

## 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] Jeff Rook, EHS Director  
[ ] Max Jacobs-Swerbilov, EHS Temp. Worker

### Meeting Call to Order

Date: 3/19/2024

Time: 10:00 am

Location: USB 202 Stumptown  
Conference Room

### 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: 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.
  - Update: Pending, tracking
- 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.

- Update: Pending, tracking
- 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
  - Update: This was discussed with Heather and Cary. Cary and Heather will work with Laverne on the contract language to ensure all work is installed to code.
- Karen/Joe: UPH generator update
  - Update: Joe reported that the generator exhaust line was assessed by the contractor. A new exhaust line will need to be installed out the side of the building and then straight up the side of the building. Waiting for funding approval. The contractor has already reached out to the City about height requirements and any variances needed.
- EHS/Jeff: Space heater update.
  - Update: The Fire and Life Safety page has been updated to include a [Portable Space Heater](#) page with information from the Fire Prevention Program. Language was added, “Reach out to FPM via the [Work Control Center portal](#) for any building temperature concerns and for space heater approvals.”
  - Jeff reported that EHS, FPM, and Sustainability are going to push a message out to the PSU community regarding space heaters.
  - More guidance documents are coming to the Fire Prevention site. Everything will migrate to the EHS website. Karen will share the site with the safety committee when it’s updated to make sure it is user friendly.
- EHS/FPM: Review the policies for electricians only in breaker panels. To be discussed at the EHS/FPM meeting on 2/20/24.
  - Update: This was discussed with Heather and Cary. Cary will be following up further with George to ensure that George and Cary are notified if this type of situation occurs so that they can address it with the individual or department, as needed.
  - Joe reported that there is a hole next to the lock on the SMSU electrical panels that were retrofitted with locks. There were three total by the SMSU VRC. Karen will assess.
  - Yuna reported that someone damaged a panel cover in a housing building when they were flipping a breaker. Jeff provided guidance for Yuna to work with Mitchell and UHRL on possible Code of Conduct violations and/or monetary charges to the individual who caused the damage.
  - Questions: Can Housing staff reset breakers in Housing buildings? Is it electricians only, trained individuals, or authorized persons only? Housing staff also change fuses in Blackstone. Aaron added that this happens at the hotel too. Is training required on how to reset breakers and change fuses? Karen will check in with Cary and George.

- 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.
  - Discussion: How to promote knowledge about FPM, CPC, and EHS and how we support safety for our campus community. Who to call if there are questions.
    - FPM has an internal site that has a FPM Staff Directory with photos of each person, their title, and which crew they work for. You can check with the Work Control Center if you need access to the internal site. CPC has their staff listed on their [CPC public site](#). [EHS Contact Page](#) is in the process of being updated.
    - From the FPM website, the PSU community can reach the [Work Control Center site](#) and [Customer Request Portal](#). At the bottom on the page, is the Help Email, [2fix@pdx.edu](mailto:2fix@pdx.edu), and Help Number: 503-725-2349. Safety committee members can help get the word out to our PSU community about this resource.
    - Suggestion from the committee is to add language similar to, “Still Can’t Find What You Need?” above the email and phone number, and to make the font bigger for the email and phone number. Karen will reach out to Sarah regarding this suggestion.
  - Karen: Check in with FPM about ice melt training and guidance for UHRL staff.
    - Update: This information was shared with Heather, as well as the suggestion to create a guidance poster similar to the powerpoint training.

## Incidents / Injuries

- Contractor silica incident
  - Description: Visible silica dust was observed where a contractor was grinding mortar. EHS reached out to the Project Manager. Work was stopped until appropriate silica control measures were put into place. The contractor had submitted a silica exposure control plan for this work. Anytime visible silica dust is observed, work should be stopped and reassessed to determine if the control method is adequate, i.e., does equipment need to be maintained (leaks, full bags, pinched hoses).
    - Joe noted the importance of watching contractors when they first start their work to ensure control methods are adequate.
- Asbestos-containing material discovered on project
  - Description: Employee was removing metal cleat strips from a wall behind a projection screen. Supervisor was checking in on the work progress and observed glue dots on the wall where the cleats had been removed. The glue dots appeared to be the same asbestos-containing glue dots that had been removed by an abatement contractor from the same wall. The supervisor stopped work and called the project manager.
  - Follow-up:



