

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] Yuna Noln, FPM Housing Maintenance
- [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
- [P] Jonathan Ledbetter, Materials Management Services
- [] Dirk Theisen, FPM Mechanical Systems Manager
- [P] Gabe Christian, OIT Academic Technology Services
- Ad Hoc:**
- [P] Erica Hunsberger, EHS Specialist
- [] Max Jacobs-Swerbilov, EHS Temp. Worker
- [P] Manny Watson, Fire Prevention Specialist

Meeting Call to Order

Date: 12/19/2023

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.
- Welcome new committee member, Yuna Noln. Yuna will be replacing Mitchell on the committee, representing FPM Housing Maintenance. Thank you Mitchell for your time and commitment to the safety committee.

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.
- Erica: Provide safety committee member training for Yuna.

- Update: Canvas link was provided. Yuna to check and see if she has already completed the training. Let Erica know if there are any questions.
- 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 for the next EHS-CPC meeting.
- 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.
 - Update: Pending; uncertain who will be taking the lead on this one. This is on the agenda for the next EHS-CPC meeting.
- Karen/Jeff: Leased space contractors. Work with Laverne and Contracts on the contract language used to ensure everything is installed to code.
 - Update: This has been added to the next EHS-FPM meeting agenda.
- 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.
 - Update: Karen sent an email to Heather and many others regarding this safety concern. A work order was submitted, and the exhaust scope was completed. A work order was submitted by Manny to have CO detectors installed.
 - Joe provided an update. The next step is to get a contractor to make the necessary repairs to the generator exhaust system. Mark has contacted a generator contractor to get a quote for running new exhaust. If the hotel loses power, the generator will automatically kick on, and the area could fill up with exhaust. The laundry chute door needs to be closed; Manny believes this was fixed, and this will be verified by EHS. Manny added that we will need to ensure that employees are trained to leave the area. Mark reported that he checked on the status of the CO detectors, and they have not yet been installed. A subgroup of the committee stayed after the meeting to discuss the status of this project further.
 - Karen will send out an email noting the high priority to repair the generator exhaust system, install the carbon monoxide detectors, and develop a response plan should the generator kick on for power.
- Karen: Metal scrap dumpster is needed back on campus. Karen will reach out to Brandon.
 - Update: Karen noted the day after the last meeting that the metal dumpster had returned. When the landscape yard project is completed, the dumpsters will be moved back to that location.

Incidents / Injuries

- Shattuck Hall odors during construction work:



- Description: Complaints were received by the FPM Work Control Center and EHS regarding strong odors inside Shattuck Hall.
- Followup: The contractor was applying a waterproofing coating to the exterior of the building, and the odors had moved into the building. An impact notice had not been issued for this work, and the Safety Data Sheet for the material had not been provided to EHS.
- Corrective Action: The air intakes for the HVAC system were closed, and this work was rescheduled for the weekend.
- Reminder: Review and provide Safety Data Sheets to EHS prior to use of hazardous materials. Coordinate work with FPM, as needed, to shut off air intakes. Schedule work on off hours and weekends, as needed, based on the review of the chemicals and recommended control measures.
- Sprain/strain to left ankle and knee (update from the last meeting after following up with employee):
 - 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: Employee was carrying a large trash can with leaves in front of them, so they could not see the walking surface ahead of them. The gator was located a distance away from the area where the leaves were being collected. Also reviewed with the employee the time of day and day of the week that the injury occurred, as there is often a correlation to an injury occurring at the end of a shift and end of the work week, which is when this injury occurred. Employee noted they were not rushing.
 - Corrective Actions:
 - As previously reported, Landscaping filled in the ruts in the walking surface.
 - Practice has been changed to use two employees to move trash cans with leaves in them. Gators are moved closer to the location where leaves are being picked up.
 - Be mindful of the weight of the load; use smaller loads when leaves are wet.
 - Reminder: Be mindful of not rushing to complete tasks at the end of a shift/end of the work week. Discuss this with student workers to ensure they are working safely and not rushing to wrap up tasks before heading to a class. Our crews have done an excellent job of communicating this for several years now, as this used to be a pattern with student worker injuries.

