Meeting Called to Order at 7:35am

Attendees:

- Patrick Kennedy – Plumber
- Kate Vance – Senior Project Manager
- Jill Jones – Facilities and Construction Safety Officer
- Suzan Wilson – Landscaping
- Gail Hamilton – Trades and Construction Supervisor
- Cary Morris – Systems Supervisor
- Carey Gibbar – Trades Maintenance Coordinator
- Peter Ward – CPSO
- Russ Ranard – Materials Management
- Michael Layman – Carpenter
- Scott Jaqua – Radiation Safety Officer
- James Muir – Zone Maintenance
- Mark Thomas – Electrical

Issues Discussed:

Introductions and Review of Minutes

- Everyone introduced themselves to new members; Russ Ranard, James Muir, and to the guest speaker, Scott Jaqua.
- Tony, who works with PHC, will be joining the committee in February. This is because PHC is now under John LaDu’s supervision.
- The committee approved both the November and December 2014 Minutes.

Radon

- Scott defined radon as radioactive element that is a decay product of uranium.
- Radon was brought to the Vancouver/Portland area by the Missoula floods.
- Sources of radon in Portland include; the bluffs near University of Portland and the West Hills, since these are the oldest geologic structures in the city.
- Since the concentration of radon is random throughout the city, it is a smart decision for everyone to test their home for radon.
- An At-Home Radon Test Kit can be purchased at the following website for $15.00.
  (https://secure3.convio.net/ala/site/Ecommerce/1358901603?VIEW_PRODUCT=true&product_id=2301&store_id=1741)
- There is currently no rule for Occupational Radon Levels.
• The theory behind this is that since most of our time is spent at home, rather than at work, exposure levels are longer in the home.
• Scott tested the CPSO area in Shattuck a few years ago, and the results came back negative.
• Dr. Burns, a geology professor at PSU, has tested 14 rooms in Cramer and will meet with Scott to discuss the results when they come in.
• Scott is looking into best practices for radon. His primary concern for radon levels on campus is in residence halls and mechanical spaces.
• Scott will follow up with the committee once he has met with Dr. Burns and done more research on best practices.

“Viking Safety Crew” Update

• The “Viking Safety Crew” program kicked off on January 5th.
• Don’t forget to fill out the “who, what, and where” section on the back of the card, and drop them off in Jill’s inbox.
• Jill is looking into finding a location for a “Viking Safety Crew” drop box.
• Jill and Scott will work together to put a “Viking Safety Crew” form on the EHS website.

Roof Project Updates

• EHS and CPC have met to prioritize the building roof fixes suggested in the report by Reichle Associates.
• Rick and Francis are spear-heading the Broadway Building Roof Update.
• Someone noted that there is an algal bloom growing on the north corner of the Broadway building roof.
• The SB1 Roof is also a top priority.
• The ladder on the Neuberger Hall roof will be removed and a sign will be placed on the doorway, however this is only a temporary fix that will be addressed soon.
• Moving forward roof updates will be incorporated into building renovations such as, School of Business and School of Education.

Review of the Outdoor Lighting Audit

• Since the lighting audit on 12/9, work orders have been placed to replace any bulbs that were out on campus.
• Mark is working with the city on putting in work orders for lights that the city owns.
• Jill and Mark will meet to further discuss locations where there was insufficient lighting.
FACILITIES AND CONSTRUCTION SAFETY
COMMITTEE MEETING
January 13, 2014 at 7:30am

- Jill will bring this list of locations to the attention of upper management
- Someone suggested that there should be a constant internal audit of outdoor lighting.
- Mark mentioned that electrical is working on rehiring someone to help with this.

Future Inspection Locations

- Employees- Send a list of areas where you work to Jill by 2/10.
- The committee needs to select locations for the 2015 Quarterly inspections.
- Someone suggested a campus wide ramp audit as a future inspection location.

Incident and Near Miss Reporting

- Near Miss – There were no near misses reported in December.
- Injuries – There were 2 injuries this month.
  - Someone slipped on a wet ramp and jammed their leg
    - The employee was wearing all of their proper PPE.
    - A non–skid coating will be added to the ramp.
  - While moving an appliance, someone strained their back.
    - This injury could have been prevented by using equipment, like a dolly, to assist with this task.
    - Filling out a pre-task plan could have also prevented this injury.

Other Items

- The vehicle training/campus driving committee will reconvene once Brian Roy has reviewed an old Internal Management Directive for FADM concerning vehicle training that has recently surfaced.
- Jill will have a draft of the updated confined space policy by the end of February. If anyone has anyone knows of any other confined spaces, not already on the list from 2006 please email them to Jill.
- The Bump Cap v Hard Hat policy is still an ongoing discussion.
- Starting this month, Carey Gibbar will serve on both the Campus Safety Committee and the Facilities and Construction Safety Committee.
- Gail asked if anyone had addressed the issue of the crosswalk in front of Parking Structure 3. Keri said that she would look into it since she was sure Bob had already contacted the city concerning this issue. This will be followed up on at the meeting in February.
- Cary brought up the conversation of CPSO jurisdiction in the Park Blocks, and the contract PSU has with the city concerning this issue. Peter requested a copy of this contract and will take it to his boss and follow up with the committee at the meeting in February.
Action Items:

- Jill will work on finding a location for a “Viking Safety Crew” dropbox.
- Jill will work with Scott on creating an online version of the “Viking Safety Crew” form.
- Jill and Mark will meet to further discuss outdoor locations with insufficient lighting. Jill will pass this list along to upper management.
- Employees- Send a list of areas where you work to Jill by 2/10.
- Employees – if anyone knows of any confined spaces not already on the list from 2006 please email them to Jill.
- Keri will look into the issue of the cross walk in front of Parking Structure 3.
- Peter will follow up with the committee in February, concerning the contract PSU has with the city concerning the park blocks.

Meeting Adjourned: 8:30am