



Campus Safety Committee Meeting Minutes

Members

([P] indicates member present at today's meeting)

Employee Represented:

- [P] Tom Bennett (TBe), Civil & Environmental Engineering
- [] Peter Dusicka (PD), Civil & Environmental Engineering
- [P] Lorenzo Guzman (LG), Office of the Registrar
- [P] Erica Hunsberger (EH), Environmental Health & Safety
- [] Martha Ketchum (MK), Student Activities and Leadership
- [] Aaron Landreth (AL), Office of Information Technology
- [P] Phillip Lafrenz (PL), Transportation & Parking Services
- [] Jeffrey Smith (JS), Diversity & Multicultural Student Services
- [P] Karin Waller (KW), International Affairs
- [] Carith Wiseman (CWi), College of Education

Employer Represented:

- [P] Todd Bauch (TBa), Campus Recreation
- [P] Jack Dorkey (JD), Human Resources
- [P] Sarah Kenney (SKe), Construction & Real Estate, Vice Chair
- [] Shaun Kohn (SKo), Smith Memorial Student Union
- [P] Jeffrey Rook (JR), Environmental Health & Safety
- [] Leslie Walters (LW), Facilities & Property Management, Chair
- [P] Craig Whitten (CWh), Campus Public Safety Office
- [P] Jenna Wilson (JW), Viking Pavillion

Alternate:

Ad Hoc:

- [P] Sierra Schmidt (SS), Environmental Health & Safety
- [P] Emma Stocker (ES), Emergency Management

Meeting Call to Order

Date: 3/18/2020

Time: 1:00 pm

Quorum Met: Yes

Approval of Meeting Minutes from Previous Meeting (Vote)

([x] indicates members vote)

- Minutes approved as is [x]
- Minutes approved with minor corrections []
- Minutes not approved – corrections required []
- Minutes not approved – quorum not met []

Announcements

(Whom provided by, description of announcement, date of event or impact, if applicable)

- ES - Discussed the President's email moving Portland State to a "skeleton crew," identifying key questions and answers in regards to employees. Portland State is moving in such a way as to make the "right decision" and then fill in the details later. This is important to think about as communications go forth between departments at PSU during this crisis/dynamic situation, one that has no precedent and is a global issue. <https://www.pdx.edu/coronavirus-response> is available with continually updating news/FAQs in regards to Portland State's response to this situation. There are guides which will be added in the next week about coordination in having to be at Portland State coming next week, there is however an email for specific questions linked in the website.

Presentations / Discussions

(Whom provided by, description of presentation or discussion, date of event or impact, if applicable)

- ES - Opened Announcement to Questions:
 - Clarification of Who Should be On-Campus: CPSO, housing and food service, SHAC, custodial, mail service (reduced delivery), ID services, OIT, FPM (skeleton crew), student financial services (skeleton crew), and HR (skeleton crew); Bottom Line: We need to support our Health and practice social distancing, work as remotely as possible. Remember: It's physical distancing and social cohesion.
 - JD - Was asked how SHAC is proceeding with students contracting symptoms reminiscent of COVID-19, SHAC does not have the resources for testing. JR mentioned that SHAC cannot test, and patients are being triaged out to other hospitals that can help, EHS is working with some students who have symptoms who are self isolating.
 - Question Regarding when an employee can file for compensation in the event that contracting COVID-19 was a job hazard: Working on a case by case basis, a SHAC employee certainly could for example, but again, working on a case by case basis.

Accident / Injury Report (provided by Human Resources)

Reportable Incidents

(Date of incident, description of incident, location, committee recommendations)

- 2/11/20 – HGCDC; Child went to hug a student teacher, and the child's head hit their face. Student teacher heard cracking and shifting in their nose.
- 2/18/20 – University Place; Employee was moving large dressers and noticed mild soreness in their shoulder, the next day their shoulder pain was fairly significant.



- 2/27/20 – HGCDC; An employee was lifting a piano keyboard to put it away when a toddler pushed a balance beam beneath their feet, the employee lost their balance and fell backwards, twisting their back.
- 2/29/20 – Cramer Hall; Employee was walking down the stairs in Cramer Hall and they stepped on their right leg, feeling a pop and sharp pain in their knee.
 - JR: These areas with stairs will have delayed follow-up due to the social distancing in place.
- 03/02/20 – HGCDC; Employee was moving a chair when they fell and got their arm stuck in another chair, they heard a pop and felt a sharp pain in their arm.
- 3/03/20 – HGCDC; A toddler bit and then threw a heavy block at an employee, injuring their shoulder.
- 3/10/20 – Smith 114; Employee was removing a piece of glass when it broke and fell on their hand.
 - JR: The glass slid into their hand, and the employee had to get five stitches.
- 3/16/20 – HGCDC; Employee slipped and chipped their tooth.

Non-Reportable Incidents

(Date of incident, description of incident, location, committee recommendations)

Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: N/A

Quarter of inspection: Second

Completed Inspection Review

(Date of inspection, locations inspected, description of inspection findings, description of follow-up or resolutions, if applicable)

- 2/19/20, Engineering Building: Inspection complete.
- Many issues discovered, to be brought to dean.
 - Entire building was able to be inspected, some items were easily resolved and others will be brought to the Dean of the Engineering Building, once campus is reinhabited.

Old Action Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to, description of follow up, date investigated/resolved)

- 2/12/2020 – Everyone fill out comments on Smith going non-public
 - Mixed responses thus far, can no longer add comments, closed for the near future nonetheless.

Rounds / New Safety Concerns

(Reported by, description of safety concern, description of committee recommendations, whether follow up is required as an action item)

- TBa - As of 2:00 PM today, Campus Rec has completely shut down, projects with the pool will be completed, card access is being removed for student employees as of tomorrow morning.
- EH - With people working from home, there are more ergonomics issues as people tend to move around less when working from home. Thinking of putting together an informational sheet about how to work from home ergonomically. Until then, feel free to reach out with any questions.
 - SKe: would be a good addition to the FAQ on the website that ES shared.
- TBe - Last year, an overstock of N95 masks were ordered and can be available to other departments.
 - JR: Reach out to SHAC or FPM, as both are pretty limited would be very helpful. Supplies will continue to be limited, as orders for new masks are backed up and will be.
- JR - DEQ visited the university a few weeks ago, and assessed the hazardous waste program as they do every 3 or 4 years. Only minor issues were raised. EHS is in the final stages of resolving the issues that they pointed out. EHS was asked by internal audits to do an inspection of SB1 basement physics research shops, after the assessment was complete and the Dean shut down the labs until the safety items are corrected There were over 100 issues present. Lastly, there are still construction projects which are continuing to run on campus as of right now (4th and Montgomery, RMNC ramp, FMH commissioning work, Ondine roof, HGCDC is being reroofed. CPC has a single project manager on site everyday to help with these.
- JW - Circus is no longer coming, student athlete card access has been revoked except for medical needs, otherwise only Relay is present.
- PL - Payment for parking is shut down, parking kitties included.

New Actions Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to)

- 3/18/2020 – EH create Working from Home Ergonomics Guide - include on Working Remote FAQ website

Meeting Adjourned

Time: 2:10

Next Meeting

Date: April 8, 2020

Location: ASRC 210a