- An abatement contractor had removed acoustic insulation and asbestos-containing glue dots from the wall behind the projector screen. The glue dots behind the cleat were an unknown and unforeseen condition, as the cleats had been nailed and screwed into the wall, and the insulation was cut to go around the cleats.
  - A pre-construction meeting had taken place to discuss the project scope and project safety. Discussion included asbestos-containing material (glue dots) that were found and removed by an abatement contractor. The clearance monitoring report was discussed and posted on the wall in Room 90, near the projection screen.
  - The EHS sampling report with photos of the asbestos-containing material was not available during the kickoff meeting. It was posted after the kickoff meeting on the wall in the work area. Employee stated that they did not look at the report that was posted on the wall.
  - Employee had recently completed asbestos awareness training. Employee stated that they had a preconception that asbestos-containing materials are insulation-type materials.
- Contributing Factors:
- Employee was late to the pre-construction meeting when safety and the recent asbestos abatement project had already been discussed.
  - It was not anticipated to find glue used in addition to nails and screws to attach the cleats to the wall.
- Root cause:
- Unforeseen conditions
  - Lack of knowledge and information
- Lessons Learned:
- Cleats should have been removed by the abatement contractor.
- Corrective Actions (These were all discussed during the CPC staff meeting as well):
- Abatement contractor to be scheduled to come out and remove remaining cleats and glue dots.
  - Continue to reinforce that if any suspect materials are identified during demo, to stop work and reach out to the supervisor and the project manager. There can be unknown and unseen conditions.
  - Continue to bring up any questions or concerns about suspect materials during the pre-construction meeting.
  - Review with EHS the scope of asbestos awareness training as it relates to types of asbestos-containing materials, specifically glue dots. Ensure photos of glue dots seen on campus are included in the training.
  - Ensure that the EHS asbestos sampling report with photos is available at pre-construction meetings and shared with the crew, then posted.
  - CPC to add bulleted items to pre-construction/kickoff meeting agenda: Review EHS sampling report and photos; discuss what was abated, if applicable.



- Anyone not at the kickoff meeting needs to review the safety plan and asbestos reports with the Project Manager. Site orientation is required for any new worker coming onto the jobsite. CPC to post meeting minutes with signoff on the board, with additional area for sign off for any new workers.

## Campus Safety Committee Update

- Jeff reported that there are multiple building inspections tomorrow, including Honors House, ITECK, and Hoffman Hall.
- COVID supplies - Jeff reported that there are lots of supplies remaining in the USB Storeroom. Messaging will be going out through *The Currently* to let departments know that supplies are still available, including hand sanitizer, disinfectant wipes, and KN95s.

## Safety Committee Inspection

- The next inspection is April 16, 2024.

## Stryker Evacuation Chair Training

- Jeff provided training to the safety committee members on use of the Stryker Evacuation chairs.

## Rounds / New Safety Concerns

- Mark
  - We are currently having nice weather. There are more people in the Park Blocks, be aware of pedestrians.
- Dirk
  - Nothing to report.
- Jonathan
  - Nothing to report.
- Kevin
  - Biannual reminder, as temperatures change, air pressure can change and cause doors to not shut and lock. Reach out to the lockshop, as needed.
- Mitch
  - Be sure to remember sunscreen!
- Yuna
  - Hydration is important year round. Sleep is important too.
- Houston
  - Nothing to report.
- Aaron
  - Nothing to report.
- Joe
  - People are still adjusting to the time change with daylight savings.
- Jeff
  - EHS is hosting Safety Break on May 8th at the Campus Public Safety training room from 9-11. Safety Break is an annual Oregon event to take a break and focus on workplace safety. We will also be recognizing safety committee members. Activities will include fire extinguisher training, Stryker evacuation chair training, and a show and tell of air monitoring equipment.

- There was a DEQ inspection of underground storage tanks. PSU was cited and is working through correcting items. Underground storage tank training of some staff was required and has been completed.
- Fire Prevention Coordinator position - EHS is in the process of hiring.
- Hot work permits - reach out to [EHS-group@pdx.edu](mailto:EHS-group@pdx.edu).
- Karen and Jeff will be out during spring break. Reach out to Tim Wright for hot work permits or system impairments.
- There was an incident early in the morning on 3/14 where Portland Fire responded to a fire, including a hazmat team. EHS and FPM are following up.
- Karen
  - March is Ladder Safety Month
    - Training has been assigned in Safety Skills. Please log in and check your assigned training.
  - Today at Market and 10th, a tree will be removed, along with stump grinding.

## Action Items

- Karen: SMSU electrical panel assessment - At the last meeting, Joe reported that there is a hole next to the lock on the SMSU electrical panels that were retrofitted with locks. There were three total by the SMSU VRC. Karen will assess and review with George.
- Karen: Non-electricians access to electrical panels - At the last meeting, there were questions posed about access to electrical panels. Questions: Can Housing staff reset breakers in Housing buildings? Is it electricians only, trained individuals, or authorized persons only? Housing staff also change fuses in Blackstone. Aaron added that this happens at the hotel too. Is training required on how to reset breakers and change fuses? Karen will check in with Cary and George.
- Karen: Reach out to Sarah Johnston about the suggestion from the committee to add language similar to, "Still Can't Find What You Need?" above the email and phone number, and to make the font bigger for the email and phone number.

## Meeting Adjourned

Time: 11:30

## Next Meeting

Date: 4/9/2024

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.
- Pending/Tracking (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/Tracking (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. On hold until the Fire Prevention Coordinator is onboard and the website has been updated.
- Pending/Tracking (EHS): More guidance documents are coming to the Fire Prevention site. Everything will migrate to the EHS website. Karen will share the site with the safety committee when it's updated to make sure it is user friendly.