



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
- [P] Aaron Landreth (AL), Office of Information Technology
- [] Phillip Lafrenz (PL), Transportation & Parking Services
- [] Jeffrey Smith (JS), Diversity & Multicultural Student Services
- [P] Karin Waller (KW), International Affairs
- [] Carith Wiseman (CW), College of Education

Employer Represented:

- [] 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
- [P] 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] Risto Rushford (RR), Environmental Health & Safety

Meeting Call to Order

Date: 4/8/2020

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)

- JR - CDC Recommendations for wearing masks in public:
 - CDC recommends cloth-style for public use as N95 and other medically styled masks are needed for essential medical personnel at this time. There are many resources present online for how to make cloth masks at home, and EHS is currently evaluating the best way to obtain cloth masks for different departments. EHS has also provided N95 masks to SHAC and CPSO and conducted respirator fit tests.

Presentations / Discussions

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

- JR - Discussion regarding how one may go about injury reporting while doing remote work, if you do experience an in-home work related injury log it and notify your supervisor, and SAIF will evaluate if it is covered. According to the HR website, job related injuries at home during remote work should be reported.

Accident / Injury Report (provided by Human Resources)

Reportable Incidents

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

Non-Reportable Incidents

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

Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: UCB

Quarter of inspection: TBD

Completed Inspection Review

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

- Discussed where the committee will conduct its quarterly inspection this quarter, should the stay-at-home order cease and normal operations restarted. Decided that the committee will inspect UCB the next time an inspection can commence.

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)

- 3/18/2020 – EH create Working from Home Ergonomics Guide - include on Working Remote FAQ website
 - A version of the Ergonomics Guide is on website. Working on an accessible version which will be added to the remote work webpage.

Rounds / New Safety Concerns

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

- JR –
 - Help and support CDC recommendations, if you need to come to campus for some reason, make sure you're wearing a mask.
 - Ergonomics, please make sure to share the Ergonomic Guide as many individuals have not done remote work before and it is important for people to know and understand the guidelines set out by Erica once the accessible version has been sent out.
- JW –
 - Question asked regarding if the Ergonomics Guide would be sent out when it is done? Erica answered that she would be.
 - Otherwise student athletes have been cleared out.
- KW - Question in regards to the status of City of Portland construction, some construction projects on campus are continuing, but unsure in regards to the City of Portland.

New Actions Items and Safety Concerns

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

Meeting Adjourned

Time: 1:35 pm

Next Meeting

Date: May 13, 2020

Location: Google Hangouts