

Facilities & Construction Safety Committee Meeting

Members

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

Employee Represented:

- [P] Karen Barnack, EHS Assistant Director for Occupational Health and Safety
- [P] Aaron Britton, FPM Zone Maintenance Manager
- [P] Joseph Wuest, CPC Electrical Engineer & Project Manager
- [P] Todd King, OIT Project Infrastructure Manager
- [P] Mitchell Schwabel, FPM Housing Maintenance Manager
- [P] Richie Segura, FPM Mechanical Systems
- [] Gail Hamilton, FPM In-House Construction Manager
- [] Vacant position, FPM Building Maintenance

- [P] Houston Mills, FPM In-House Construction
- [P] Mark Thomas, FPM Electrical
- [P] Kevin Reed, FPM Lockshop
- [] Jonathan Ledbetter, Materials Management Services
- [P] Dirk Theisen, FPM Mechanical Systems Manager
- [] Gabe Christian, OIT Academic Technology Services

Ad Hoc:

- [P] Erica Hunsberger, EHS Specialist
- [P] Max Jacobs-Swerbilov, EHS Temp. Worker
- [P] Manny Watson, Fire Prevention Specialist

Meeting Call to Order

Date: 11/21/2023

Time: 10:00 am

Location: [Google Meet](#) (remote)
and in person

Roll Call and Review of Previous Minutes

- Minutes approved with no changes. Please review the minutes online, if you have not had a chance to, and let Karen know if any corrections are needed.
- A reminder that meeting minutes and agendas are posted to the [Facilities and Construction Safety Committee Google share drive](#). Please contact Karen if you have any questions regarding how to access them.

Safety Committee Member Role

- Obtain questions, concerns, or ideas from your respective crew to be brought up to the committee. After the meeting, share out the information from the safety committee meeting with your crew. It is very important to keep the lines of communication flowing.
- Participate in quarterly safety committee inspections.

Review of Previous Action Items

- All Committee Members: Review meeting minutes and share the information with your crews. Post them on your crew safety bulletin boards. Post safety information on bulletin boards, as topics are updated.
- Karen/EHS: Get the Fall safety materials out to safety committee members ASAP.
 - Update: Done. Check your USB second floor mailbox if you haven't picked up the materials yet.
- Karen: Provide a list to Mitchell of who has been the Housing safety committee representative in the past.

- Update: The information has been provided. There has only been one other person from Housing that has been on the safety committee.
- Mitchell: Identify a Housing representative replacement for Mitchell.
 - Update: This is Mitchell's last month of attending the safety committee meetings. Yuna Noln has stepped up to take Mitchell's place. Yuna will attend next month's meeting. Karen will let Erica know to coordinate the safety committee member training for Yuna.
- Karen: Discuss FPM concerns about elevator room access with George, Cary, and Kone during the next elevator safety meeting. Can there be an exception for Systems to change out filters? Maybe Kone can change the filter?
 - Update: This was discussed at the last elevator safety meeting. FPM will continue to change the filters, with Kone providing access to the elevator rooms.
- Karen/Jeff: Discuss the Experience Modification Ratings (EMR) with Quinn and Contracts. Do we do it? If not, should we?
 - Update: This is on the agenda to discuss at the next EHS-CPC meeting.
- Karen: Reach out to CPSO to give them kudos for spotting the hole by the PS3 sidewalk.
 - Update: Done. Karen sent an email to Willie Haliburton.
- Karen: Reach out to CPC about move guidelines that are shared with departments.
 - Update: This is in reference to office space inspections and fire code violations. Karen received and shared the CPC and MM move guidelines with Erica, Jeff, and Manny for the Campus Safety Committee. Upon initial review, there is an opportunity for EHS to collaborate with these departments and update their guidelines and procedures to be in line with Portland Fire requirements, including not only information about furniture anchoring, but extension cords, and clearances for egress.
 - Kevin noted that the Lockshop would also like to be involved with reviewing the guidelines.

Incidents / Injuries

- VSC/SRTC odor complaints from weatherproofing:
 - Description: The FPM Work Control Center received multiple phone calls regarding a strong burning rubber/exhaust smell. A contractor was applying hot asphalt waterproofing material on the podium level at VSC. Odors were being pulled into the building through the air intakes on the north side of the building. The lab areas get 100% of their air from outside; this runs 24/7.
 - Follow-up: EHS requested an impact notice be issued to building occupants regarding odors. Waterproofing was to continue the next day and again in the coming weeks. EHS received further information the next day that at least 2 classes were canceled, one student vomited, and a faculty member went home due to health effects.



- Corrective Actions: An impact notice was issued on the second day. Fume hoods were placed in emergency purge mode with lab doors left open, which helped with some of the odors. FPM programmed the offices to run overnight in economizer HVAC mode to help flush the building and office areas. Impact notices need to be issued in advance of future waterproofing activity. The work will be scheduled on a Saturday or Sunday, and occupants will not be allowed in the building. Air will be shut off to office spaces during the duration of this work.
- Reminders: When a project may generate odors that impact occupants in that building or adjacent buildings, reach out to Dirk Theisen and Will Chidester ahead of time to adjust the air intakes, when possible, and remember to contact them after work is completed to turn the system back on. Coordinate with EHS to review Safety Data Sheets in advance and schedule work to minimize impact to occupants. Impact notices need to be issued in advance.
- Bruised hand:
 - Description: An employee was removing plumbing from an ice machine and was working on getting a 1" galvanized pipe apart. They were using a wrench and put all their weight and strength behind it. The pipe crushed, slamming their hand into a concrete wall 6" behind the pipe.
 - Followup: The pipe was located close to the wall and low to the ground, about 4". The employee was wearing rubber coated work gloves. The thickness of the pipe was checked before work started, and was determined to be ok to proceed. They were pushing instead of pulling. Due to the space, they couldn't pull it.
 - Corrective Action: Whenever possible when removing pipes and fixtures, pull the wrench towards the body instead of pushing away. If things don't turn with a reasonable amount of force, try a different course of action, such as using penetrating oil or heat to loosen the fitting.
- Sprain/strain to left ankle and knee:
 - Description: An employee was carrying a bucket of leaves in both hands while walking through some medium length grass and stepped into a rut or hole, approximately 6" deep. They fell to their left side, twisting their leg at the knee. The ground was soft, with a rut in the grass.
 - Followup: Followup with the employee is currently pending.
 - Corrective Actions: Landscaping filled in the ruts. Be mindful of uneven walking surfaces when walking through grassy areas.

