

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
- Deanna Wiley (DW), PSU Foundation

Employer Represented:

- Todd Bauch (TBa), Campus Recreation
- Erin Burns (EB), Helen Gordon Child Development Center
- Josh Hendricks (JH), Campus Public Safety Office
- 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), Conferences & Events

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: 12/13/2023

Time: 1:02 pm

Quorum Met: Y

Approval of Meeting Minutes from Previous Meeting (Vote)

([x] indicates members vote)

Minutes approved as is

Minutes approved with minor corrections

Minutes not approved – corrections required

Minutes not approved – quorum not met

[X]

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Announcements

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

- Workplace safety inspection was conducted today, Wednesday 12/13/2023, from 9:00-10:30 am at FMH
- Welcome Josh Hendricks, representative for Campus Public Safety!
- Deanna Wiley, representative for the PSU Foundation!

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)

- 11/30/2023, Ondine, Student sprained tendon/hand

Non-Reportable Incidents

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

- 11/03/2023, HGCDC, Student ripped nose piercing
- 11/06/2023, HDCDC, Student hit on leg, bit
- 11/22/2023, SHAC, Nurse pinched finger

Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected:

Quarter of inspection: Winter

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)

- CQ - Ask around if more people can be added to receive notifications/communications for work orders/impact notices.
 - **UPDATE:** Contact the person noted in the 'contact' section. The notice will not be proactively shared with others and you must contact the project manager(s).
- 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.

Rounds / New Safety Concerns

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

- EH, JR - Inspection was completed for FMH today, December 13th. Many general safety concerns (improper extension cord usage, furniture bracing, hazardous appliances, etc.) In particular, one major concern was the lack of proper ADA signage on doors that have a push-button. Inspection spreadsheet is in progress.
- MJ - What are the rules for door stop usage? Has sent photo to JR for review.
 - JH - ADA code states that the "clear width of the doorway shall not be obstructed". That refers to the 36" width of the doorway, and 4 feet up from the floor. Anything placed or installed within that area (e.g. door stops) is considered a trip hazard and ADA code violation as it may become caught on mobility devices.
 - EH, MW - Door stops are a fire hazard, preventing the door from fully closing could cause a fire, smoke to spread more rapidly throughout the building. Door stops that are yellow have been approved for safe use by the Fire Prevention Coordinator.
 - JR - Many elements can come into play for safe usage based on door type, room purpose, etc. Collaboration with Fire Prevention and permission is necessary for installation of any door stop.

- ES - Some door stops have been observed to prevent doors from fully closing when they should not do so, including magnetic stops. Work orders should be put in for any concerns and inspections can be made.
 - In URBN, there's currently a team working on upgrading the system and the alarm phase may be accidentally triggered, preventing full closure. This project has been ongoing for several months and no end date is known at this time.
- MW - Tags have been developed for more thorough accounting of any fire hazards noted in building inspections.
 - Kitchen appliances must be plugged directly into the outlet given the large amount of power necessary to operate them. If offices are not compliant, these appliances may be confiscated. This is a common violation in recent inspections and EHS is working on more comprehensive guidelines.
- MS - Issues with injury reports - approval will go to the highest level of reporter instead of the supervisor noted on form. MS may be contacted to fix the information to the proper contact.
- JF - Packages have been delivered to offices containing needles in unmarked containers. What is the proper procedure for handling/disposing of these? Should the office purchase sharps containers for proper disposal, coordinate with EHS, contact CPSO?
 - JR - Mailing these packages is not an acceptable practice for sharps disposal and must be stopped as soon as possible. CPSO is working on identifying the source and cause, and should be contacted when this occurs. 2fix may also be called as they have the proper training to dispose of sharps.
 - There are sharps containers throughout campus and all known restrooms for personal disposal. Do not ever dispose of unknown needles on your own, whether found inside or outside. Containers should be automatically emptied periodically, but work orders may be put in if they are found to be full.
- JR -
 - 7 Stryker evacuation chairs have been installed throughout campus. Currently reaching out to building occupants for training on usage. Ongoing there should be chairs installed in every building, including the new Art + Design building. Chairs may be brought over from other buildings, and CPSO is trained to retrieve these in a timely manner.
 - Located in the following buildings: Millar Library, ASRC, SMSU, Cramer Hall, Engineering Building, Ondine, and Blumel. Unfortunately, funding is limited and heavily used buildings were priority, not including UCB. It is still in the plans for the future.

