

## 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  
[P] Yuna Noln, FPM Housing Maintenance  
[ ] Richie Segura, FPM Mechanical Systems  
[ ] Gail Hamilton, FPM In-House Construction Manager  
[ ] Pluto Simpson, FPM Building Maintenance  
[P] Houston Mills, FPM In-House Construction

[P] Jon Morgan, FPM Electrical  
[ ] Kevin Reed, FPM Lockshop  
[ ] Vacant, Materials Management Services  
[ ] Dirk Theisen, FPM Mechanical Systems Manager  
[P] Gabe Christian, OIT Academic Technology Services

#### Ad Hoc:

[ ] Josh Barber, EHS Specialist  
[ ] Erica Hunsberger, EHS Specialist  
[ ] Nikki Ludd, Fire Prevention Coordinator  
[ ] Jeff Rook, EHS Director  
EHS Student Workers

### Meeting Call to Order

Date: 10/15/2024

Time: 10:00 am

Location: USB 202 Stumptown  
Conference Room

### 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.
- Thank you Jonathan for your time on the safety committee. Karen has reached out to Brandon about finding a replacement for Materials Management.

### 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 - Report on the SEC renovation project lessons learned meeting at the next safety committee meeting. Carry over to the next meeting.

### Incidents / Injuries

- Struck by football - Will be following up with employee and reporting on next month.
- Incident Description: A hole was being drilled through a concrete floor to create a data pathway for electricians. The drill hit conduit with live power, 120 volts, and tripped the breaker. Employees who had been drilling the hole did not know that they had hit the conduit until the electrician came onsite to install the data pathway.
- Followup:
  - As-builts were reviewed prior to work to assess for post-tensioning, but not with a focus on potential electrical, and a GPR scan was not completed prior to work.
  - There was a vapor barrier and insulation covering the ceiling in the loading dock where the hole was drilled from above. The area above the vapor barrier was not assessed prior to drilling to check for obstructions, conduit, and potential asbestos-containing building materials.
  - There was fireproofing on the ceiling next to the area where the hole was drilled. No one reached out to EHS to determine if the material was asbestos or non-asbestos. EHS had sampling results on file for the areas which identified the material as non-asbestos.
- Corrective Actions:
  - Prior to drilling holes, assess the area for obstructions, conduit, and potential asbestos-containing material. Utilize electricians for electrical locates. Contact EHS regarding potential asbestos-containing building materials.
  - EHS to work on Don't Hit It Form with FPM crews to ensure electrical, plumbing, and asbestos-containing materials are assessed prior to any demo work.

## Campus Safety Committee Update

- The Campus Safety Committee held an inspection of Urban Center on Thursday, 9/5, from 8:30 - 10:00 am. The majority of concerns were improper extension cord usage, furniture needing to be secured to the walls. Building occupants were reminded that submitting work orders and paying for securing shelving is their responsibility.

## Safety Committee Inspection

- An inspection will be held on October 22nd at 8:00am. Discussed potential locations. Decision to conduct a safety committee inspection of the VSC mechanical spaces.
  - Karen also noted that site lighting walks are coming up and will include the SH south walkway, KNGA site, Parkway site, and VSC northside.

## Rounds / New Safety Concerns

- Todd

- Nothing to report; watch for slippery wet leaves
- Houston
  - David wondering about using bags on the shop vacs. Some debris might get past the sponge on the back. May need to switch over to HEPA vacs for small particulates. Will bring it up with Gail.
- Aaron
  - Nothing to report; thanks for getting the dumpsters fixed!
- Yuna
  - If you have to take time off for an injury, take the time to heal and take care of yourself.
  - Emergency contacts - Make sure your personal contacts are up to date, and know who to contact to get help with the process. You can reach out to [askhr@pdx.edu](mailto:askhr@pdx.edu) if you have questions.
- Joe
  - Tomorrow is the Campus Beautification event - Remember to wear closed-toe shoes and long pants.
  - Upcoming project - PS1 installing cameras this week. Sidewalk will be closed off on Harrison tomorrow for this install. Also looking at fencing for the parking garage.
  - Mental health support services are available for those who need support after the recent incident. EAP will be onsite. Refer to HR email sent to all staff.
- Jon
  - TAPS parking spaces need to be re-striped behind Montgomery.
    - Aaron - signs were recently redone. Striping is coming. Aaron will let us know when.
  - Parkmill parking lot - two trip hazards to be addressed.
    - Keep your eye out for trip hazards covered by leaves.
- Gabe
  - VSC cord covers will be needed in some classrooms, similar to those installed in KMC. Gabe will need to identify how many.
- Karen
  - Art + Design site - EHS and CPC are conducting weekly safety walks. String lights have been placed on the SH south walkway next to the construction fence and are powered for the weekend.
  - Market street tree pruning upcoming, impact notice to be sent out. Sidewalk will be closed from 11th - 12th on the south side.
  - Upcoming crane picks:
    - SEC crane pick 10/29
    - LH crane pick - Joe is the project manager; 10/21 site walk ; 11/6 scheduled crane pick
    - Ondine crane pick - Joe is the project manager; 2 days - north/south; November 10th-20th time period
    - Urban Center final crane pick is coming
  - Broadway water shutdown is happening on Friday
  - Fall protection was completed for EB, and the LH, SRTC, and BDWY loading docks. CH fall protection has been delivered.
  - CH ships ladder - future project

## Action Items

- Karen - Report on the SEC renovation project lessons learned meeting at the next safety committee meeting.
- Karen - Report on injury, struck by football

## Meeting Adjourned

Time: 11:00 AM

## Next Meeting

Date: 11/19/2024

Time: 10:30 am

Location: Google Meet (remote)  
and in person

## Next Inspection

Date: 10/22/2024

Time: 8:00 am

Location: VSC mechanical spaces

- 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.
- Pending/Tracking (Karen): Experience Modification Ratings (EMR) for contractors. Karen will reach out to Contracts to start gathering information, then Karen will schedule a meeting with CPC/EHS.
- Pending/Tracking (EHS): CPC and MM move guidelines. EHS and others will collaborate with these departments and update their guidelines and procedures to be in line with Portland Fire requirements, including not only information about furniture anchoring, but also extension cords and clearances for egress. Karen will ask Hlee to share the CPC Move Guide as a Google doc. Karen will ask Brandon for the MM guide as well. On hold until the Fire Prevention Coordinator is onboard and the website has been updated.
- Pending/Tracking (EHS): More guidance documents are coming to the Fire Prevention site. Everything will migrate to the EHS website. Karen will share the site with the safety committee when it's updated to make sure it is user friendly.