FACILITIES AND CONSTRUCTION FIRST SAFETY COMMITTEE MEETING
November 12, 2013 at 7:30am

Attendees:
- Jill Jones
- Heather Randol
- Suzan Wilson
- Juan Mercado
- Ben Martinsen
- Pat Kennedy
- Carey Gibbar
- Kate Vance

Absent Members:
- Gail Hamilton
- Robin Torrez
- Mark Thomas

Issues Discussed:

Facilities Safety Committee Meeting Operations

- The Facilities Safety Committee will follow Robert’s Rules of Order to discuss motions and receive assistance.

- Roles
  1. Chair - To run the meeting with a monthly agenda that will include tabled business, old business and new business; the chair will be selected by a majority vote; this issue will be addressed again at the meeting in December with the goal of having a Chair by the Jan. 2014 Meeting
  2. Secretary/Time Keeper - Take accurate notes and act as parliamentarian; Jill volunteered to take notes and keep time for now.
  3. Jill is the liaison between the Facilities & Capital Projects Safety Committee and the Campus Safety Committee. Kate is liaison for the committee and Capital Projects group.

- What is a Safety Committee? - Went over the hand out and the 4 basic requirements of a safety committee. Heather interjected that PSU does have a Campus Wide Safety committee which fulfills the OSHA requirement so our committee has some flexibility

- Communication - Jill discussed the fundamentals of everyone being empowered to stop and communicate with anyone, co-workers or contractors if they see anything that looks unsafe or is even questionable. If they do not feel comfortable or get any back lash, to call EHS for support. (Jill, Heather or On Call phone)
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Quarterly Inspections
- Discussed briefly when covering the 4 requirements of a safety committee.
- As a committee, will determine what areas to be inspected and put together a quarterly schedule.
- GOAL: begin 1/2014

New Sealed Eyewear
- There are samples to be explored with help from this committee,
- May even replace face shields in some cases.

Glove Holder
- Discussed ideas for making gloves readily available
- Jill will bring samples next month

Accident Investigation Training
- Discussed when covering the 4 requirements of a safety committee
- Why accident investigations are necessary
- Also discussed “near misses”
- Goal: February 2014 – 1st investigation

PPE Requirements for Employees
- Will be spelled out in Job Safety Analysis
- Discussed the process to get a better safety culture developed.
- Start with PPE requirements for tasks that are on paper.
- EHS will do training as these are finished and implemented.
- Juan suggested placing PPE stickers/symbols on equipment itself as reminders of PPE requirements to use the equipment.

Student Workers PPE
- Carey asked about student employees and the steel toed boot requirement
- Can the University help pay for these?
- Heather stated that she will look into it and ask about money for this.

Tool Box Talks
- Discussed that a weekly or every other week tool box talk, (topics EHS would send out) will be required,
- This will help improve the safety culture and aide in ongoing training.
- Asked each individual on this committee send EHS their meeting schedule for tool box talks.
General Student Safety
- Does the Campus Wide Safety Committee cover “Student” safety?
- How can unsafe student practices be positively enforced? Possibly with an ordinance?
- One Idea would be to post rules in classrooms as reminders pertaining to following issues:
  a) Smoking and flicking butts,
  b) Riding bikes/skate boards with no speed limit,
  c) Uncontrolled doggie business in the Park Blocks Could doggie bags be made available throughout, City?
  d) texting/wearing ear buds and not concentrating on walking, traffic, surroundings, etc.
- It was clarified that this committee is for the safety of the workers in Facilities and Construction, other concerns can be forwarded to campus wide safety committee
- PSU injury history will be presented to the group at the next meeting to better understand where workers stand in the injury arena.
- Heather will email Gordon for injury graphs

Accident Mechanisms
- Is there a Mechanism in place to track near misses?
- Is there a Mechanism in place to celebrate people who do well?

First Aid Kits
- How/Who stocks and restocks the First Aid Kits?
- What is the minimum standard for First Aid Kit supplies?
- Work crews leads will give Jill a total tally of their crew numbers and Jill will help each crew obtain the appropriate supplies for First Aid Kits
- Jill will look into minimum regulation requirements for First Aid Kits

Projects Schedule
- How can we get a schedule of projects that will be going on in our buildings?
- Staff could look out for safety issues and such if they know ahead of time.
- Kate will work with Ron Blaj to get advanced notification to different departments when there is work being scheduled in any of their buildings; either contracted or in house.

Employee Injuries
- Jill and Heather will work with SAIF to have a presentation of the history of injuries/claims in the facilities/maintenance groups to share at the December meeting.
- Injury Rights of employees are not covered in the annual safety training
- EH&S will put together a training or tool box talk that covers Incident, Injury and Near Miss Reporting
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Vehicle Training
- There is no training for use of ANY PSU vehicle
- A PSU vehicle training should cover speed, right of way to student, and distractions etc
- What is the Park Blocks speed limit, and why is it not posted anywhere?
- Could vehicle training be a lengthy tool box topic?

Emergency Procedures
- Signs including CPSO #, EHS #’s 911, etc. (Even Work order line?) should be posted in shops and employee work areas.
- Is there an Earthquake Plan, Evacuation Assembly points/routes, and Bomb scare and searches.
- Bryant Haley is the individual whose job it is to write and train in Emergency Plans and that currently EH&S is doing table top exercises on “Inclement Weather” with Supervisors, etc.
- Would it be possible for essential personnel get “First Responder” training since they are responding to many types of emergencies?

Other Items
- Campus Safety Committee: Wednesday, November 13, 2013 at 1pm
- Facilities and Construction Safety Committee: Tuesday, December 10th at 7:30am
- Training: Accident Investigation in February (TBD) for all members of both Safety Committees

Action Items:
- Jill and Heather will work with SAIF to have a presentation of the history of injuries/claims in the facilities/maintenance groups to share at the December meeting. Heather will email Gordan for more information on this.
- EH&S will put together a training or tool box talk that covers Incident, Injury and Near Miss Reporting
- Kate will work with Ron Blaj to get advanced notification to different departments when there is work being scheduled in any of their buildings; either contracted or in house
- Jill will look into minimum regulation requirements for First Aid Kits
- Heather stated that she will look into acquiring steel toe boots for student workers and ask about money for this.
- Jill will bring Glove Box samples next month.