

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
- [P] Todd King, OIT Project Infrastructure Manager
- [P] Yuna Noln, FPM Housing Maintenance
- [P] Richie Segura, FPM Mechanical Systems
- [P] Gail Hamilton, FPM In-House Construction Manager
- [] Vacant, FPM Building Maintenance
- [] Houston Mills, FPM In-House Construction

- [P] Jon Morgan, FPM Electrical
- [] Kevin Reed, FPM Lockshop
- [] 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
- [P] Nikki Ludd, Fire Prevention Coordinator
- [] Jeff Rook, EHS Director
- EHS Student Workers

Meeting Call to Order

Date: 6/11/2024

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 Nikki Ludd, EHS' new Fire Prevention Coordinator!

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/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.

- Update: Jon assessed the panels in the basement. He closed the one across from the VA office at the bottom of the stairs, using a 1" knockout seal to cover it. The holes do not pose a major safety risk, even if people do stick objects in them, as the panels are designed so you can't penetrate the plane. There is no real danger of coming into contact with energized parts.
- 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: Jon has been discussing this with George. Housing staff can reset any residential breaker and change fuses. George and Jon can provide training, as needed.
 - The meeting is scheduled for June 20th, and this will be discussed further and information provided at the next committee meeting.

Incidents / Injuries

- Injury during protest support
 - Description: While climbing into the Bobcat front loader, the employee's foot slipped at the entry point, injuring their knee. Employee was moving a dumpster with the front loader.
 - Follow-up: The Bobcat was positioned differently due to the weight of the dumpster, impacting normal entry/body mechanics. Employee used three points of contact to enter.
 - Contributing factors:
 - The Bobcat was bent forward due to the weight of the dumpster, and was the wrong piece of equipment for the task. The dumpster was too heavy to be moved by the Bobcat.
 - Protest and police activity
 - Police wanted the dumpster moved ASAP
 - Slippery surface at entry point
 - Employee was called back in twice that day to assist with moving the dumpster, after they had left earlier in the day. The incident occurred the second time they responded onsite at 7pm; the employee's work day had started at 6:30am.
 - Corrective actions:
 - Discussion: This was difficult to assess, given the police and protest activity taking place at the time of the incident.
 - Use the correct piece of equipment, rated for the load, to move materials.

- Near miss during fire sprinkler work
 - Description: Contractor was removing a section of fire sprinkler pipe and capping it off. After work was completed, potential asbestos-containing material was noted on the floor and above the grid. It was also observed that the area above the grid was scraped.
 - Follow-up:
 - Project manager reached out to EHS to obtain a sample of the material. The material was found to be negative for asbestos.
 - Project manager was not notified of damage by the contractor.
 - Corrective Actions:
 - Schedule a pre-con meeting with EHS to review and assess any potential asbestos-containing materials that might be disturbed in the area prior to start of work.
 - Ensure EHS is notified of any fire system impairments.
- Near miss during light installation
 - Description: Holes were drilled into the ceiling to install two light fixtures. This work was completed in a building where adjacent areas had asbestos-containing material in wall texture and ceiling tile glue dots. Work was completed prior to confirmation from EHS regarding the building material and discussion of appropriate work methods.
 - Follow-up:
 - Work was performed by the employee using work methods, presuming the materials were asbestos-containing.
 - Text message was ambiguous regarding the status of the followup with EHS.
 - Corrective Actions:
 - Pre-task plans should be completed and reviewed with EHS for any unique tasks and work methods that are not regularly performed.
 - Improve communication regarding status of work. Ensure work tasks are assigned by the Supervisor.
 - Discussion and questions:
 - A safety committee member noted they receive many work orders. Do they need to reach out to EHS for all work orders that impact building materials?
 - Process: Review the building surveys to identify if asbestos is present in the building materials that will be disturbed. If there are no results available for the particular material, reach out to EHS to collect samples.

- Karen will set up a meeting to discuss procedures and safety protocols with the crew and supervisor to ensure they are familiar with the safety procedures.

Campus Safety Committee Update

- Not present - no update

Safety Committee Inspection

- UCB parking garage and mechanical spaces were inspected May 30, 2024 at 8:00am. Thank you Aaron and Jonathan for assisting with the inspection. Items found included:
 - Missing machine guards, presence of trip hazards, improved exit signage is needed, shelving needs to be secured, two fire extinguishers need to be replaced, eyewash needs to have an inspection tag/ensure it's on the inspection list, and furniture needs to be removed from an electrical room.

