Meeting Called to Order at 7:35am

Attendees:

- Nevin Halvorsen (proxy for Patrick Kennedy) – Plumber
- Jill Jones – Facilities and Construction Safety Officer
- Suzan Wilson - Landscaping
- Anatoliy Petriyenko - PHC
- Steve Rounds - CPC
- Gail Hamilton – Trades and Construction Supervisor
- Cary Morris – Systems Supervisor
- Carey Gibbar – Trades Maintenance Coordinator
- Peter Ward – CPSO
- Russ Ranard – Materials Management
- James Muir – Zone Maintenance
- Mark Thomas – Electrical

Absentees:

- Kate Vance – Senior Project Manager
- Michael Layman – Carpenter

Issues Discussed:

Introductions and Review of Minutes

- Everyone introduced themselves to new member, Anatoliy Petriyenko, who will be representing PHC on the committee.
- The committee approved the January 2015 Minutes.

Roof Project Report

- The West Heating Plant is scheduled for a new roof this year so the fall issues will be addressed. SB1 and Broadway have been put on top of the priority list.
- Prices for roof design updates are being submitted to PSU by NBZ Consulting Engineer firm outside of PSU.
- Anchorage Connectors, or Tie-Offs, located on roofs need to be inspected annually.
- Jill will work with the committee to generate a list of tie-off locations on campus roofs.
Confined Space Project Report

- The confined space list is almost complete.
- Other confined space locations that the committee came up with include:
  - Lincoln Hall – NE side near the stairs; there is also one in the basement and Nevin will email Jill the exact location
  - Shattuck – South Side Exterior Area near CPSO
  - Marsten House – Crawl Space, Gail will get Jill the exact location
  - Art Building (Annex) – Sprinkler Room
  - Koinonia House – there is a confined space area located in the restaurant
  - SMSU – shaft next to the bowling alley and near the north stairs there is a crawl space that can only be accessed by trolley car.
  - East Hall – Main floor SE corner mechanical room.

2015 Quarterly Inspection List

- List of possible inspection locations for the 2015 Calendar year
  - Mailroom, USB Basement, and Stores - Winter Quarter
  - Machine Shop in Engineering Building
  - Science Shop – This is a possibility
  - Mechanical Room in Engineering Building- This will be done at a later date
- Jill and Russ will meet to discuss when a good time would be to do a safety inventory of the USB 1st Floor and Basement.
- Jill will schedule the Winter Quarter Inspection.

CPSO Jurisdiction

- Peter reviewed the contract that PSU has with the city concerning jurisdiction in the park blocks.
- Under the contract CPSO does have limited jurisdiction in the Park Blocks.
- Under City Code 20.04.010 CPSO officers are designated “Park Officers”, but may only act “within the scope of their employment and in areas defined as Portland State owned, operated, or controlled”
- However, come July this will be a moot point since CPSO will become a certified police department.
- Recently, skateboarders have also been seen grinding on the wooden benches between Cramer and Neuberger.
FACILITIES AND CONSTRUCTION SAFETY
COMMITTEE MEETING
February 10, 2014 at 7:30am

GOSH

- The Oregon Governor’s Occupational Safety and Health Conference is March 9-12th, 2015 at the Oregon Convention Center.
- If you are interested in attending, please let Jill know.
- There are several excellent sessions being offered covering topics such as; JHA’s, PTP’s, Safety Committees, and Leadership skills.

Incident and Near Miss Reporting

- Near Miss – There were no near misses reported in January.
- Injuries – There were 2 injuries this month.
  - A CPC Employee cut themselves with a utility knife, which resulted in stitches.
    - Jill and Gail have already had an accident review with this employee.
    - This injury could have been avoided by using a retractable utility knife or a cut resistant glove.
    - Jill will look into getting cut-resistant gloves stocked in stores.
  - A Student Employee got hit in the face while opening an unmarked pressurized door in Neuberger. Jill is still waiting to get the accident report.

Other Items

- Jill is still waiting to hear about an update concerning the upcoming Vehicle Training and Campus Driving Policy.
- VIKING SAFETY CREW – Please encourage your crews to submit these to the envelope in Jill’s office. Jill is meeting with crew supervisors to discuss the program.
- Student Training was a topic that came up at the Campus Safety Committee meeting last month. Heather, Jill, and Ruben have been meeting to discuss how to improve employee training on campus.
- Russ would like to schedule a safe lifting training for his students.
- David Troppe will be replacing Peter Ward on the committee starting in March.
- Before moving a 400lb motor, Systems filled out a PTP. Cary Morris will begin filing these for future use and Jill will look into the possibility of a creating a PTP resource file in AIM.
FACILITIES AND CONSTRUCTION SAFETY
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- Gail brought up the issue of the sidewalk again in front of PS3. Jill will ask Bob again exactly what the issue is, and look into the possibility of making that part of PS3 only an entrance and not an exit.

**Action Items:**

- Jill will work with the committee and crews to generate a list of anchorage connectors located on campus roofs.
- Nevin will email Jill the location of the confined space in Lincoln Hall.
- Jill and Russ will meet to discuss when a good time would be to do a safety inventory of the USB 1st Floor and Basement
- Jill will schedule the Winter Quarter Inspection
- If you are interested in attending GOSH, please let Jill know ASAP.
- Jill will look into getting cut-resistant gloves stocked in stores.
- EMPLOYEES – Please fill out and submit your Viking Safety Crew Cards
- Jill will meet with Russ to schedule a safe lifting training for his students.
- Jill will look into the possibility of a creating a PTP resource file in AIM.
- Jill will meet with Bob to discuss the crosswalk issue on 12th.
- Gail will email Jill the exact location of the crawl space located in Marsten House.

**Meeting Adjourned:** 8:40am