Meeting Called to Order at 7:41am

Attendees:

- Cary Morris – Systems Services 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
- Suzan Wilson – Landscaping
- Peter Stuart – CPSO
- David Troppe – CPSO
- Charlies R. Capizano - Maintenance

Issues Discussed:

March Minutes Approved

- The April 2014 Meeting Minutes were approved.
- Peter Stuart is a new member of the FPM Safety Committee representing CPSO.

Safety Break for Oregon

- Reminder: Safety Break for Oregon is tomorrow from 11am-1pm in SMSU 338.
- Student Employees can also be acknowledged at Safety Break
- CPSO will stop by Safety Break

Quarterly Inspections

- The Housing area was inspected on May 6th.
- Jill will email Wayne Wilcox with the inspection report.
- The next inspection area will be chosen in June and then inspected between July and September.
Headphones and Ear Bud Policy

- This policy is applicable to any ear bud or headphone noise that could distract from safety.
- Ultimately, it is the supervisors’ decision if headphones or ear bud use is aloud.
- The committee updated the wording for the policy.

Pre-Task Plans (PTP)

- The Pre-Task plans will be available in PDF form by June 6 on the EH&S website.
- All employees working on a Project must fill out and sign a Pre-Task Plan before even beginning a project.
- There is the possibility that a PTP training will be taught in the near future.

Incident and Near Miss Reporting

- The new entrance to Stores did not have a window and there were a couple of near misses.
- Gail’s crew is installing a new window into the door in order to prevent any future injuries.
- Injury occurred in housing when one person operated a hand truck carrying a stove and the truck along with the employee fell down the stairs in St. Helens Building.
- The committee concluded that the pre-task plan for operation of this hand truck should include two people.
- Pre-task plans are meant to change as the job changes, i.e if two people cannot be there to operate the truck, then the pre-task plan should be redone.
- The issue of poor lighting inside and outside of dormitories also came up; possibility that lighting will be audited in the near future.

Other Items
A vehicle training guide is still an ongoing discussion with Risk Management, but for the meantime FPM will implement its own vehicle training policy.

Jill still needs more people to sign up for Scaffold Erection Training.

Jill has emailed the city about the Safety Committee’s concern over the lack of a crosswalk at SW Harrison and SW Broadway and will let the committee know when she hears back.

Jill shared the OSHA 300 Log and SAIF breakdown for 2013 to give the committee an idea of common types of injuries on campus and discuss how to improve these numbers for next year.

**Action Items:**

- Jill will email Wayne Wilcox the housing inspection report from the FPM Safety Committee.
- Jill will make sure the PTP is posted on the EH&S website by June 6, 2014.
- Jill will work with Heather on a vehicle training policy.
- If interested in Scaffold Erection Training - Please let Jill know ASAP.
- Jill will speak with Bob and CPSO about previous discussions with the city about the crosswalk on SW Broadway and SW Harrison, and report back at the June meeting.

**Meeting Adjourned: 8:36am**