PURPOSE:

The purpose of this report is to compile all actions and recommendation of the Safety Committee for the 2014 fiscal year.

BOARD MEMBERS:

EMPLOYER REPRESENTATIVES

Bryant Haley - Emergency Management Coordinator, Emergency Management Unit (left committee March, 2014)

Mark Russell – Operations Manager, Smith Union

Kristin Barber - Human Resources

Todd Bauch – Assistant Director, Campus Recreation, Committee Chair

Heather Randol – Manager, Environmental Health & Safety

Nicholas Welch – Campus Public Safety Office (March, 2014 – present)

EMPLOYEE REPRESENTATIVES

Tom Bennett – Instrument Technician, Civil & Environmental Engineering

Lindsay Henderson – Biology Lab Preparatory, Biology

Eric Franklin – Supervisor, Material Services (left committee June, 2014)

Lorne Isabelle – College of Civil and Environmental Engineering and Chemistry (left committee February, 2014)
Robert Grondin – Facilities

David Fetter – Office of Information Technology

Jill Jones - Environmental Health and Safety

Nikki Kress – Transportation and Parking Services (joined committee April, 2014)

AD HOC MEMBERS AND ATTENDEES

Keri Bishop – Environmental Health and Safety

Raychel O’Hare - Environmental Health and Safety

Bob Happel - Environmental Health and Safety

REVIEW OF GOALS FOR FY 2014 (FROM ANNUAL REPORT FOR FY2013):

REFINE INSPECTIONS PROCESS

The Committee will continue to conduct Safety Inspections across the PSU campus; again striving for at least one per quarter. This year, the Committee will commit to refining the criteria used to select the departments which will be inspected, possibility based on incident reports submitted to Human Resources. Additionally, the Committee will refine how it reports findings – meeting with the department, providing the information to the Committee and the responsibility to the Campus Risk Manager. Finally, the Committee may explore the concept of “short-scheduled” inspections that add to the term-by-term schedule. These inspections may be used to respond to emergencies or recently discovered problems.

The Committee renewed its commitment from FY2013 to complete the OSHA required safety inspections. To this end, the Committee completed one on-site safety inspection each quarter. The four properties inspected during FY2014 were the Stott Center, the Academic and Campus Recreation Center, the Facilities Carpentry Shop, and the Art Building. The Committee was not, however, able to refine its process for location selection, and selecting locations for safety inspections remains a process based on site nominations and approvals by the Committee, rather than as part of a regular site inspection schedule. Also, the report data collected by Human Resources did not lend itself to identifying troubled areas needing inspection, so the sites selected for inspection were often chosen based on the Committee’s best guess as to where safety problems might arise. Further, the “short-scheduled inspections” were not activated either. The Environmental Health and Safety Department, who specialize in these investigations, felt they could respond to the incidents quicker and more effectively.

SPONSOR CAMPUS WIDE TRAININGS
During FY2013 the Committee became the beneficiary of a “return to work” fund that Human Resources have received from SAIF. In the coming fiscal year, the Committee will work with HR to refine use of this fund. The Committee’s intended use of the fund would be for Safety Trainings for Faculty and Staff across the campus. These will include CPR and First Aid trainings as well as other safety classes offered by SAIF or appropriate vendors. The Committee also intends to use these trainings to increase the exposure of the Safety Committee across campus.

The Committee, with generous amounts of help from Environmental Health and Safety, Human Resources, and Student Health and Counseling, conducted successful CPR/AED and First Aid trainings for employees across the campus. These were advertised in the PSU Currently weekly announcement and were well received. In total, 60 employees were trained through this program. Additionally, it provided an opportunity for an informational “commercial” prior to class that let people know about the Safety Committee and how to access it.

SUPPORT DEPARTMENTAL SAFETY COMMITTEES ACROSS CAMPUS

The PSU Safety Committee is aware of numerous departmental safety committees set up across the campus. The Committee would like to find a way to support these independent Committees, as well as begin to explore the idea of a “Safety Committee Confederation.

