FACILITIES AND CONSTRUCTION SAFETY
COMMITTEE MEETING
January 14, 2014 at 7:30am

Attendees:

• Cary Morris – Systems Services Supervisor
• Farhad Khoshnahad – Mail and Shipping Supervisor
• Patrick Kennedy – Plumber for Systems Services
• Carey Gibbar – Trades Maintenance Coordinator
• Suzan Wilson – Grounds Maintenance Lead
• Mark Thomas - Electrician
• Ben Martinsen – Pipe and Steam Fitter
• Gail Hamilton – Trades and Construction Supervisor
• Kate Vance – Senior Project Manager
• Jill Jones – Facilities and Construction Safety Officer
• Keri Bishop - Environmental Health and Safety Student Employee

Absentees:

• Shayne Stone

Issues Discussed:

Introductions and December Minutes Approved

• Keri was introduced to the committee. She will be recording the meeting minutes from now on.
• Shayne Stone will be replacing Juan Mercado on the Committee
• Mike Layman will be replacing Robin Torrez on the committee.
• The February FAP Safety Committee meeting will be replaced with an Accident Investigation Training on 02/12/2014 at 1pm-3:50pm Location: SMSU 294. This will be held along with the Campus Safety Committee.
• Jill asked the committee to think about and submit nominations for a Committee Chair by the meeting in March.
• The December 2013 and January 2014 Meeting Minutes will be approved at the meeting in March.

Safety Representation

• The Facilities Safety Committee is meant to represent all Facilities Employees. The committee can relay Safety Committee topics at their weekly or monthly crew meetings.
• A printed copy of the monthly minutes (starting with January) will be posted by the 1st Floor Elevator in USB.
PPE

- Farhad tried out the over-boots with his student employees and they did not work out. He will be ordering steel-toed boots for his student employees.
- There was no interest shown by the committee for any Glove Holders to be ordered.
- Sealed Eyewear will now be stocked in stores for employees to obtain at their convenience, primarily for Electrical, Landscaping, and Maintenance.

Landscaping Area Inspection Debrief

- Gas cans were being stored inside the equipment shed along with fuel powered hand tools. EH&S has donated an empty flammables cabinet, and from now on that’s where the gas cans will be stored.
- New Tent Legs need to be ordered and/or repaired.
- The landscaping area needs a new fire extinguisher. Fire extinguishers located outdoors must be within a 75ft reach. Two need to be in the tent area with one at either end.
- After the inspection there was a checklist review. This will be implemented after each inspection.
- All of the above information has been passed on to John LaDu
- April Inspection Location: TBD

Vehicle Training Updates

- ASRC Student Employees use an online driver training. Jill will look into this as an option and explore what is in the student handbook on driving.
- The Park Blocks belong to the City of Portland, but discussions with PSU Parking and Transportation about how to go about setting a speed limit for the Park Blocks are ongoing.
- A Speed Limit Sign cannot be posted publically in the Park Blocks, but after an agreement is reached speed limit signs will be posted inside vehicles. Rules and Suggested Route Maps are also a part of the conversation.
- The vehicle training issue has been brought to the attention of the Risk Manager, Brian Roy, who directed the conversation toward. Don Johansen. Don is designing a student driver policy and it will now hopefully include an extension to student employees. This policy will be rolled out sometime in the next 3 months.
- General FYI - If you are using a piece of equipment with a seat belt OSHA requires that you wear it. If the seatbelt has been removed or does not function it must be replaced immediately.
Laboratory Procedure

- Jill investigated into this matter further and found that Chuck does do a short training with the Biology Graduate Students at the beginning of Fall Term. Nic Meir does the same thing with the Chemistry Graduate Students.
- Jill and Keri will meet to further discuss what the Chemistry Graduate Student Training covers.
- If any problems do arise while conducting maintenance in a laboratory contact Chuck Copper or Nic Meir.

Projects Schedule

- Kate and Gail have compiled a calendar for upcoming projects in specific areas.
- CPC manages any project over $10,000 and Francis McBride handles any project under $10,000.
- This calendar will mainly benefit Housing.
- Laurel Brown, the new Assistant Director of Zone Maintenance, will also be included in this conversation.
- Jill will also speak to Robyn about her approach to this issue.

Emergency Procedure – Ambulance

- A recent incident occurred in USB, where an ambulance was called by the PHC group but when it arrived no one at the loading dock knew where in USB to direct the EMTs or who had called them.
- Departments should always send someone to meet the ambulance if something like this happens again.
- Ask Karl Johnson if PHC has an emergency protocol.
- Could PHC be a possible University Safety Committee inspection location?

Scaffolding

- Scaffolding protocol needs to improve at PSU.
- Anyone not certified on scaffolding is forbidden from building it
- Jill will schedule another scaffolding training.
- Loose Scaffolding needs to be secured
- Possibility of Daily Inspections to quickly ensure that scaffolding has not been tampered with. This is required by OR-OSHA.
General Safety Updates

- Carey Gibbar and John LaDu patched up and waterproofed a trip hazard on the Park Blocks near PSC.
- A contractor has already been found to install more EGRES lighting in tunnels. The ultimate goal for the tunnels is to eliminate the switch lighting and replace the fixtures.
- There was a near miss in the Broadway Building when an A-frame cart loaded with boxes tipped over.
- Skateboarders and Bicyclists frequently cause near misses in the Urban Center. Can anything be done about this?

Action Items:

- Committee Members need to RSVP to Jill if attending the accident investigation training in February.
- Farhad needs to order steel toe boots for Student Employees
- Jill will work on putting together an Injury Rights Tool Box Talk and will have this rolled out by February.
- Winter Weather Safety Tool Box Talks still need to be signed by each work Crew and returned to Jill. The Accident Reporting Tool Box Talk needs to be signed and in Jill’s inbox by 01/31/14.
- Jill will work on a procedure and form to track Incidents and near misses.
- Jill needs to order sealed eyewear to be stocked in stores.
- Jill will continue to explore the vehicle training options
- Jill and Keri will meet to discuss chemistry graduate student training.
- Jill will contact Laurel Brown about the Projects Schedule.
- Jill will confirm with Karl Johnson if PHC has an Emergency Protocol, and documentation to prove training.
- Jill will schedule another Scaffolding Training.
- Jill will contact CPSO about possibly attending a Facilities Safety Meeting in the near future.
- After 01/01/2014 signs will be posted in work areas and shops with the number for CPSO, EH&S, 911, Work Order Line, Chuck Cooper, etc.
- Farhad will send a proxy to the meeting in March
- Ben Martinson needs to meet with Bob Happel to discuss what the definition and duties of a First Responder are.
- Keri will print a copy of the January Minutes and post on the bulletin board on the 1st floor of USB.
• Jill will speak to Robyn about her approach to the Projects schedule issue.