- These topics will be discussed comprehensively in the upcoming Fire Safety Monitor training sessions
- VSC construction project complaints: waterproofing spray was used on the outer first level of the VSC building. SRTC is on the same side, causing odors to go directly into fans and creating issues. PSU worked with the construction company to limit exposure and this portion of this project is now closed.
 - Some classes were canceled, and several occupants became sick. Other employees and students had to leave the building early as a result of sickness or to avoid exposure.
- GS -
 - Desire to add another member representative for SHAC. The plan is for both to come when possible, but this may be an issue given that each division of PSU should generally only have one member. GS to discuss with EH.
 - Currently updating SHAC safety manual and wants to connect multiple departments for comprehensive information, but there is some confusion on the differences and connections between the departments (CPSO, EHS, Emergency Management, Fire Prevention)
 - EHS and EM are under Risk Management, and FP is under EM. FP has its own website because the previous website transition separated the department out of EHS into EM.
 - Links between sites to limit duplication of resources are made where possible, but it's difficult for people to find and know of 'outlier' websites and suggestions are welcome for how to increase visibility.
 - Suite 340 in UCB (Health Promotion) is requesting a fire alarm pulldown in their suite. Suite has only 1 entrance and exit. No backdoor.
 - Is there supposed to be a fire alarm or pulldown in this area? MW to come and inspect if needed tomorrow. There is one pulldown in the hallway outside of the entrance, but desire one within suite itself.
- PB -
 - Fencing on the west side of Parking Structure 3 is currently being reinforced due to ongoing issues with the roll down gates. Working with contractors and Capital Projects, does not know when they will be back and fully operational.

- MW - All parking structures at PSU have been cited for various fire safety issues. Striping, emergency evacuation signage, directional arrows for evacuation, and other safety features are often missing, creating a confusing layout that would present issues in emergency scenarios.
 - There are no Housing representatives present in the committee from Residential Life (there is FPM representation). EH to scout and see if there is a contact to bring to the group.
- DB - There are no fire pulldowns inside the 4th floor UCB suite, only in hallways. There are fire extinguishers inside - can EHS provide training on using extinguishers?
 - In-person extinguisher trainings are available, request these from Fire Prevention to coordinate with your department. OHSU has online training - providing it online instead may ease this process.
 - CSC may coordinate a group-wide extinguisher training for all members - EHS will begin to arrange this.
- CQ - Ensure that other safety committees are being integrated into the Campus Safety Committee to standardize information, consider reaching out to other groups and limit the loss of important safety information across campus. The CSC has substantial support to enact action from the university and is officially recognized.
 - JR has created letter to invite other groups.
- MW - upcoming training for Fire Safety Monitors in December and January. Invitation has been sent, please RSVP via the form. There will be a Stryker chair, other evacuation tools being demonstrated.
 - Friday, December 15th from 9:30am - 11:30am
 - Monday, December 18th from 1pm - 3pm
 - Wednesday, December 20th from 9:30am - 11:30am
 - Monday, January 8th from 9:30am - 11:30am
 - Wednesday, January 10th from 9:30am - 11:30am
 - Friday, January 12th from 9:30am - 11:30am



New Action Items

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

- CQ - Investigating: Can more people be added to the contact section on work orders to receive followup?
- MW, EH, JR - EHS to arrange fire extinguisher training for committee members

Meeting Adjourned

Time: 2:30 pm

Next Meeting

Date: January 10, 2024

Location: Zoom