

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
[] 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] Jon Morgan, FPM Electrical
[P] Kevin Reed, FPM Lockshop
[P] Jonathan Ledbetter, Materials Management Services
[P] Dirk Theisen, FPM Mechanical Systems Manager
[P] Gabe Christian, OIT Academic Technology Services

Ad Hoc:

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

Meeting Call to Order

Date: 5/21/2024

Time: 10:30 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.
- Welcome new safety committee member, Jon Morgan, representing the FPM Electrical crew!
- Thanks to Mitch for his service on the committee! A new representative will be needed for FPM 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

- 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.

- Discussed at the meeting. The panels are much better now that they are lockable, but there is a concern that someone could stick something into the hole. Would it create a hazard? Does the cover meet code if it has a small hole in it? Jon will assess them with Karen.
- 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.
 - Update: Meeting is being rescheduled. Joe Wuest requested to be included in the meeting.

Incidents / Injuries

- Equipment moving injury -
 - Description: Employee was moving a cabinet with a dolly. While walking backwards, they slipped and the cabinet fell on their shin, resulting in an abrasion/bruise to their shin.
 - Follow-up: The metal filing cabinet, 6'x2'x2', was emptied, and the drawers were secured to prevent them from opening. Per employee, the dolly was the appropriate size for the equipment. A wood walking surface with dirt and rust created a slippery surface.
 - Corrective actions: Seek assistance, when needed, to move large items. Slow down when moving equipment. This is a good reminder for all to be aware of your surroundings.

Campus Safety Committee Update

- No update today, Erica is in training

Safety Committee Inspection

- The next inspection was rescheduled due to staff being busy with protest support. The new date and time is May 30, 2024 at 8:00am.
- Location: UCB parking garage (four levels). Karen will update the meeting invite with the location and new date.

Rounds / New Safety Concerns

- Dirk
 - Safety starts with you and thinking through things. Stay engaged with your work and your surroundings.
- Mitch
 - There's a cold going around. Remember to wash your hands, take vitamins, and cover your nose if you sneeze.
- Jonathan



- Remind your co-workers that, when exiting parking garages, you must stop at the line before entering the sidewalk.
- Todd
 - Mental health awareness packet received – it's been stressful on campus, so remember to step back, take a walk, and be mindful of your mental health.
 - Thursday, May 17th – Protestors gathered outside RMNC, what was the outcome?
 - Mitch reported it resulted in paint and graffiti cleanup at RMNC.
- Kevin
 - Nothing to report
- Houston
 - The lock on the construction dumpster went missing again, and part of the chain was also missing.
 - Reach out to Brandon if the lock is missing or if damage to the chain is noted again.
 - The dumpster is still located behind the Science building, but will be moving to the landscape yard soon.
- Jon
 - Will be assessing the electrical panel covers in SMSU this week.
- Yuna
 - A window was broken at Little Vikings over the weekend. What is the process for notifying them? On-Call did not know – may need to add to the On-Call binder.
 - A work order can be put in for cleanup; add to the work order that you don't know how to reach out to Little Vikings.
 - FPM binder has a list of contacts – what does Housing have in their book?
 - Discussion: Employees need to know proper reporting and who to contact when incidents occur. Ensure you reach out to CPSO, and call the FPM On-Call team when needed. Karen will discuss with Cary and Heather today during the EHS-FPM check-in meeting.
- Joe
 - May is Mental Health Awareness month. Take care of your mental health, process your emotions, talk to someone, and seek therapy, if needed. Be mindful, it's very important.
- Gabe
 - Projects are picking up coming into summer – Spring term ends 6/14.
 - Thank you to everyone working on the Millar Library cleanup.
 - PBOT SW 4th Avenue Improvement Project -
 - What does it include for safety improvements?
 - Includes safer crosswalks, upgraded ADA curb ramps, new protected bikeway, better street lighting, repaving, a new traffic signal at SW Fourth Avenue and College Street, and a business access and transit lane.
 - The committee watched the [project video flythrough](#). Joe added that you can also sign up for PBOT alerts.
- Karen
 - Safety Break debrief -
 - The hazcom identification game was good.
 - Student workers were brought.
 - A Stryker chair demo would have been good to include.
 - A slideshow would be good to have pictures. Karen noted this was done in the past and EHS could put these together again.
 - Heat illness training -

- Canvas training shows 2023, but you can go ahead and take it. Review the modules, click the Take the Quiz Again button, and complete the survey at the end. It will record your completion for 2024 with a timestamp.
- Acclimatization is difficult with our changing temperatures. When the temperature rises again, take the time you need to acclimate, take breaks, and drink water.
- The Committee requested fire extinguisher training for the committee and FPM staff.
- ML cleanup -
 - Two fire extinguishers had been discharged. Discussed proper cleanup with the response crews. Fire extinguisher dry chemicals can be an irritant; wear safety glasses, gloves and an N95 respirator. Use a HEPA vacuum for clean-up, and wipe down hard surfaces.
 - Thanks to Kevin for assistance at the library in opening windows when graffiti cleanup materials were in use.
- The traffic/street closure on 4th may be impacting travel around campus.
- The landscape yard is close to opening. Safety training will be provided to FPM managers for proper operation of the compactor, and Relay has already received the training. In-house construction will be getting a site orientation as well.

Action Items

- Karen/Jon: SMSU electrical panel assessment -
 - 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. There is a concern that someone could stick something into the hole. Would it create a hazard? Does the cover meet code if it has a small hole in it? Jon and Karen will assess them.
- Karen: Non-electricians access to electrical panels -
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Meeting Adjourned

Time: 11:45

Next Meeting

Date: 6/11/2024

Time: 10:00 am

Location: Google Meet (remote)
and in person

Next Inspection

Date: May 30, 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 also 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.