

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
- [] Aaron Britton, FPM Zone Maintenance Manager
- [P] Joseph Wuest, CPC Electrical Engineer & Project Manager
- [P] Todd King, OIT Project Infrastructure 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
 - [] Kevin Reed, FPM Lockshop
 - [P] Jonathan Ledbetter, Materials Management Services
 - [P] Dirk Theisen, FPM Mechanical Systems Manager
 - [] Gabe Christian, OIT Academic Technology Services
- #### Ad Hoc:
- [] Erica Hunsberger, EHS Specialist
 - [P] Max Jacobs-Swerbilov, EHS Temp. Worker

Meeting Call to Order

Date: 1/9/2024

Time: 9:00 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

- Karen/Jeff: Discuss the Experience Modification Ratings (EMR) with Quinn and Contracts. Do we do it? If not, should we?
 - Karen and Jeff met with Quinn. Karen will reach out to Contracts to start gathering information, then Karen will schedule a meeting with CPC/EHS.

- EHS: CPC and MM move guidelines. EHS and others will 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 and Jeff met with Quinn. The EHS Project Closeout Checklist was provided to Quinn for review.
 - Karen will ask Hlee to share the CPC Move Guide as a Google doc. Karen will ask Brandon for the MM guide as well.
- Karen/Jeff: Leased space contractors. Work with Laverne and Contracts on the contract language used to ensure everything is installed to code.
 - Update: This is on the FPM/EHS meeting agenda for this afternoon.
- 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.
 - Update: Karen sent out the email. There have been multiple meetings since. Jeff is working with Martin on an emergency response plan. The CO detectors are installed.
 - Joe provided an update. There are two main options: 1. Fix the existing exhaust which is a 110-120' run with no fan. Install a fan to push the air out. 2. Run a new line, shorter than what is there now. The proposal is coming this week and will be reviewed with the hotel management.
- Mitchell: Provide information on the type of space heater Housing uses on a temporary basis due to loss of heat.
 - Update: Mitchell provided information to Karen for discussion with FPM about space heaters.
- Karen/EHS/FPM: Review the current space heater and small appliance guidance to determine if it needs to be updated.
 - Update: This is on the FPM/EHS meeting agenda for this afternoon.
- Karen/EHS/FPM: Review the policies for electricians only in breaker panels.
 - Update: This is on the FPM/EHS meeting agenda for this afternoon.

Incidents / Injuries

- Contractor incident
 - Description: A delivery truck backed into a light pole. There was no injury, only property damage. The area was safed off. The light pole was removed and safed off.
 - Corrective action: Instruct drivers to hold their position until instructed to move. Have spotters in place. Wait for other deliveries to get out of the way.
 - Root cause: Congested area and no spotter.

- Contractor - potential for silica exposure
 - Description: Contractor was drilling holes into concrete for a fence installation. They were using a silica vacuum and were wearing respirators. Contractor had borrowed the silica vacuum from PSU that morning, as they were unaware of the Oregon OSHA silica requirements and did not have a silica exposure control plan or proper silica control equipment. Work practices which require respiratory protection for the contractor would also require signage and access restriction so untrained persons don't enter into an area where PPE is being worn.
 - Corrective action: Contractors must have a silica exposure control plan completed by the contractor and reviewed by EHS prior to start of work. EHS has a silica exposure control plan template that can be provided to contractors, as well as many resources on the EHS website.
 - Root cause: Lack of knowledge regarding silica requirements.

Campus Safety Committee Update

- Erica was not present to give an update.

Safety Committee Inspection

- The next inspection is January 16th at 8am. The committee discussed possible locations and determined they would inspect an area that is due for an upcoming fire marshal inspection. Karen will discuss with Jeff and update the meeting invite with the location.
- Joe requested that EHS share out the top 10 list of fire marshal violations.

Rounds / New Safety Concerns

- Mark
 - Space heater and electrical safety is a recurring winter hazard.
- Dirk
 - Inclement weather is coming. Be prepared at home and at work.
 - We have yaktrax and high visibility vests for any potential inclement weather.
- Jonathan
 - Can student workers respond and assist in inclement weather? Only FPM student employees, with approval from their supervisor.
 - Will be requesting specific safety posters from EHS for his department's safety boards.
- Todd
 - James, Niles, and Gabe (OIT/AV team) need asbestos training. Karen will ask Erica to reach out to Mark.
 - The new safety helmet requirement at VSC is active starting January 1st. (See more information below). OIT ordered the new hardhats for the OIT team and AV team. The hats are already in. Todd will send Karen the order information.
- Yuna
 - Wash your hands; it's cold season.
- Houston
 - Nothing to report.
- Joe

- Watch out for Covid; it's going around. Wash your hands.
- Be mindful of working on a ladder at home.
- There is a lack of education regarding FPM roles and function. People on campus should be able to reach out to FPM folks to answer questions. We should use their expertise to create a FAQs page so people know who to reach out to and to help promote knowledge. Discuss this idea with Cary and Heather. Who are FPM and what support can they provide? Make the FAQs easily searchable.
- Ritchie
 - Yellow high visibility paint is needed at WHP for trip hazards and transitions. Karen noted that this will be addressed during the paint striping scope for the new landscape yard.
- Karen
 - Inclement weather is coming.
 - New icy conditions safety posters are available. A blurb is on the morning announcements page as well. There is also a signature block you can add.
 - Safety helmet update: The safety helmet change is for those working at VSC and any PSU employee who regularly goes onto the construction site. They have extra safety helmets for any PSU employee who goes onsite infrequently. This is not an Oregon OSHA requirement. PSU has not committed to changing all the hardhats they use, but some departments, such as CPC, are heading in that direction. Karen has been working on a guidance document to assist departments with their purchases and has samples available to review.

Action Items

- Karen: Experience Modification Ratings (EMR) for contractors. Karen to reach out to Contracts to start gathering information, then Karen will schedule a meeting with CPC/EHS.
- EHS: CPC and MM move guidelines. EHS and others will 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 will ask Hlee to share the CPC Move Guide as a Google doc. Karen will ask Brandon for the MM guide as well.
- Karen/Jeff: Leased space contractors. Work with Laverne and Contracts on the contract language used to ensure everything is installed to code.
- Karen/Joe: UPH generator update
- EHS/FPM: Review the current space heater and small appliance guidance to determine if it needs to be updated.
- EHS/FPM: Review the policies for electricians only in breaker panels.
- Karen: Share with committee members the top 10 list of fire marshal violations.
- Joe/Karen: Reach out to Cary and Heather about creating a FAQs page where people can know who to reach out to for different problems/questions. It can be a good place to help promote knowledge and help other departments get to know their FPM/CPC staff members.
- Karen: Ask Erica to reach out to Mark regarding asbestos training for the OIT/AV team.

Meeting Adjourned

Time: 11:00

Next Meeting

Date: 2/13/2024

Time: 10:00 am

Location: Google Meet (remote)
and in person

Next Inspection

Date: 1/31/2024*

Time: 8:00 am

Location: SMSU sub-basement

*The inspection date was rescheduled due to inclement weather.

- 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.