Meeting Called to Order at 7:35am

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
- Peter Ward – CPSO
- Charlies R. Capizano - Maintenance
- Farhad Khoshnohed – Mail and Shipping Supervisor
- Michael Layman – Capital Projects and Construction
- Carey Gibbar – Trades Maintenance Coordinator
- Mark Thomas - Electrical

Issues Discussed:

June Minutes Approved

- The June 2014 Meeting Minutes were approved.

Quarterly Inspections

- Since the Shattuck Carpentry shop is under new management it will not be the July- Sept. Quarterly Inspection location.
- Suggestions for future inspection locations are:
  - Building Disaster Kits
  - Outdoor Lighting
  - Millar Library Sub-Basement
  - Steam Tunnels
  - CPSO
  - UP – Pool, Shop, Parking Areas
  - SRTC and SB1 Fume Hoods
- Outdoor Lighting is currently being updated and would be a great inspection location for the winter quarter.
- SB1 and SRTC fall under laboratory inspections and are being taken care of by Chuck Cooper.
• July 15 will remain the next Inspection date. The FPM Safety Committee will be inspecting the steam tunnels.

**ALICE Training**

• The purpose of ALICE training is that everyone will know what to do in the case of a violent intrusion.
• Pete Ward explained the 5 Letters of ALICE: Alert, Lockdown, Inform, Counter, and Evacuate
• EHS is awaiting the Risk Manager’s input to see if this is a training PSU may move forward with.
• The committee was curious if the Faculty will also be allowed to participate in this type of training in the future.

**Incident and Near Miss Reporting**

• Near Miss – There were no near misses reported to Jill this month. Woohoo!

• Injury – A Gator Tailgate slammed down onto a student employee’s finger.
  • It was determined that the gator tailgate is unsafe, however due to budget constraints it is not economically feasible to replace all the gator tailgates at this time.

**Other Items**

• Many employees have been asking if PSU has an earthquake evacuation plan in place. Bob Happel is currently working on this project along with building fire evacuation plans.
• Carry Morris spoke with CPC concerning the lack of a traffic signal on SW Broadway and Harrison, unfortunately the funds used to improve the SOB and SOE have already been allocated and cannot be used for the areas surrounding the building.
• Jill has a meeting with Heather Randol and Don Johanson to discuss the status of the new vehicle training policy.
• More employees need to be accessing and utilizing the Pre-Task Plans (PTP) found on the EHS website. Statistics have shown that by filling these forms out will reduce risk of near miss or injury.
• Jill created a rough draft of a possible newsletter for FPM. She would like to hear more feedback about it at the meeting in August.
Action Items:

- FPM Employees – use your PTP.
- Safety Committee- review the FPM news letter and bring any thoughts or opinions about it to the August meeting.

Meeting Adjourned: 8:30am