

## Campus Safety Committee Meeting Minutes

### Members

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

#### Employee Represented:

- Andrew Beland (AB), Facilities & Property Management
- Paul Boevers (PB), Transportation & Parking Services
- Deanna Britton (DB), College of Liberal Arts & Sciences
- Joshewa Fulton (JF), Office of the President
- Erica Hunsberger (EH), Environmental Health & Safety
- Michael Jantzen (MJ), Office of Information Technology
- Alyssa Koida (AK), Global Engagement & Innovation
- Joe Potter (JP), Facilities & Property Management
- Clare Quinn (CQ), College of Liberal Arts & Sciences, Chair
- Jeffrey Smith (JS), Diversity & Multicultural Student Services
- Elena Sokol (ES), College of Urban & Public Affairs

#### Employer Represented:

- Todd Bauch (TBa), Campus Recreation
- Erin Burns (EB), Helen Gordon Child Development Center
- Marcos Ordaz (MO), School of Business
- Jeffrey Rook (JR), Environmental Health & Safety
- Melissa Scholl (MS), Human Resources
- Gaby Sysyn (GS), Center for Student Health & Counseling
- Mercedes Youngston (MY), Smith Memorial Student Union
- Vacant, Campus Public Safety Office

#### Alternate:

#### Ad Hoc:

- Angel Antonucci (AA), Environmental Health & Safety
- Manny Watson (MW), Environmental Health & Safety
- Tiara Johnson (TJ), Emergency Management

### Meeting Call to Order

Date: 11/8/2023

Time: 1:05 pm

Quorum Met: Y

### Approval of Meeting Minutes from Previous Meeting (Vote)

([x] indicates members vote)



Minutes approved as is	<input checked="" type="checkbox"/>
Minutes approved with minor corrections	<input type="checkbox"/>
Minutes not approved – corrections required	<input type="checkbox"/>
Minutes not approved – quorum not met	<input type="checkbox"/>

### Announcements

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

- Next workplace safety inspection has been scheduled for Wednesday 12/13/2023, from 9:00-10:30 am at FMH

### Presentations / Discussions

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

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### Accident / Injury Report (provided by Human Resources)

#### Reportable Incidents

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

- 10/12/23, UPL, Plumber had concussion
- 10/21/23, Park Blocks, Grounds maintenance worker sprained ankle
- 10/27/23, Playground, Teacher was bruised
- 10/23/23, Stephen Epler Hall, Teacher hurt shoulder when picking up child. Lifting techniques being discussed.

#### Non-Reportable Incidents

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

- 10/03/2023, CUPA, Program admin pulled muscle
- 10/11/2023, Honors College, Early childhood teacher stung by wasp

### Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: FMH

Quarter of inspection: Fall

### Completed Inspection Review

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

- [Inspection Sheet \(blank\)](#)

### 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)

- EH - Follow up with Materials Management concerning the moving team given recent issues with the CUPA move, lack of training.
  - **UPDATE:** JR - Issue is being addressed on several levels. Discussing with Materials Management and Capital Projects and Construction to ensure that items are fully secured during the moving in-and-out of occupants.
  - EH to advise on proper PPE, assign safety training, etc.
- JP - Slips, trips, falls: USB 4th floor sky bridge entrance is of particular concern, suggested to add non slip flooring to yellow tiling as it's very slippery. JP to discuss with the custodial team.
  - **UPDATE:** JP - Work order put in and completed.
    - Remember to put in work orders as needed for seasonal slips, trips, falls weather.

### Rounds / New Safety Concerns

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

- TBa - Elevator in Rec Center has been reprogrammed to go to the first floor, but is typically stopped at second floor for security reasons. TBa will contact CPSO and Property Management to correct this.
- JP -
  - Due to seasonal increased stress on heating and cooling systems, be mindful of ensuring doors are being fully closed.
  - Be aware of slips, trips, and falls in the rain and falling leaves.
- DB - Was recently sent the summer inspection report for UCB in the summer personally, but needs a clearer procedure on who these reports will be sent to. Leadership is in flux and difficult to keep track of.

- JR - Depending on the type of inspection, different people will be contacted. More upfront information for chairs, deans, and building occupants is needed and the process is currently being cleaned up. JR contacts Matt Carlson for some of these contact issues.
- ES - Certain areas are leaking in Urban Center - outer wall thatching, possibly others. Work order has been submitted. Confusion on being given update progress and not having clear information on current order status.
  - JP - AiM (work order system) notifies the requester when certain changes are made (when the order is assigned to a department, work is currently in progress, when completed, etc). Not all updates are automatically sent out - Work Control Center has a notes section that may provide additional information and they can be contacted for help and sharing internal updates that may not appear on the portal.
    - There are currently many leaks throughout campus due to combined wind and rain, with many buildings not being watertight, particularly skybridges. All work orders and information on leaks is welcome and helpful.
    - CQ - At what point are work order notifications triggered for building occupants?
      - JP - When building occupants are being impacted directly and work day will be disrupted. Emergency work notices may not go out in a timely manner
    - ES - Can more contacts be added to work orders to allow other people to get notices/communications? JP is unsure.
      - AA - The main method in which people are notified would be to add them as 'Requestor' when inputting orders. Not sure if multiple email addresses can be added, but if you have an office-wide email address, that could be a workaround.
- PB - Parking Structure 3 gate has been fixed successfully. East side is operational, the west side will remain closed. Gate structures are closed 7 pm - 6 am, with PSU-only access during those times.
  - Suggestion: Josh Hendricks as possible CPSO representative for the Campus Safety Committee.
- MO -
  - Successful recent evacuation drills at KMC, but some confusion of occupants on evacuation location. Urban Plaza is the correct location, but some believed it to be Montgomery Plaza.

