Meeting Called to Order at 7:37am

Attendees:

- Patrick Kennedy – Plumber for Systems Services
- Ben Martinsen – Pipe and Steam Fitter
- Kate Vance – Senior Project Manager
- Jill Jones – Facilities and Construction Safety Officer
- Peter Ward – CPSO
- Michael Layman – Capital Projects and Construction
- Carey Gibbar – Trades Maintenance Coordinator
- Mark Thomas – Electrical
- Heather Randol – EHS Director

Absentees:

- Cary Morris – Systems Supervisor
- Farhad Khoshnohed – Mail and Shipping Supervisor
- Gail Hamilton – Trades and Construction Supervisor
- Charles R Capizano – Housing Maintenance
- Suzan Wilson - Landscaping

Issues Discussed:

July Minutes Approved

- The July 2014 Meeting Minutes were approved.

Heather Randol – Guest Speaker

- Heather informed the committee that there exists a PSU Emergency Response Team that:
  - Meets monthly
  - Conducts Emergency Table Top Exercises
  - CPSO posts emergency response resources and links to PSU’s preventative and outreach programs (ie. CARE) on their website.
- Due to the existence of the Emergency Response Team, Heather did not get a sense from CPSO that PSU would move forward with ALICE training on a campus wide basis.
- This is also due to the fact that CPSO’s future will not be officially determined until the end of this calendar year.
The current EHS Emergency Planning focus is on Fire Safety, however many fire safety procedures (evacuations, floor wardens, etc.) can be applied to earthquake and violent intrusion safety. Eventually EHS will move toward focusing on earthquake safety.

Heather informed the committee that there is in fact money in each department budgets for required PPE for student employees. Student employees NEED to have proper training as well for the given tasks and must always be wearing the appropriate PPE.

Heather also wanted to remind the committee that she has an open door policy.

**Quarterly Inspections**

- Inspections of the Tunnels will have to be rescheduled.
- Possible dates include: 8/19, 8/21, 8/26 at 9am
- Jill will email the committee to find the best date possible.

**Pre-Task Plans (PTP)**

- Not enough employees are filling out PTP's and there have been some questions regarding when to use them.
- Any project is going to be considered a task that will require a PTP.
- Any task that does **not** have a standard SOP (i.e. changing a light bulb) needs a PTP.
- The goal of the PTP is to reduce the likelihood of a near miss or injury occurring.
- Ruben will incorporate PTP training in one of his annual fall trainings.
- The FPM Safety Committee will return to this particular discussion.

**Safety Slogan Contest**

- EHS is implementing a new safety incentive program for FPM and CPC employees.
- Jill talked about having a contest to name this new incentive program, but must get approval from higher management.
- When Jill receives 20 (random number at this point) safety incentives in one month, CPC and FPM employees will receive a reward.
- After the management committee meets again on this topic more information will be forth coming to the committee as well as all the workers.
Safety Newsletter

- Jill has not received a lot more feedback on the safety newsletter since last month.
- It looks like the safety newsletter would consist of one page with CPC and FPM Project updates.
- The committee suggested that instead of a paper newsletter, why not write or post monthly CPC and FPM updates on the chalkboard in the basement of USB since it is currently not used for anything in particular.

Incident and Near Miss Reporting

- Near Miss - None were reported this past month
- Injury – While cutting down a tree limb in front of St. Helen’s Building, a landscaping employee was struck on the back of the head and shoulders from a falling limb up above.
  - Jill has already spoken with Landscaping about the importance of wearing hard hats. Their SOP does require hardhats for this task.
  - PSU is responsible for maintaining trees on the campus property, but the park blocks are considered to be part of the city of Portland.

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.
- CPC has various small projects going on throughout campus. The next big project with be the renovation of the School of Business.

Action Items:

- Jill will email the committee about selecting a date for the next quarterly inspection.
- CPC and FPM employees brainstorm names for the new safety incentive program.

Meeting Adjourned: 8:42 am