

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
[] Todd King, OIT Project Infrastructure Manager
[P] Yuna Noln, FPM Housing Maintenance
[] Richie Segura, FPM Mechanical Systems
[] Gail Hamilton, FPM In-House Construction Manager
[P] Mitch Myers, 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
[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: 2/13/2024

Time: 10:30 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 safety committee member, Mitch Myers, representing Building Maintenance.

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. (This is an on-going action item reminder.)
- Karen: Experience Modification Ratings (EMR) for contractors. Karen will reach out to Contracts to start gathering information, then Karen will schedule a meeting with CPC/EHS.

- Pending, no update
- 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.
 - Pending, no update
- Karen/Jeff: Leased space contractors. Work with Laverne and Contracts on the contract language used to ensure everything is installed to code.
 - Update: To be discussed at EHS/FPM meeting on 2/20/24
- Karen/Joe: UPH generator update
 - Update: The contract request went in on 1/30. Joe asked for a contract status today. The contract scope is for investigation and then they will fix or repair, as needed. McKinstry is the contractor.
- EHS/FPM: Review the current space heater and small appliance guidance to determine if it needs to be updated.
 - Update: Jeff is working on this with FPM and Sustainability.
- EHS/FPM: Review the policies for electricians only in breaker panels.
 - Update: To be discussed at the EHS/FPM meeting on 2/20/24.
- Karen: Share with committee members the top 10 list of Fire Marshal violations.
 - Update: <https://www.pdx.edu/environmental-health-safety/building-assessments>
 - PSU Common Safety Violations in Classrooms poster was also shared out via email.
- 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 and Joe to discuss.
- Karen: Ask Erica to reach out to Mark regarding asbestos training for the OIT/AV team.
 - Update: Karen requested Erica to follow up with Mark Walker.

Incidents / Injuries

- Fall from a ladder
 - Description: Employee was working overhead from an 8' ladder. While standing on the second from top rung of the ladder, they reached for a tool in the ceiling, and the ladder tilted on one leg and spun away from them causing them to fall.

- Follow-up:
 - Employee was working alone, called for help with the task, but no one was available. Employee felt pressured to complete the task.
 - Ladder was oriented so the employee had to reach 90 degrees to their right; there was limited space next to the wall; the ladder could not be placed to work straight above.
 - Incident took place close to the end of the employee's shift.
 - Employee noted that a tool belt would have obstructed their access.
 - Ladder was inspected and not damaged; the ladder was rated for 250 lbs.
- Corrective Actions:
 - Check in with the supervisor when help is unavailable to determine if the work must be completed or can wait. This was a two-person task; wait until someone else is available to assist.
 - Consider task creep and fatigue level of workers near the end of the shift.
 - Use a heavier duty, higher rated ladder. The department is looking into obtaining a 6' platform ladder.

Campus Safety Committee Update

- Erica was not present to provide an update.

Safety Committee Inspection

- Inspection of the SMSU sub-basement:
 - Surplus materials and furniture need to be removed from many spaces throughout the sub-basement. EHS will be scheduling walkthroughs with the departments to review the specific storage spaces.
 - Electrical room needs materials removed, safety signage added, padding around electrical lines, and secure doors.
 - Other findings: pad overhead hazards, replace burned out lights, shelves need bracing, electrical boxes need covers, damaged ACM insulation, remove wooden ladders, exit signage needed, blocked exit at janitorial closet one floor above.
- The next inspection is April 16, 2024.

Rounds / New Safety Concerns

- Mark
 - Be careful not to burn yourself when preparing steak for your Valentine's Day individual.
- Dirk
 - Slipped at home on some moss. Even if it's not icy, watch out for moss. It is slippery.
- Jonathan
 - Nothing to report.
- Kevin
 - Nothing to report.
- Yuna

- Make sure you're taking care of yourself mentally and sleepwise; stay present. Injuries can occur if you're not alert.
- Houston
 - Wear your gloves on a worksite; replace as needed.
- Aaron
 - Nothing to report.
- Joe
 - SRTC crane pick on 2/14/2024 for the new generator. 11th will be closed between SRTC and Blumel. The generator is going to serve VSC and Blumel.
- Mitch
 - Stay hydrated; it can help you to think straight and will make you less accident prone. Hydration is important year-round.
- Karen
 - Safety helmets - Karen is contacting Swinerton to determine the Art & Design building construction requirements, then she will finalize the guidance document. Safety helmets are required on the VSC site, but if you do not go onsite often, then they will provide you with one, or meetings can be set after working hours.
 - Landscape yard is progressing along. The canopy for the dumpsters is going in, fencing is close to done, the trash compactor arrives next week, and yellow striping is on its way.
 - Parkway demo site - progress, getting close to being filled
 - Inclement weather - lessons learned and safety concerns
 - Ice melt training may be needed for UHRL staff regarding how much to apply. Suggestion to create a poster for ice melt spreading guidance. Karen will check in with FPM.

Action Items

- Karen: Experience Modification Ratings (EMR) for contractors. Karen will reach out to Contracts to start gathering information, then Karen will schedule a meeting with CPC/EHS.
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- Karen/Jeff: Leased space contractors. Work with Laverne and Contracts on the contract language used to ensure everything is installed to code. To be discussed at EHS/FPM meeting on 2/20/24
- Karen/Joe: UPH generator update
- EHS/Jeff: Space heater update.
- EHS/FPM: Review the policies for electricians only in breaker panels. To be discussed at the EHS/FPM meeting on 2/20/24.
- Karen/Joe: 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: Check in with FPM about ice melt training and guidance for UHRL staff.

Meeting Adjourned

Time: 11:00

Next Meeting

Date: 3/12/2024

Time: 10:00 am

Location: Google Meet (remote)
and in person

Next Inspection

Date: April 16, 2024

Time: 8:00 am

Location: TBA

- 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.