

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
- [] Todd King, OIT Project Infrastructure Manager
- [P] Mitchell Schwabel, FPM Housing Maintenance Manager
- [] Richie Segura, FPM Mechanical Systems
- [] Gail Hamilton, FPM In-House Construction Manager
- [] Vacant position, FPM Building Maintenance

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

Ad Hoc:

- [] Erica Hunsberger, EHS Specialist
- [P] Max Jacobs-Swerbilov, EHS Temp. Worker
- [] Manny Watson, Fire Prevention Specialist

Meeting Call to Order

Date: 8/10/2023

Time: 9:30 am

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

Roll Call and Review of Previous Minutes

- 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.)
 - Angel sent out an email to all safety committee members regarding heat illness prevention and wildfire smoke protection materials for safety bulletin boards. Reminder to pick up your materials from your mailbox.

- Karen: Reach out to Heather and Cary about a replacement safety committee member for FPM Building Maintenance.
 - FPM will be holding off on having a Building Maintenance employee on the Facilities & Construction Safety Committee due to department vacancies. Joe Potter, FPM Building Maintenance, is on the Campus Safety Committee.
- Karen: Update on rodent concerns in the USB basement and lower parking garage level.
 - FPM coordinated with our pest control contractor to place additional traps and to refresh the bait regularly.
 - Targeted areas of the USB basement parking area and basement shops/storage areas had a deep cleaning and disinfection last week by ServePro.
 - Heather sent out an email yesterday to staff with a detailed update regarding what to do if any new areas are found that need cleaning. FPM will walk through the space with ServePro again and identify areas for additional cleaning, which will be scheduled ASAP.
 - Employees with shop and office space in the basement were requested to use sealed containers for storing all food and/or place food in lockers or refrigerators. Employees were encouraged to eat lunch and snacks in the lunchroom or areas other than the basement.
 - Lids are being purchased for large garbage cans. Lidded deskside garbage cans are also being purchased to replace the open deskside garbage cans.
 - Use only covered garbage cans
 - Remember to discard your disposable coffee cups
 - If you see old wrappers, food, or coffee cups that someone has left behind, put them in a covered garbage can.
 - All efforts we make to keep the area clean and free of food, wrappers and garbage is appreciated.
 - A door sweep was added to the personnel door and repairs to the rollup door sweep between the parking garage and the basement. Employees were requested to keep the door between the parking garage and basement closed. Signage will be posted to the door stating to keep it closed.
 - Questions/comments from the safety committee: Have all the large lidded garbage cans and deskside garbage cans been ordered and/or placed? Communication to staff may be needed regarding how often and who is responsible for emptying the trash cans in the common areas and in the offices. It may be helpful to identify key areas to place large lidded trash cans in common areas that would be emptied regularly, including in the parking garage. Karen will pass these questions and suggestions on to Heather and Loni.
- Karen: Tracking - Elevator safety improvements, meeting pending.
 - Update: Meeting is scheduled for next week with EHS, FPM, and Kone. Kevin added that he can attend this meeting, if it would be helpful for the discussion regarding keying of elevator room doors. Joe added, reminder to include Kone for all contractor work in elevator mechanical rooms and impacts to elevators.

Incidents / Injuries

- STHL boiler project - Karen



- Description: Hot work was taking place in a building with an active fire system impairment. A hot work permit was not obtained, and the area was not reviewed prior to the start of hot work.
- Assessment: A contractor began work prior to issuance of a hot work permit. During the site walk for the hot work permit, it was discovered that the building had a full fire system impairment by another contractor. An impact notice had not been issued regarding the fire system impairment. Combustible materials were in the area where hot work was taking place. The smoke alarm had been removed for the hot work. Contractor did not have their tanks secured.
- Corrective Actions:
 - Contractor stopped work until the fire system was returned to service.
 - Combustible materials were removed from the area, and the tanks were secured.
 - Department will ensure that impact notices are issued for all fire system impairments and coordinate with EHS.
 - Project managers to ensure that hot work permits are issued and areas reviewed prior to start of work.
 - Project managers continue to stress during kickoff meetings that all communication regarding a project needs to come from the project manager and not from other PSU staff.
- Asbestos abatement project - Karen
 - Description: Following an asbestos abatement project, a PSU employee discovered that the contractor had cut four conduits with wire in them during a wall demo.
 - Follow-up with the contractor is pending.
- Safety committee discussion regarding speed of project execution. Priority should be safety issues that need to be addressed and projects with funding time constraints. Staffing and workload appears to be impacting project safety and staff are rushing to get projects through. Staff need time to manage and complete projects and tasks safely, to ensure that all safety plans, pre-project safety walks, and client communication are completed prior to start of a project. Staff need to ensure that contractors are following submitted safety and logistics plans. Karen will add this to the upcoming EHS-CPC and EHS-FPM check-in meetings next week.
- Karen discussed that it would be beneficial for FPM, EHS, and CPC to better track and be aware of events scheduled on campus, so that projects can be coordinated around key events, to minimize impacts and to protect our campus community. Karen will add this to the upcoming EHS-CPC and EHS-FPM check-in meetings next week.

Campus Safety Committee Update

- Erica was not present to give an update.

Safety Committee Inspection

- The committee inspected the Urban building maintenance areas, penthouse, roof, and floors 1/2/5/7. Findings included: general housekeeping, daisy chained cords, GFCI replacements needed, a few lights out, fire extinguishers needing to be replaced in some areas, and shelving and file cabinets that needed securing.

Rounds / New Safety Concerns

- Mark
 - It's going to be close to 100 degrees next week. Try to schedule work inside and stay hydrated.
- Kevin
 - Nothing to report.
- Houston
 - Nothing to report.
- Aaron
 - Asked for a clarification on the tear down of the three buildings. Karen discussed the timeline. Metal dumpster should be in the pullout next to Blumel.
- Mitchell
 - Needs a replacement for him on the safety committee.
 - New full time employee starts next Wednesday.
- Joe
 - West side of campus is super busy right now. A lot of projects are going on. If residents come up and talk to you, be kind and try to answer their questions. Be extra careful walking to SRTC. Three demo projects, Blumel crane picks, VSC project and upcoming crane picks, SRTC facade project.
 - Bucket for the loader was observed outside the VSC site on Mill. Karen to discuss tomorrow with Skanska during the weekly safety walk.
 - Refeed at the HGDC electrical room starts next week.
- Karen
 - PPE discussion - Karen has needed to remind people lately about proper PPE. Please discuss with your crews and help to observe and remind people, as needed. Thank you!
 - Change in hardhat requirement for VSC project in the near future will require hardhats with chin straps. Karen is putting together requirements and plans for upcoming EHS-CPC and EHS-FPM meetings.
 - Safety committee discussion. Q: Will we enforce it with all of our contractors, as well, and partner with the large construction contractors in Portland?
 - This will be a requirement for tours on the VSC site as well.
 - SC members present believe this will generally be well accepted by our crews over time.
 - Heat illness prevention - take breaks; stay hydrated; be mindful of your health and observe your co-workers; communicate with supervisors; coordinate outside work for earlier in the day; urgent and emergency work only should be conducted outdoors in times of excessive heat
- Max
 - Nothing to report.

Action Items

- Karen - Coordinate with Mitchell to find a replacement for Mitchell for the safety committee.

- Karen - Update safety committee on results of elevator safety meeting.

Meeting Adjourned

Time: 10:30 am

Next Meeting

Date: 9/12/2023

Time: 10:00 am

Location: Google Meet (remote)
and in person

Next Inspection

Date: Oct 17, 2023

Time: 8:00 am

- 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. On hold for the moment.