Meeting Called to Order at 7:40am

Attendees:

- Cary Morris
- Farhad Khoshnahad
- Patrick Kennedy
- Heather Randol
- Carey Gibbar
- Suzan Wilson
- Mark Thomas
- Ben Martinsen
- Gail Hamilton
- Kate Vance

Absentees:

- Juan Mercado
- Robin Torrez

Issues Discussed:

Introductions and November Minutes Approved

- Heather introduced the 2 new members to the FAP Safety Committee – Cary Morris and Farhad Khoshnahad
- Farhad and Cary have been added to the committee so that improvements discussed during these safety meetings are then implemented in the workplace.
- Committee Chair nominations will be submitted at the meeting in January.
- The February FAP Safety Committee meeting will be replaced with an Accident Investigation Training on 02/14/2014 at 1pm Location TBD. This will be held along with the Campus Safety Committee
- November Minutes were approved.

PPE

- There will be a meeting discussing the purchase of work boots for students on 12/11/13
- Discussed the possibility of posting PPE Requirement stickers onto tools. This will be discussed further once the Job Safety Analysis’ have been distributed to all the work crews.
• Sealed Eyewear samples were shown to the committee. Sealed Eyewear will now be stocked in stores for employees to obtain at their convenience.
• Glove holder samples were demonstrated to the committee with not a whole lot of positive feedback.

**Laboratory Procedure**

• If Maintenance is called to address an issue in a laboratory and comes across a leak or spill of unknown origin he/she should stop and call CPSO or EH&S.
• If the problem is a Hazcomm or Airborne concern contact Ruben Torres.

**SAIF**

• Discussed the statistics on Facilities and Maintenance injuries
• Graphs depicting how many and in which areas/depts., and where these injuries occurred were shown to the Committee.

**First Responder Training**

• Facilities and Maintenance Employees will not be receiving First Responder Training.
• First Response is the responsibility of CPSO and the Fire Department
• This will be an ongoing committee discussion.

**Action Items:**

• Jill will email Crew Supervisors with the OR-OSHA definition of a First Aid Kit along with the ANSI suggestions for First Aid Kits.
• Jill will work with Heather, Brian Roy, and the Transportation Dept. to find out if Facilities vehicles are street legal, if PSU has a variance with the City, possible routes around campus, and posting speed limits.
• Each work crew will send maps to Jill of any established equipment/driving routes that they are currently using.
• Jill will working on finding out who coordinates with Food Carts? When/How they move about and where they are stored.
• Jill will coordinate with the committee to determine a date and time for the First Quarterly Inspection of the Landscaping Area and Trailer
• Winter Weather Safety Tool Box Talks need to be signed by each work Crew and returned to Jill by 12/31/13.
• EH&S will purchase over – boot samples for students to try out.
• Jill will work on a procedure and form to track Incidents and near misses.
• Jill will look into a small budget to be used to celebrate people who do well.
• After 01/01/2014 signs will be posted in work areas and shops with the number for CPSO, EH&S, 911, Work Order Line, etc.
• Kate will enlist Gail to help with developing a Projects Schedule for Buildings so that departments know beforehand when work is scheduled to be done in their building.
• Jill will work on putting together an Injury Rights Tool Box Talk

Meeting Adjourned at 8:52am