Rounds / New Safety Concerns

- Gail
 - Landscape yard dumpsters - Gail has directed his crew to dump in materials from the backside since there is a gap between the ramp and the dumpster. Q - Are crews allowed to be using them? If not, should they be put back outside the landscape yard?
 - Karen will reach out to Brandon to check on the status.
 - Karen provided an update to the committee on the landscape yard dumpsters. There is currently a gap between the dumpsters and the ramp. CPC is working on finding a contractor to install a platform of some type to bridge the gap and add a toe kick. There is an additional gap at the front of the dumpsters, as the incorrect size dumpster was delivered.
 - Karen will reach out to Brandon to check on the status of the dumpster delivery.
- Dirk
 - Nothing to report
- Todd
 - Leaving PS1 yesterday, someone had hit a sign, which was left hanging, supported by metal wire. Aaron noted that Shane was already addressing this.
- Aaron
 - Curious about a recent incident involving a forklift; was EHS aware?
 - Karen reported that there was a non-injury incident that involved damage to a motorcycle. This is being handled as a risk claim through Don Johansen.
 - Karen will reach out to complete an incident review with the crew to discuss lessons learned.
- Yuna
 - Window board-up training to be rescheduled. Gail noted the most important thing is that fasteners need to be on the inside not the outside, so that they cannot be removed by someone.
 - Discussion: There are still questions about how the two One-Call groups interact.
 - Karen will reach out to Mitchell and Cary to discuss and coordinate.
 - Remember to drink water - This is important all the time, even outside of heat events. Stay hydrated.
- Joe
 - Remember sunscreen, shade, and water – all important to remember when working on house projects.



- Personal safety example: Joe was putting together a trampoline with tension rods, and instructions noted to keep them away from your face. What's common sense to one person, may not be common sense to another. Remember to read all safety instructions.
- Update on UPH generator exhaust: Aaron said it's almost done, the exhaust is intact, and the only task left is painting.
- Ondine electrical shutdown is next Thursday.
- SMSU electrical shutdown on July 2nd - 3rd. There will be a full building shutdown, it will be unoccupied and locked, with limited access to essential personnel.
- Ritchie
 - Nothing to report
- Jon
 - Heat pump on the dishwasher blew up at Victors last week while Chartwells staff were cleaning water off the floor.
 - Water may have gotten in through the louvers on the side of the equipment, it was found filled with water. Fuses are burned up.
 - Performed lockout tagout and disconnected the power. It killed the main to the whole panel, shutting down all the hood fans so they couldn't cook. The part that failed is just two months past warranty. 277 circuit, 60 amps.
 - Dishwasher is not currently working, and they are using a bleach solution instead of heat to sterilize. The Chartwells employees reported it was an arc flash.
 - Karen will schedule a debrief with Housing- Mitchell, FPM Electrical, Nikki, and Chartwells.
- Gabe
 - OIT has been moving a lot of large equipment and racks. Be mindful of ergonomics - get things at a comfortable level with no awkward positions. OIT-AV has two tools for lifting equipment, a material lift for lifting displays and a cabinet lift.
- Nikki
 - Fire Marshal inspections are underway. Working to catch up on past inspections.
 - Cintas will be tagging fire extinguishers for 2024.
 - While walking buildings, Nikki has encountered some fire extinguishers that were out-of-date. Let Nikki know if you find older extinguishers and she will change them out.
 - Shelves above 4' need to be secured to the walls. In SMSU and Viking Pavilion/Stott Center, Nikki has had conversations with staff. If you see any in offices across campus that need shelves secured, let the staff know to put in a work order, or let Nikki know and she will address it with staff.
 - Remember to maintain means of egress. Keep an eye on dark corners/hallways, as furniture gets pushed into hallways and trash collects. If you encounter it, let Nikki know. Nikki can tag it and reach out to the department or student group.
 - For the 4th of July - Be mindful of dry grassy areas and potential fire hazards.
 - For any code enforcement questions, reach out to Nikki.
 - Regular office hours are M-F 8:30-5.
- Karen
 - The VSC project is wrapping up in July.
 - The Art & Design building project is scheduled to start in August.
 - King Albert and Parkway demos are getting wrapped up. They will be keeping a construction fence around Parkway. For King Albert, the fence will be removed when done, with signage to keep off the lawn while the grass grows.
 - Landscape yard is working through punch list items, and the temp yard will be gone soon.

- SEH will have a fence surrounding it this summer during the window replacement project. Project Manager is Chris Hammond, contractor is Artis.
- Millar Library cleanup is underway, with a planned fall opening.
- Many summer projects are ramping up. Remember to submit safety plans to EHS for review.

Action Items

- 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 for June 20th to discuss this.
- Karen: Process to assess building materials/asbestos sampling prior to completing tasks that impact building materials. Discuss with the electrical crew.
- Karen: Update on landscape yard dumpsters and punch list. Work method until final corrections to ramp are completed.

Meeting Adjourned

Time: 11:45

Next Meeting

Date: 7/9/2024

Time: 10:00 am

Location: Google Meet (remote)
and in person

Next Inspection

Date: July 16, 2024

Time: 8:00 am

Location: TBD

- 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.