

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
- [] 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

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

Ad Hoc:

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

Meeting Call to Order

Date: 9/12/2023

Time: 10:00 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

- Karen - Coordinate with Mitchell to find a replacement for Mitchell for the safety committee.
 - Mitchell has been discussing with the Housing crew. The switch may occur after the beginning of the school year.
- Karen - Update safety committee on results of elevator safety meeting.
 - FPM, EHS and Kone met to discuss safety of elevator mechanical rooms and safety improvements.



- Ensure all elevator rooms have signage posted identifying them as elevator rooms, as well as room number identifiers, and authorized personnel signage. Kone and FPM are working on updating the signage where needed.
- Elevator rooms are for authorized personnel only. For anyone entering an elevator room, there needs to be a licensed person with them. For contractor and staff projects in elevator equipment spaces, you need to contact Kone through the FPM Signing Electrical Supervisor.
 - Discussion: Can there be an exception for Systems to change out filters? Systems crew has enough knowledge not to touch equipment. Maybe Kone can change the filter? Karen to discuss with George, Cary, and Kone at the next elevator safety meeting. It comes down to elevator code requirements.
- Identify where safety signage may be needed on outer doors and inner doors, depending on the hazards, e.g. electrical, moving parts, overhead hazard, fall hazard. FPM and Kone to identify areas that may need extra signage due to hazards.
- Identify where machine guarding, fall protection, and improved access (ladders/platforms) may be needed. FPM and Kone to identify areas that may need safety improvements.
- Rekey all elevator rooms so they are on the same key. Cary is setting up a work order for rekeying and will work with the Lockshop.
 - Discussion: Concerns regarding staff access for One-call response. Kone or the Fire Department would get the call rather than having One-call respond.
 - Mitchell shared that Housing shows up anytime there is an entrapment in a housing building. They always call Kone as soon as possible. The Fire Department may respond for rescue, but Kone may not get information about the incident and equipment that may have been impacted.
- Install fall protection/railing on the top of the cars. This is being completed for the URBN cars. Fall protection upgrades will be included in the DMCI spreadsheet language for elevator upgrades.

Incidents / Injuries

- Contractor, landscape yard project
 - Near miss: Potential for fall or struck by injury.
 - Description: Contractor had modified the pedestrian access walkway for the landscape yard office/WHP entrance and was actively trenching in the access area.
 - Corrective Actions:
 - Adjustments were made to provide a safe access point.
 - Review of control measures is needed prior to access/egress changes and to ensure that personnel are notified of the change in advance. These impacts should be discussed and planned for at the weekly OAC meetings.

- The contractor reached out regarding the next access change that was needed and discussed changes onsite prior to the change being made. This was also discussed at the weekly OAC meeting.

- Asbestos abatement project - Karen, pending, report at next meeting

Campus Safety Committee Update

- Erica was not present at this meeting to provide an update.

Rounds / New Safety Concerns

- Mark
 - It is September and lots of people are returning to campus. Keep your head on a swivel, be safe crossing the street, and watch for others.
- Dirk
 - Nothing to report.
- Jonathan
 - Exit garages slowly. People don't always look at the mirrors or hear alarms. Slow down and watch for scooters.
- Kevin
 - As things cool down, hot air in buildings can impact door closures. If a door isn't shutting properly, reach out to the Lockshop and put in a work order.
- Aaron
 - Nothing to report.
- Mitchell
 - FYI, If anyone has a project through GDSI abatement, Bob Gordon has retired. If you have abatement projects pending, follow up with GDSI.
- Gabe
 - Students will be accessing ladders more. Training for students is needed. Karen will put Gabe in touch with Erica and share ladder safety resources.
- Manny
 - This October, there will be a Fire Safety Week 10/7-10/13. Every building will get a fire drill.
 - Over 50% completed with updating and swapping fire extinguishers in buildings. Recently found 19 in one building stored away; they have been collected and added to the pool of extinguishers.
 - COVID appears to be ramping up, be aware, and flu season is coming.
- Karen
 - Lots of construction projects underway. This week, there is a big push to get things done before students come back. Slow down and take the time to do things safely. Plan out job hazard analysis and pre-task plans. Students may be on phones or not paying attention; be mindful/aware of them and drive slowly. Put out cones and block off work areas. Watch for landscape student workers blowing leaves in park blocks; drive slowly.
 - King Albert demolition is continuing, Harder House demolition is starting today, King Albert demolition is bringing in trucks, so be mindful of that. Reach out to project managers and EHS if you have any safety concerns.

Action Items

- Mitchell - Identify a Housing representative replacement for Mitchell.

- Karen - Discuss FPM concerns about elevator room access with George, Cary, and Kone during the next elevator safety meeting. Can there be an exception for Systems to change out filters? Maybe Kone can change the filter?
- Karen - Report back on Asbestos abatement project incident.
- Karen - Put Gabe in touch with Erica concerning ladder safety training for students and share ladder safety resources.

Meeting Adjourned

Time: 10:49 am

Next Meeting

Date: 10/10/2023

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.