Karen: Follow up with Jeff, who is a member of the IMT exposure group, regarding FPM Housing notifications for rooms where residents are quarantined.
- Karen: Follow up with Jeff regarding committee concerns about people in buildings not wearing masks, as face covering enforcement was being discussed at the IMT.
- Karen: Discuss with Leslie the ordering of sanitation supplies for the Landscape crew.
- Karen: Provide COVID safety information to Susan for departments that are moving.
- Pending agenda items: Identify inspection location; COVID-19 exposure prevention plans, as we phase into more people on campus
- Karen: Follow-up on safety concern regarding staff coming out of the USB lower parking lot and going the wrong way on one-way street to get to the loading dock.
 - On-hold; assess further after USB loading dock safety items are completed

Meeting Adjourned

Time: 1:51 pm

Next Meeting

Date: January 12, 2021

Time: 10:00 am

Location: Google Meet (remote)