The PSU Safety Committee did not make progress on creating a network of safety committees from across the campus. However, the Environmental Health and Safety staff person who sits on the Facilities and Construction Safety Committee also sits on this Safety Committee as well.

OTHER ACCOMPLISHMENTS AND VICTORIES OF FY 2014:

INCIDENT ANALYSIS TRAINING & REVIEW

In February, the Committee did participate in an Incident Root Cause Analysis training that was provided by SAIF. The following meeting in March, it was discussed that, again, Environmental Health and Safety were still the experts on campus in this area. The training was primarily used to educate the committee as to the process. SAIF also did a presentation in August, which informed the Committee to the specifics of PSU injuries – type and department.

SAFETY COMMITTEE CHARTER SENT TO PSU RISK MANAGER

The Committee voted to finalize its Charter. The finalized version was forwarded to Brian Roy, the University Risk Manager. The Charter was posted on the Committee’s web page based on his approval.

CROSSWALK SAFETY

Committee members raised concern about safety of numerous cross walks on campus. Jason Franklin attended a month meeting to explain how the University works with the City of Portland to address
traffic/pedestrian interface. Chris Monsere from the Engineering Department also attended to add his academics findings and efforts to the discussion.

**NEW MEMBERS**

Most of these new members met with the Committee Chair prior or just after their first meeting to receive an orientation to the function and purpose of the committee.

- For the first time in four years, the committee had a representative from the Associated Students of Portland State University. Louis Perez joined the committee for the year.
- Nikki Kress from Transportation and Parking joined the Committee as an Employee Member.
- Eric Franklin resigned from PSU to take a position with Reed College. However, he arranged for a seamless transition for the person who took his position – Eric Jensen to join the Committee.
- Nicholas Weltch from Campus Public Safety Office joined the Committee when Bryant Haley was laid off from his position.

**DIFFICULTIES FOR FY2014:**

**MEMBER RETENTION**

The Committee experienced significant membership turnover in FY2014, including the loss of a faculty staff member and multiple classified staff members, making it difficult at times for the Committee to meet the OSHA required balance between represented and unrepresented employees in its meetings.

**FIRST AID TRAININGS**

While the Committee was ultimately able to successfully train 60 members of the PSU community in first aid and CPR responsiveness, coordinating the trainings with Student health and Counseling (SHAC) initially proved problematic and it was several months before the trainings were able to be implemented according to the Committee’s goals.

**GOALS AND RECOMMENDATIONS FOR 2015**

**REPLACE MEMBERS LOST LAST YEAR**

The Committee lost a number of members last year. While a number of them were replaced, the Committee must once again recruit and fill these positions.

**CONTINUE TO SPONSOR CAMPUS WIDE TRAININGS**
The Committee was allocated $10,000 to conduct CPR/AED and First Aid training for staff across campus during FY2014. The Committee ended up using approximately 20% of this fund. The trainings will continue throughout FY2015.

**SUPPORT DEPARTMENTAL SAFETY COMMITTEES ACROSS CAMPUS**

This is a goal carried over from last year, as there are several departmental safety committees operating across campus with no coordination or communication with the PSU Safety Committee. It is our goal for FY2015 to support and coordinate efforts with these independent safety committees, perhaps even to form a common body where all safety committees can send representatives to better coordinate efforts.

**IMPROVE SUPPORT FOR STUDENT TRAINING RESOURCES**

Over 2,000 students work on campus in various roles and positions. The wide range of working hours for student employees are incompatible with the regularly programmed trainings that typically occur during office hours. The Committee will begin to identify the safety training needs of students and the logistics of delivering these trainings. It will explore ways of keeping these training records and make recommendations to Risk Management and Human Resources, and coordinate trainings with Environmental Health and Safety to cover gaps in training and to better identify opportunities to train student employees.