Meeting Called to Order at 7:43am

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
- Mark Thomas – Electrical
- Gail Hamilton – Trades and Construction Supervisor

Absentees:

- Cary Morris – Systems Supervisor
- Michael Layman – Capital Projects and Construction
- Carey Gibbar – Trades Maintenance Coordinator
- Farhad Khoshnohed – Mail and Shipping Supervisor
- Charles R Capizano – Housing Maintenance
- Suzan Wilson - Landscaping

Issues Discussed:

August Minutes

- There were not enough committee members present for a quorum.
- The August and September 2014 Meeting Minutes will be up for approval at the October meeting.

Quarterly Inspections

- The first part of the tunnels, from Cramer through the Science Buildings and ending at West Heating plant, was inspected on 8/26.
- Overall the inspection went very well, there were however several trip hazards, a water leak, and a potential sprinkler violation in or around the SRTC tunnels.
- The second part of the tunnels, from Peter Stott through Shattuck to Neuberger and ending at Cramer, will be inspected on 9/17 at 9am.
Safety Slogan Contest

- Jill has received approval from management to go ahead with the CPC and FPM employee safety program.
- Starting October 1st, CPC and FPM employees will have an opportunity to create slogans for the new CPC and FPM Safety program.
- The contest will run for 2 weeks, and then on Oct. 14th the FPM Safety Committee will meet and vote on the 2 best slogans.
- After that FPM and CPC employees will have 2 weeks to vote on their favorite of the 2 slogans, and on Nov. 1st the new Safety Program will begin.
- The employee whose slogan is chosen will receive a gift card.

Unsafe Building Roofs

- PSU is going to be hiring a contractor to deal with any Roof issues on campus.
- The BHB, SB1, EB, URBN, SEH building roofs have already been identified as hazardous.
- The committee added PSC and ML roofs to this list as well.
- Employees – if you have concerns about any other roofs on campus please email Jill.

Incident and Near Miss Reporting

- Near Miss – An electrician used a chair with wheels to complete a quick task
  - The employee should have grabbed a ladder from the nearby closet.
  - Another Ladder Safety Training will be coming up in the fall.
  - A PTP should have been used for this task.
- Injury – No Injuries were reported in August.

Other Items

- Heather has assigned Scott Jaqua to research other University’s Vehicle Training/Driving policies, so that PSU can have an outline to build our own Vehicle Training/Driving policy from.
- For the October meeting, the committee will compile a list of spaces where FPM and CPC employees frequently work.
- The committee will discuss any questions they have about the PTP forms with Jill at the meeting in October.
- Jill will check to see if the new Director of FPM, Viron Lynch can attend the November Safety meeting and meet the committee.
FACILITIES AND CONSTRUCTION SAFETY
COMMITTEE MEETING
September 9, 2014 at 7:30am

- Jill asked the committee for feedback about sending out morning announcements via email. These announcements would include ongoing project information as well as “employee pats on the back”.

**Action Items:**

- Employees and Committee members – compile a list of your most frequently used work spaces and email them to Jill.
- Employees – if you have concerns about any other roofs on campus please email Jill.
- Employees – start thinking about ideas for the new safety slogan and be ready to submit your suggestions starting Oct. 1st. Submission location TBD.

Meeting Adjourned: 8:43am