Campus Safety Committee Update

- Inspection - Erica reported the Campus Safety Committee completed an inspection at the FMH building. Office spaces were inspected. Items found included: unauthorized use of extension cords, reviewed space heater use, seismic bracing needed, removed door stops. If space heaters were found plugged into an extension cord, they were unplugged.

- Door stops - Manny provided additional information to the committee regarding door stops. If it is a fire rated door, then it cannot have a door stop. If it is not a fire rated door, then a door stop may be used. Approved door stops need to be used, and they cannot obstruct egress. Manny has special rated door stops in his office that are yellow. EHS would need to do an assessment to determine if door stops can be used or not.
- Space heaters
 - Mark shared a recent discussion with PSU staff about breakers and space heaters. The individual said they were authorized to flip the breaker if it was tripped by a space heater. If a breaker trips, departments should be reaching out to the FPM Work Control Center to have an assessment by FPM Electrical. This will ensure that the space heater is not overloading the circuit. This also applies to small appliances. If there are temperature concerns, departments should also be reaching out to FPM before purchasing a space heater.
 - Mitchell reported that Housing has a specific space heater policy. They are only provided and placed by FPM Housing Maintenance on a temporary basis if needed due to loss of heat. Mitchell can provide information on the type that they utilize for this purpose.
 - EHS will review the current space heater and small appliance guidance with FPM to determine if it needs to be updated.
 - If you see an electrical panel that is not locked, or is not lockable/needs a lock, put in a work order.

Rounds / New Safety Concerns

- Mark
 - We need to firm up the policies for electricians only in breaker panels. Karen will add this to the EHS-FPM meeting agenda.
 - Also the policy for space heaters on campus. Mark noted that he thought they weren't allowed on campus. Karen will add this to the EHS-FPM meeting agenda.
- Jonathan
 - He has observed some great safety posters on the bulletin board on the first floor. Where can he get them? Karen responded, you can obtain them from EHS; let us know which ones you want. We have several in our files and online.
- Todd
 - Nothing to report.
- Kevin
 - With the cooler weather, the air pressure changes in the buildings. Please watch for door latching. If a door is held open, put in a work order or reach out to the Work Control Center. The Lockshop will respond to the work order and adjust the doors, as needed.
- Houston
 - Nothing to report.
- Aaron
 - Nothing to report.
- Mitchell
 - He received a report that someone was switching breakers in the Montgomery Housing building. He responded and did not find any unlocked. Panel covers in Montgomery have small locks on them.
- Joe
 - With Winter, falls are a risk, as ice is coming. Others noted to be careful on rooftops and skybridges where ice forms early. Jonathan added that the wet moss in some areas is particularly slippery.

- Ritchie
 - Nothing to report.
- Erica
 - Nothing to report.
- Manny
 - Manny let the committee know that he will be leaving PSU the first week of January 2024. We will be sorry to see him go, and appreciate his work here at PSU.
 - There will be four fire inspections coming up in January by the City of Portland Fire Marshal.
- Karen
 - Winter break is a busy time for maintenance and renovation projects. There are several big projects underway: Elm tree removal in front of Simon Bensen, Montgomery ivy removal, window washing (ML, LH, BDWY, FMH), and Landscape Yard paving. Portland Parks is also removing trees in the Park Blocks. Reach out to EHS and the project managers if you have any safety concerns.

Action Items

- 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 send out an email noting the high priority to repair the generator exhaust system, install the carbon monoxide detectors, and develop a response plan should the generator kick on for power.
- Mitchell: Provide information on the type of space heater Housing uses on a temporary basis due to loss of heat.
- Karen/EHS/FPM: Review the current space heater and small appliance guidance to determine if it needs to be updated.
- Karen/EHS/FPM: Review the policies for electricians only in breaker panels.

Meeting Adjourned

Time: 11:00

Next Meeting

Date: 1/9/2024

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.