Meeting Called to Order at 7:35am

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
- Michael Layman – Carpenter
- Shayne Stone - Plumber
- Jill Jones – Facilities and Construction Safety Officer
- Keri Bishop - Environmental Health and Safety Student Employee

Issues Discussed:

December, January, and February Minutes Approved

- The December 2013, January 2014, and February 2014 Meeting Minutes were approved.

Accident Investigation Training Debrief

- February’s training was very informative and everyone enjoyed Gordon’s presentation.
- The purpose of this training was to improve the quality of accident reviews and to train the Facilities Safety Committee on what to look for when an accident or near miss occurs.
- Everyone seemed to enjoy the table talk activity and it would be a good idea to incorporate them into crew meetings every so often.

Vehicle Training Updates

- This is still an ongoing joint effort between the Risk Manager and EH&S to develop a policy for vehicle training.
- The Facilities Safety committee suggested that rules such as no horseplay, and no headphones while operating a vehicle; as well as setting an agreed upon speed limit for the Park Blocks be included in this new policy.
- If a Facilities employee sees anyone miss-using a Portland State vehicle they are to report the date, time, location, vehicle type, and persons involved in the incident to Jill Jones. She is building a log of all reported vehicle incidents.
CPSO

- Both Facilities’ and CPSO employees share a common concern over the lack of awareness for personal and public safety that a large population of PSU displays.
- The role that CPSO plays is to educate the PSU population on policies, but not to discipline. That is what the administration is for, i.e. Dean of Students.
- In order to ensure disciplinary action the proper paperwork must be filed immediately.
- CPSO periodically meets with various student groups to explain PSU safety policies, there is a possibility that Jill could join in on these and give a short construction safety presentation.
- Facilities employees have the right to defend themselves if under attack, but must immediately cease once the threat has stopped.
- Facilities employees have the right to point out PSU policies to the individuals on campus, but not enforce them; i.e. Point out a non-smoking sign to a group of smokers.
- Facilities’ employees should report any PSU safety violations immediately to CPSO. If the violation occurs in a public space it is legal to take pictures or video of the violation; ex. A picture of someone graffiting the park blocks is taken by an employee and turned into CPSO as evidence.
- If any employee is experiencing ongoing safety violations they should contact CPSO for assistance.

Headphones and Ear Bud Policy

- Employee headphone usage has become an issue at PSU.
- There is currently no policy about the use of headphones and ear buds at work. Jill is doing research looking into the possible work hazards of having headphones in at high volume.
- The question whether to create a new headphone usage policy or simply include headphones usage as part of each JHA was raised to the Facilities Safety committee.
- It is likely that the solution will be a combination of both. Jill will create a short headphone policy, as well as include headphone regulations in JHA’s.
- Jill will have a rough draft of this policy at the next facilities safety meeting. This policy is not meant to take away music during the work day; it is simply meant to improve the safety of the PSU community.

Pre-Task Plans

- Jill presented the new Pre-Task plan to the Safety Committee.
- This is a living document and is meant to be used by all employees beginning special projects (outside of their daily activities).
This document is meant to help prevent incidents and injuries by ensuring employees have the proper PPE and proper equipment even before the project begins.

Other Items

- Sealed Eyewear will now be stocked in stores for employees to obtain at their convenience. Due to the Grainger changeover in stores, sealed eyewear availability has been delayed.
- The next Quarterly Inspection will be in the Housing area in April. The exact date is still TBD.
- Tool Box Talks are going well. Vehicle training is a possibility for a future toolbox talk. Shops would find it more helpful if they could access better copies of toolbox talks i.e. better resolution, font size etc.
- Safety Break for Oregon is May 15th. PSU Facilities will be invited to a presentation and lunch from 11am-1pm hosted by EH&S. Nominations for exemplary acts of safety are welcome. Location TBD
- Jill presented the Facilities Safety committee with the updated Near Miss and Incident report forms. These new forms will help streamline the procedure for reporting incidents to EH&S.
- Jill heard back from Traffic and Engineering about the crosswalk on SW 6th and SW Jackson and learned that ODOT approval is needed to mark the crosswalk since it is near an off ramp.

Monthly Incident/Injury review

- Being short on time Jill determined that she would like to at least discuss the Incident that happened since January and the employee was at the meeting to review it with us.
- Pat Kennedy gave an overview of the slip and fall incident that happened the Monday after the major snow storm as he was helping to clean up the campus prior to late start.
- The consensus was that in this instance the ice really had no part in how it happened.
- The others will be reviewed at next month’s meeting.

Action Items:

- Jill will discuss JHA’s, Scaffold Erection training, and conduct a Review of Accidents/ and Near Misses at the April meeting.
• Jill will have a rough draft of the new headphone and ear bud policy at the April meeting.
• Jill will determine a date for the next Quarterly inspection.
• Jill will work on finding a location for the Safety Break for Oregon lunch.

Meeting Adjourned: 8:45am