Meeting Called to Order at 7:30am

Attendees:

- Patrick Kennedy – Plumber for Systems Services
- Ben Martinsen – Pipe and Steam Fitter
- Kate Vance – Senior Project Manager
- Jill Jones – Facilities and Construction Safety Officer
- Peter Ward – CPSO
- Mark Thomas – Electrical
- Suzan Wilson – Landscaping
- Gail Hamilton – Trades and Construction Supervisor
- Cary Morris – Systems Supervisor
- Farhad Khoshnahad – Mail and Shipping Supervisor

Absentees:

- Michael Layman – Capital Projects and Construction
- Carey Gibbar – Trades Maintenance Coordinator
- Charles R Capizano – Housing Maintenance

Issues Discussed:

August and September Minutes

- The August and September 2014 Meeting Minutes were approved.

Vehicle Training/Campus Driving Rules

- Jill met with Scott Jaqua last week to discuss the new vehicle training and campus driving policies.
- Jill will be attending a State Agency class on Vehicle Best Practices and report back to the committee in November.
- Jill will look into the rules concerning bicycles on the park blocks.
- Jill found out that the Cushman Vehicles are in fact street legal.
Safety Slogan Contest

- Jill has moved the deadline to receive entries for naming the program back to Friday Oct. 17th.
- Jill will promote the slogan contest at the potluck tomorrow.
- Committee members informed Jill that many employees were slightly confused by the Slogan Contest signs that were posted around the building. Jill clarified that the contest is to name the program only, not the information on the cards.
- Jill asked for the committee’s help in spreading the word about the contest.
- The committee decided that having a pad of Safety Cards to keep on hand would be easiest to have and fill out when a Safety Spot, Thanks, or Pro is spotted.
- The Drop Box for the Safety Program is still TBD.

Unsafe Building Roofs

- On 10/29 and 10/30 a consultant will be on campus inspecting the: Broadway, SB1, EB, URB, Epler, and NB Penthouse building roofs.
- The committee once again brought up the issue of athletics filming on the Millar Library Roof.
- Since there already is a guardrail, adding tie off points may be the best solution to prevent future hazards on the library’s rooftop.

Quarterly Inspections

- The 2nd half of the Tunnel Inspection was a little messier than the first half.
- There were several trip hazards found, along with some handrail, lighting, and ladder issues.
- There were some exit signs missing.
- The next inspection will be during finals week in December and will cover PSU’s outdoor lighting system.
- Mark and Peter will provide Jill with a map of outdoor lighting before then.

Working with Contractors

- Jill reviewed with the committee what safety regulations are written into contracts.
- Site Safety and Weekly Walkthrough’s are written into every PSU construction contract.
- Jill also discusses SDS Sheets, PTP’s, and regular 24hr reporting with each contractor.
- Jill also attends pre-bid walk through.
Bump Caps and Hard Hats

- Jill is currently working on a bump cap policy.
- Bump caps would be worn in non-construction areas where there is a high possibility of being bumped or scraped.
- Jill will bring a demo bump cap to the November meeting.
- Peter mentioned that CPSO would maybe be interested in the baseball cap model bump cap with the light on the front.

Incident and Near Miss Reporting

- Near Miss – No Near Misses were reported in September.
- Injuries – There were 3 injuries in landscaping this month
  - Someone cut their hand while using a dull Leatherman to open a garbage bag, and first aid was administered.
    - Jill and Suzan will look into purchasing cut resistant gloves for landscaping.
  - Someone was stung by a yellow jacket and experienced some hand swelling.
  - Someone strained their shoulder while lifting a plumbing tool box.
    - Suzan will retrain this employee on proper lifting technique
    - Stretch and Flex exercises will be a future topic discussed by this committee.

Other Items

- Since 11/11 is a paid holiday the next FPM Safety Meeting is schedule for 7:30am on 11/18.
- FYI- Mark Russell is the new Campus Safety Committee Chair, and several new members were added to the committee last month.
- Jill is working on new signage for confined spaces and has put the confined space list on the shared drive and would like the committee members to review it and add to it if need be before the November meeting.
- The committee looked at some demo pedometers as a possible prize for the safety incentive program.
- There was a concern raised over the amount of skateboarding taking place in the Urban Plaza. Peter said that the amount of enforcement issued (taking names or simply saying move along) depends on the officer on duty. Peter will address this issue with his chief, but if you encounter this problem please call CPSO immediately.
- Jill will meet with Ruben to about student safety training and if the number of student safety trainings offered can be increased.
Action Items:

- COMMITTEE MEMBERS - Please review the confined space document located on your shared drive by 11/18.
- Mark Thomas and Peter Ward will obtain outdoor lighting maps and pass them on to Jill by December 1st.
- Jill will look into the bicycles on the park blocks policy.
- Jill will bring a demo bump cap to the November meeting.
- Jill will meet with Ruben to discuss student safety training in detail.

Meeting Adjourned: 8:45am