- 6th Ave outside KMC - excessive rats in bushes being noted by building occupants. Work order not yet submitted - submit for pest control.
  - JR - Main concern is for rats inside buildings given that many rats naturally inhabit campus. More activity can be expected during the rainy season.
  
- MW -
  - Fire warden program is being updated, including updating the training program, information/guidance, and website resources. JR, TJ, MW, and AA are working on these updates. Some evacuation locations may be changing and updated signage will be sent out once completed.
    - MO - Previous wardens unsure if they're still wardens, more information around the current status of the program is desired.
  - UCB stairwell - walked with JP and identified some issues and are addressing. Lighting, mirrors, paint, exit signage - electrician fixed first floor nursing station new exit signage. MW to provide updates next month and some issues will be addressed by then.
  - Fire extinguisher exchange program - 3 buildings remain for updates. SMSU basement and first floor remaining.
  - Walkthrough of 13 buildings with fire department to get pre plan for each building to figure out how fires will be fought should they occur.
  - Notice yesterday regarding farmer's market - spoke in March about blocked FEs. Fire hydrants were not able to be accessed when an incident recently occurred - no safety issues but was a major concern and failure. Corner of Montgomery next to ? MW to send report to PB.
  
- MS - Slippery leaves around RMNC. If more permanent solutions are needed, discuss with JP.
  
- CQ - Any safety concerns are welcome to be discussed at the Committee. More participants are desired to cover more buildings, departments and JR has prepared communication to send out to the chairs list to invite more members. Any suggestions, particularly for areas that aren't covered/are further out on campus, are welcome (ex. FAB). Safety committee report is being prepared with EH and will be sent out when ready
  
- JR -

- EHS has sent out the Safe Driving Program and the required training, and is available for any questions or concerns:
  - If you are driving for some portion of your job (excluding commuting and personal errands), you are eligible and must take the training. This includes field research, field trips, transporting clients and students, traveling across campus for work duties, etc. If you are physically using a vehicle on or off campus, whether personal, rented, department vehicle, you will need to complete training.
  - New training for higher-occupancy vehicles
    - The Geology Department has had issues with wanting trucks and other higher-occupancy and heavy-duty vehicles - these questions should now be addressed in the training.
- Recent fire inspection reports to be sent out to executive provost and deans with lessons learned.
- Stryker evacuation chairs are coming to campus - used for accessible evacuation for individuals who require assistance. Campus Planning will be installing them in December.
  - 7 will be going out, including: 2nd floor ASRC near water station, Cramer Hall, SMSU, and more - information on specific locations coming soon. There will not be any in KMC or UCB. They are spaced ideally to be moved from building to building and accessible via skybridges.
  - DB - Particular concern for UCB given the large number of disabled patients who use the space and difficulty in obtaining chairs from other buildings in a timely manner during emergencies. People have been previously trained in DIY evacuation using sheets, but this is not current training that many occupants have been given and is not a reliable method.
    - JR - There is difficulty with funding additional chairs, and Campus Planning hopes to space them across campus so they can still be obtained quickly. Users will need to contact CPSO/the fire department in assistance obtaining them.
- VSC construction is underway. There are numerous SRTC occupant complaints for odor issues – waterproofing is currently being applied, which has a strong odor.
  - The waterproofing must be applied on dry days and is being applied where air intake is located, prolonging and intensifying exposure. EHS is looking into support for students, staff with impact notices.



- Art and Design building is in the 50% construction document review stage. Discussions with future occupants and department groups are in process. Shattuck Hall lot will be prepared/cleared for construction soon.
- King Albert, Parkway Manor, and Harder House demolitions are fully completed.
  - PSU is trying to retain several walls, start backfill process given that some of these walls are needed for support of surrounding structures. PSU is pushing back on city guidelines and will need additional permit reviews. November 15th and 30th status updates are expected to be delayed.

### New Action Items

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

- CQ - Ask around if more people can be added to receive notifications/communications for work orders/impact notices.

### Meeting Adjourned

Time: 2:04 pm

### Next Meeting

Date: December 13, 2023

Location: Zoom