

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
[] 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
[P] Mitch Myers, FPM Building Maintenance

[P] Houston Mills, FPM In-House Construction
[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:

[P] Erica Hunsberger, EHS Specialist
[] Jeff Rook, EHS Director
EHS Student Workers

Meeting Call to Order

Date: 4/16/2024

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.
- A replacement is needed for the Electrical crew safety committee representative.

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: 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.
 - Update: Pending
- Karen: Non-electricians access to electrical panels -
 - At the last meeting, there were questions posed about access to electrical panels: 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.

- Update: A meeting is scheduled for this discussion on April 30th.

- Karen: Suggestions for the FPM Customer Request Portal -
 - Reach out to Sarah Johnston 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.
 - Update: Karen reached out to Sarah. Sarah agreed that this is a great suggestion, and updates have been made to the site. Also, information went out in this week’s Currently on how to submit a work order to FPM and how to opt in for impact notices.

Incidents / Injuries

- Contractor safety
 - It was reported by an FPM employee that a contractor was working with a boom lift with a flat tire. Work was stopped until the boom lift tire was repaired.
 - Also, EHS is working with a contractor to ensure that an appropriate fall protection plan is in place and reviewed prior to start of work. This is a good reminder for everyone that submitted safety plans need to be reviewed and approved by EHS prior to start of work.

Campus Safety Committee Update

- Last week, Tiara gave a presentation on emergency procedures. There were a lot of questions and discussion at the meeting. People are wondering about their individual responsibilities. Which buildings are more earthquake prepared? They are thinking of having someone from the Campus Planning Office come and talk about different buildings.
- Workplace safety inspections of HH and UH.
 - HH attic space had improperly stored chemicals, multiple lights out, and signage issues.
 - EHS is working with FPM on finding a chemical cabinet for the chemicals and proper labeling.
 - UH had seismic bracing issues, a fire extinguisher removed, blocked panels, and a wood ladder needs removal.

Safety Committee Inspection

- The next inspection is April 23, 2024 at 8:00am.
- Discussed possible locations: UCB parking garage (four levels). Karen will update the meeting invite with the location.

Safety Break

Date: May 8, 2024
Room

Time: 9-11:00 am

Location: CPS Training

- Please spread the word to your crews and encourage student workers to attend.
- Post Safety Break posters in your work areas.
- There will be an acknowledgement and thank you of safety committee members at the event, around 10:00.
- Discussion: Would the safety committee like to have a table at the event and be present to answer questions and gather information about any safety concerns.
 - Yes, committee members would like to have a table.

Rounds / New Safety Concerns

- Dirk
 - Take care of yourselves, and wash your hands. There are many sick people right now.
- Mitch
 - Mental health reminders - give yourself breaks, take breaks from social media, and try to enjoy the beautiful weather.
- Jonathan
 - Surplus COVID supplies are available to take freely at the Mailroom from a cart. There is also a Purell refill station.
- Todd
 - Team is working on removing digital phones and transitioning to Google phones. His team is very busy right now.
- Kevin
 - Key tracer is finally online. Let teams know that soon there will be an option for picking up your GGM ring from the keybox downstairs in USB. Reach out to the Lockshop if you are interested in being included in the pilot project.
- Houston
 - Watch your footing. Make sure you have a good clear space for yourself when working. He was working on installing plexiglass on the Reuse center window, and had to clear a space for work for the ladder and around the base.
- Aaron
 - Everyone is working safely, no injuries to report.
- Yuna
 - Make sure that you are paying attention to your mental health. Upcoming summer housing blasts can be chaotic. Take your time.
- Ritchie
 - Nothing to report
- Erica
 - Completion of ladder safety training: some people are still pending; all of the committee has completed training.
- Karen - Update on construction projects with safety and security improvements:

- Landscape yard is close to completion with access control, improved security fence, improved access to dumpsters, new trash compactor, improved lighting, security cameras, equipment storage area and conexes
- EB rooftop fall protection installation is close to completion; punch list walk soon
- Urban roof project this summer will include fall protection in additional areas
- SRTC 3rd floor north patio project has raised the railing height and will open soon for building occupants
- VSC project includes raising guardrail height for fall protection and installation of window washing anchor points for rope descent work
- Blumel old trash enclosure, which was a security concern, has been lowered and now provides a seating area
- Honors House security project is complete with security fence, new raised railing at back porch, and new steps/railing from the basement
- USB lighting project will improve lighting and add emergency lighting

Action Items

- Karen: SMSU electrical panel assessment -
 - At a past 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 a past meeting, there were questions posed about access to electrical panels: 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? There is a meeting scheduled to discuss this.

Meeting Adjourned

Time: 10:40

Next Meeting

Date: 5/14/2024

Time: 10:00 am

Location: Google Meet (remote)
and in person

Next Inspection

Date: April 23, 2024

Time: 8:00 am

Location: UCB Parking Garage

- 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.