Campus Safety Committee Update

- Erica reported that they are working to establish floor wardens for every building and floor on campus.

Safety Committee Inspection

- SRTC B3 level was inspected. Findings included:
 - Burnt out lightbulbs
 - Shelving and items not secure



- ESM faculty left a bunch of items behind in storage, improperly stored
- Compressed gas cylinders not stored properly
- Areas that needed housekeeping
- Ladders that need addressing, one that was removed from service
- Unguarded rotating shafts
- Pallet jack blocking electrical room

Inclement Weather

- Any questions or safety concerns from the recent FPM training?
 - There were no questions or safety concerns brought up by the committee members.
- It is important to get your PPE together ahead of time, including yaktrax and safety vest.
- It is a good practice to bring spare socks and shirts.

Rounds / New Safety Concerns

- Mark
 - Lots of traveling for the holidays, be safe, anticipate being stuck out in the cold, be prepared for anything.
- Dirk
 - Emphasis on slips, trips, and falls for winter weather and wet leaves. Leaves are getting really slimy. Kudos to the landscaping crew for getting leaves cleaned up. Work order was responded to quickly to clean up the ramp at Urban Plaza.
- Todd
 - Nothing to report.
- Kevin
 - Nothing to report.
- Houston
 - Quick kudos to John Roy. We were working on getting a solid metal frame out of SMSU 4th floor. John put measures in place to ensure it wouldn't fall on anyone.
- Aaron
 - Nothing to report.
- Mitchell
 - Nothing to report.
- Joe
 - Leased space contractors
 - Joe talked with George about the bubble tea store contractors. He noted that the vendor spaces hire whatever contractor they want, and they often aren't up to our standards. Joe suggested that contractors be reviewed and approved by PSU.
 - Karen noted we would need to work with Laverne and Contracts on the contract language used to make sure everything is installed to code.
 - UPH generator exhaust problem.
 - While evaluating the generator, the generator was run for 3 minutes, and exhaust went into adjacent rooms. Joe walked a contractor today to look at the exhaust. The generator exhaust may be damaged under the parking lot. The exhaust port may also be damaged or covered with leaves. Joe noted they will need to use a camera to determine where the issue is. It may have been damaged in 2019 during the parking lot work. Area needs to be scoped. Steve Miller could scope it up to 100 feet. They will also scope the exhaust to

assess damage at the exhaust point. Karen will submit a work order to Plumbing to have it scoped.

- Karen - EHS will provide support for this project to ensure that this safety issue is addressed.
- Discussion: Are there smoke detectors or carbon monoxide detectors in the area? Check the water heater space next to the break room. We need to place CO detectors in this area if there are none. EHS to put in a work order.
- Ritchie
 - Ritchie has a lot of metal scrap. The metal dumpster is not onsite. Metal scrap is starting to accumulate. Has anyone reached out to Brandon about it? Ritchie was told there is no spot for a metal dumpster on campus. Karen will reach out to Brandon.
- Erica
 - Nothing to report.
- Manny
 - Working on the elevator room list. He is down to four buildings left to replace extinguishers with halon extinguishers.
- Karen
 - As fall becomes winter, it is important to remember candle safety. Never leave a fire unattended.
 - Winter break is a busy time for maintenance and renovation projects. Please provide safety plans to EHS in advance and reach out for asbestos sampling early as well.
 - Big projects coming: Elm tree removal in front of Simon Bensen, Montgomery ivy removal, window washing (ML, LH, BDWY, FMH).

Action Items

- Erica: Provide safety committee member training for Yuna.
- Karen/Jeff: Discuss the Experience Modification Ratings (EMR) with Quinn and Contracts. Do we do it? If not, should we?
- EHS: CPC and MM move guidelines. EHS and others to collaborate with these departments and update their guidelines and procedures to be in line with Portland Fire requirements, including not only information about furniture anchoring, but extension cords, and clearances for egress.
- Karen/Jeff: Leased space contractors. Work with Laverne and Contracts on the contract language used to ensure everything is installed to code.
- Karen: UPH generator exhaust. Karen will submit a work order to Plumbing to have it scoped. EHS to submit a work order to place CO detectors in the area. EHS will provide support for this project to ensure that this safety issue is addressed.
- Karen: Metal scrap dumpster is needed back on campus. Karen will reach out to Brandon.

Meeting Adjourned

Time: 11:30

Next Meeting

Date: 12/19/2023

Time: 10:00 am

Location: Google Meet (remote)
and in person

Next Inspection

Date: 1/16/2024

Time: 8:00 am

- Pending/Tracking (Karen): Follow up with vendors regarding other types of cut-resistant gloves and arrange for them to bring samples and meet with crews. Work with Stores on glove types to stock. EHS is developing a PPE guide for all PPE in Stores. The guide will be shared with the Safety Committee when the draft is completed. On hold for the moment.