Meeting Called to Order at 7:37am

Attendees:

- Cary Morris – Systems Services Supervisor
- Patrick Kennedy – Plumber for Systems Services
- 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
- David Troppe – CPSO
- Charlies R. Capizano - Maintenance
- Farhad Khoshnohed – Mail and Shipping Supervisor

Issues Discussed:

March Minutes Approved

- The May 2014 Meeting Minutes were approved.
- David Troppe is standing in for Peter Stuart and CPSO.

Safety Break for Oregon

- There was great participation last month at Safety Break for Oregon.
- Overall reactions to Safety Break for Oregon were positive, although some were just neutral.
- Adjustments for next year could include more employee recognition, more speakers, and initially ordering more food.
- Jill is working on the Safety Break Game Sheets and will come up with an appropriate prize when she determines the winner.

Quarterly Inspections

- The Shattuck Carpentry shop will be the July- Sept. Quarterly Inspection location.
- Tuesdays are best for inspection days – July 15 is a good possibility for the next inspection date.
Headphones and Ear Bud Policy

- Management has updated the SOP for FPM and CPC.
- The updated SOP includes a policy for headphones and earbuds.
- This update was done to streamline the policy reviewed by the FPM Safety Committee.

Pre-Task Plans (PTP)

- There were some issues with the fillable PTP plans online, but as of 6/13 the issue has been resolved.
- Now there is a fillable and a printable (word doc) Pre-Task plan form on the EH&S website.
- **All** employees working on a Project must fill out and sign a Pre-Task Plan and review it with Jill before even beginning a project.
- There is the possibility that a PTP training will be taught in the near future.

Traffic Signal on SW Harrison and SW Broadway

- The city has no funding to install a traffic signal at SW Harrison and SW Broadway and after a 2010 review the low number accidents and lack of pedestrian incidents make this a low priority for the city.
- Cary Morris will discuss the possibility of adding a traffic signal to the School of Business Administration and the School of Education building improvement project with CPC and report his findings at the July 8 meeting.

ALICE Training

- Pete Ward has recently been certified as an Alert Lockdown Inform Counter Evacuate (ALICE) trainer.
- Pete Ward has asked if the FPM Safety Committee would be interested in receiving this training, and Jill has determined that this topic will be an agenda item for the July meeting.
- Jill will discuss with Pete Ward about a possible ALICE or Active Shooter Tool Box Talk.
Incident and Near Miss Reporting

- Near Miss - a tire exploded while a student employee was filling it.
  - The cause is still unknown, but it may have helped if the student had been using a pressure gauge.
- Injury – After leaving a Leatherman multi-tool open and lying around a carpenter stabbed himself.
  - It was determined by the committee that it was the wrong tool for the job at hand.
  - Multi-tools will be the topic of a future Tool Box Talk
- Injury- Employee’s foot slipped off the pedal of while operating a boom lift, propelling the employee forward and cracking ribs.
  - One solution would be to place sticky pads on pedals to prevent future slippage esp. after a rainy day.
  - Jill still needs to talk to the witness of this event and receive an incident report.
  - Manuals and an equipment overview needs to be given to employees when borrowing machines and equipment from other work crews.

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. Suggestions from the FPM Safety Committee are welcome.
- The FPM Safety Committee learned that Portland State’s has a repeater system in place, which would be activated in case of an emergency on campus.
- The FPM Safety Committee also learned that Bob Happel and Brian Roy are working on

Action Items:

- Jill will email Eric Franklin about inspecting the Shattuck Carpentry Shop in July.
- Cary Morris will meet with CPC about the SW Broadway and SW Harrison Traffic Signal.
- Jill and Pete will discuss future emergency-related Tool Box Talk Topics.
- Jill still needs the incident report from the boom lift injury.

Meeting Adjourned: 8:35am