Meeting Called to Order at 7:40am

Attendees:

- Cary Morris – Systems Services Supervisor
- Farhad Khoshnahad – Mail and Shipping Supervisor
- Patrick Kennedy – Plumber for Systems Services
- Carey Gibbar – Trades Maintenance Coordinator
- Ben Martinsen – Pipe and Steam Fitter
- Gail Hamilton – Trades and Construction Supervisor
- Kate Vance – Senior Project Manager
- Jill Jones – Facilities and Construction Safety Officer

Issues Discussed:

March Minutes Approved

- The March 2014 Meeting Minutes were approved.

Incident and Near Miss Reporting

- There is an in-house incident and near miss procedure and report form posted on the EH&S Website then the Facilities and Construction drop down tab.
- The website also has a link to the HR Injury report form as well as the SAIF 801 form if medical attention is needed.

Job Safety Analysis (JSA)

- Jill has been working on updating current and creating new JSA’s.
- The committee reviewed the basic JSA form which includes:
  - Sequence of Basic Job Steps
  - Potential Hazards
  - Recommended Action
- Eventually, there will be a JSA for every task a FPM employee must undertake (ex. Running a drill press, LOTO, running the forklift, etc.)

Pre-Task Plans (PTP)

- The Pre-Task plans will be available in PDF form by May 1
- All employees working on a Project must fill out and sign a Pre-Task Plan before even beginning the project.
Headphones and Ear Bud Policy

- The committee reviewed the proposed Headphone and Ear Bud policy.
- The policy states that:
  - it is applicable when an employee is driving a vehicle or operating a motorized tool.
  - it exists due to the potential hazards that headphones can create to the employee/students/other staff/faculty/ or public in the vicinity
  - when employees are allowed to wear ear buds; he/she is only wearing one, and it is inside clothing (not dangling), and the audio is at an appropriate volume
  - Supervisors will ensure that all employees are trained on this policy.

Unmarked Crosswalks

- A few months ago the committee discussed the hazards of the unmarked crosswalk on 6th and SW Jackson.
- Jill brought the committee’s concerns to the city.
- The city has now assigned this issue a work order number and city engineers will evaluate the option of removing the crosswalk entirely.

Laboratory Fume Hood Work Orders

- There was a work order put in for an air vent in Cramer; however, there was no signage saying that the air vent was connected to a fume hood containing HF fumes.
- The committee expressed some safety concerns over this matter.
- Some possible ideas to prevent issues like this from happening in the future are:
  - Red-Flagging Fume Hood Work Orders and having EH&S evaluate the work order first
  - Creating an HF JSA or Tool Box Talk
  - Discuss with Chuck what PSU’s HF protocol is

Other Items

- A “Safety: What’s Heath Got to do With It” Class is being held on 4/10 from 9am-12pm at the Portland State Building on NE Oregon St.- Sent invite to members.
- There is a Facilities Safety Committee Audit coming up on May 6 or 7 at 1pm.
- Flyers are up for Safety Break for Oregon on May 14 at 11am-1pm in SMSU 337,338, and 339. Email Jill by May 1st with nominations for Safety recognition.
- The next Inspection is in the Housing Shop – tentative dates are 5/6 or 5/7
- The vehicle training policy is still being developed with Risk Management
FACILITIES AND CONSTRUCTION SAFETY COMMITTEE MEETING
April 8, 2014 at 7:30am

- More people need to sign up for Scaffold Erection training before one can be scheduled.
- Positive feedback was given after the Lt. Whitten’s visit to the F & C Safety Committee meeting.
- Cary Morris is working with his crew to clean out Mechanical/Electrical spaces eventually throughout all the building. Then these spaces to be signed appropriately and re-keyed in order to limit access.
- Posts between buildings are in need of reflectors.
- Ben Martinsen is asking why CPSO did not check out a water flow alarm recently.

**Action Items:**

- Jill will continue her ongoing work with the JSAs.
- Jill will schedule a definite date for the Audit in early May.
- Jill will schedule a definite date for the next area inspection.
- Jill will check to see if the Taylor Dunns are street legal.
- FPM Employees – sign up for Scaffold Training with Jill
- Systems will work with the lock shop on getting Electrical/Mechanical spaces re-keyed and sign shop to appropriately sign.
- Jill will look into the possibility of Peter Ward joining the F & C Safety Committee as a representative from CPSO.
- Looking into obtaining reflectors for posts near buildings, or reflective paint?
- There will be an Accident/Near Miss Review at the meeting in May.
- Obtain the HF protocol from Chuck

**Meeting Adjourned: 8:30am**