Meeting Called to Order at 7:35am

Attendees:

- Patrick Kennedy – Plumber for Systems Services
- 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
- Farhad Khoshnahad – Materials Manager
- Carey Gibbar – Trades Maintenance Coordinator
- Viron Lynch – Director of Facilities and Property Management

Absentees:

- Michael Layman – Capital Projects and Construction
- Charles R Capizano – Housing Maintenance
- Ben Martinsen – Pipe and Steam Fitter
- Peter Ward – CPSO
- Mark Thomas – Electrical

Issues Discussed:

October Minutes

- The October 2014 Meeting Minutes were approved.
- Jill introduced Viron Lynch, the new director of Facilities and Property Management, to the committee.

FPM and CPC Safety Committee celebrates 1 Year!

- This month’s meeting marks the one year anniversary of the existence of the FPM and CPC Safety Committee.
- The current committee will continue on through December, in order to complete the last quarterly inspection.
- Committee Members- Please talk with your supervisors and contact Jill if you would like to remain on the committee through June 2015 or if beginning in January 2015 you would prefer to step down.
The campus safety committee is looking for a representative from FPM to join the committee. This person WOULD ONLY serve on the campus safety committee. Please send your suggestions and nominations to Jill.

**Review of the November Campus Safety Meeting**

- The committee reviewed the annual report.
- A new member from HR joined the committee.
- The committee is still searching for a Faculty and Facilities representative.
- CPSO is running emergency procedure drills at CLSB this week and has already met with Kevin Reynolds concerning inclement weather procedures.
- The next Safety Committee inspection will be of the I-Star Lab.

**Safety Slogan Contest**

- “Viking Safety Crew” is the name of Portland State’s Brand New Safety Recognition program. Thanks to all who voted.
- Jill has begun working on having the Safety Recognition Cards printed.
- Once the cards are printed Jill will enlist the help of the Safety Committee to kick the program off. There will be an email to follow.
- Possible future safety prizes include; pedometers, clip on lights, and reflective straps for bags or clothing.

**Unsafe Building Roofs**

- On 10/29 and 10/30 a consultant came and inspected several roofs around campus.
- Jill and Heather are awaiting his report, and after reviewing it will bring any pertinent information to the committee.
- The issues addressed were;
  - Fencing on the Broadway Building Roof,
  - Air conditioners on top of the SB1 Penthouse roof,
  - Guardrail height on Millar,
  - Hatch fencing on Ondine,
  - Short parapets on top of Cramer and the Engineering Building roofs,
  - Ladder and doorway near a parapet on Neuberger,
  - Faculty would like to be able to utilize more of the Urban Center roof,
  - And the Eppler roof.
Confined Spaces

- The OSHA ruling about confined spaces has recently been updated.
- There is now funding to re-label all of the confined spaces on campus.
- Jill needs everyone to review the confined space list that she sent out to the committee, and let her know if it is still accurate, or possibly have employees visit each site to see if it is still in use.

Bump Caps and Hard Hats

- Jill, Ruben, Heather Randol, Ron Blaj, and Viron Lynch will be scheduling a meeting to discuss having a Bump Cap policy.
- There has been some concern over the distinction between construction and maintenance crews when it comes to having a bump cap policy.
- Heather Randol is asking other OUS schools what their bump cap v. hard hat policies are.
- Jill is pushing strongly for a bump camp station in the tunnels.
- If you have any questions or concerns about bump caps or possible policies, please email Jill.

Quarterly Inspections

- Campus Outdoor Lighting will be inspected December 9 at 6:30am.
- Jill is still waiting on an outdoor lighting map from CPSO and Electrical.
- Specific locations are still TBD, but the park blocks will be omitted since they are undergoing a lighting upgrade.

Incident and Near Miss Reporting

- Near Miss – with the change in weather the sky bridges have become extremely slick. Some ideas to prevent future injuries are;
  - Cover the sky bridge with sand since the de-icer used does not seem to be working effectively.
  - Purchase a different de-icer
  - Post warning signs

- Injuries – There were 2 injuries this month.
  - Someone tripped over equipment and fell while trying to remove a tool from a shelf.
    - This injury occurred in a very cramped and crowded workspace.
This injury could have been prevented by being better aware of the surrounding area.
- While throwing out a piece of furniture, someone cut their hand on a dumpster.
- This injury could have been prevented by using equipment, like a forklift, to assist in the disposal of furniture.

Other Items

- Phase 2 of the tunnel project is ready to begin
- Cary, Jill, and James will be meeting to discuss the scope of this next phase of the project.
- Jill will bring an update and topics from the new “draft” campus vehicle training/driving policy to the meeting in December.
- Farhad would like to contribute to the new campus vehicle training/driving policy.

Action Items:

- Mark Thomas and Peter Ward will obtain outdoor lighting maps and pass them on to Jill by December 1st.
- Committee Members- Please talk with your supervisors and contact Jill if you would like to remain on the committee through June 2015 or if beginning in January 2015 you would prefer to step down.

Meeting Adjourned: 8:35am