

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

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

Meeting Call to Order

Date: 7/9/2024

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: 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: George, Mitchell, Cary, Aaron, Loni, Karen, and Joe met and discussed these questions, with discussion summarized below.
 - If staff have completed general electrical safety training and are full time staff, they can reset breakers. Breakers trip when there are overloads or shorts. When there is a short or a ground fault, the breaker will immediately flip again, and in that case, staff should contact FPM Electrical. Maintenance staff is trained on lockout/tagout process, which they should be doing on panels that FPM Electrical needs to check. Aaron noted that UP staff are not trained on lockout/tagout; Karen/Erica to follow-up.
 - UHRL no longer allows Resident Advisors to flip breakers, and the contract notes that students should submit work orders if they have issues with breakers in their rooms.
 - Public panels should be locked, but those in rooms are not. Mitchell will be checking in with UHRL to consider adding stickers on panels in rooms, stating they should put in work orders.
 - Erica - Make sure there isn't too long of a gap for general electrical safety training to prevent issues.
 - If you want more training on breakers, changing fuses, etc., reach out to Jon and George and they can provide training.
- Karen: Process to assess building materials/asbestos sampling prior to completing tasks that impact building materials. Discuss with the electrical crew.
 - Karen sent an email to George. Crews have been correctly following the process since this initial issue.
- Karen: Update on landscape yard dumpsters and punch list. Work method until final corrections to ramp are completed.
 - Dumpsters don't fit the way they should, they should fit flush with the walking path and ramp. They were originally designed for a particular dumpster model, but there were not enough to meet this requirement.
 - The dumpster guides will be adjusted to accommodate the dumpster that is there. CPC has a proposal from a contractor to extend the ramp, add a toe kick, and install an optional railing.
 - Brandon is working with the hauler on the dumpster guides. Quinn is the point of contact for the landscape yard punchlist. Steve is the contact for the transfer to the permanent landscape yard.

Incidents / Injuries

- Forklift operation
 - Description: Employee was operating a Bobcat skid steer with forks on the front. They had loaded a piece of equipment (metal cabinet, 4x4x3) on the Bobcat and were moving it from the temp landscape yard to the Landscape yard by PSC. As they were moving the equipment, they hit a motorcycle that was parked near the area and knocked it over.

- Follow-up:
 - Employee had not received forklift training.
 - Employee had not received formal training on the use of the skid-steer.
 - EHS was not aware that the employee had changed work status, and would need additional training.
 - The motorcycle was not parked in any marked parking space, in an undesignated parking location.
 - Employee stated they did not see the motorcycle until they hit it. Operator's field of vision was obstructed by the load being hauled. A spotter was not used.
 - It was discussed that this was the correct piece of equipment for the move to get it out of the yard, as there was an uneven surface. Then, they could have used a regular forklift or MM truck to get it to the Landscape yard.
- Lessons Learned: Complete pre-task plan/discussion prior to moving equipment. Walk the route. Use trained spotters, especially when the view is obstructed. Drive the forklift backwards when view is obstructed.
- Contributing Factor: Rushed - Very little notice provided about the temporary yard needing to be emptied.
- Root Cause: Lack of knowledge and inadequate equipment training.
- Corrective Actions:
 - Ensure staff are trained in equipment prior to its use.
 - EHS to review training requirements for landscape equipment with CITE, including skid-steer loaders, and provide training, as needed.
 - Review the process for notifying EHS if an employee changes status, i.e., from temp worker or student worker to FTE, or changes shops, or has a change in work duties, as training needs may change. EHS discussed with FPM Leadership. Heather sent out an email to all FPM staff and will be discussing it with her management team.
- SEH fence closed
 - Description: Student moving out from SEH was locked in by the contractor's fence, chain, and lock. Contractor came back onsite and unlocked and moved the fence.
 - Follow-up: This was the last student who was to move out by the end of day that day. Contractor had not seen anyone all day and did not observe or hear anyone when they walked the building, prior to locking it at 3:15 pm. They were alerted at 4 that the student was unable to leave.
 - Lessons Learned: Contractor to obtain the all clear from UHRL, via the Project Manager, to ensure all residents have left the building and that they now have ownership of the site.
 - Corrective Actions:
 - PSU lock was placed so that essential PSU staff have access to the site, as needed.
 - Anyone going onsite needs to sign in/sign out with Artis.

- Access control to the site to be restricted to essential staff only, including the Honors classrooms.
- Ondine dishwasher booster heater - Update after Jon's report at last month's meeting
 - Description: As reported by kitchen staff, in the Ondine kitchen, a booster heater on a dishwasher blew up and there was an arc flash.
 - Follow-Up: Nikki assessed the equipment location onsite and discussed the incident with Chartwells' staff. Water was getting into the equipment. EHS discussed with Heather and Cary.
 - Corrective Actions:
 - Equipment was repaired by an outside contractor. They will provide a report from Safewell to EHS highlighting the repair work.
 - Cary will check in further with Jon Morgan and George on any changes that may be needed for safety (ex. proper signage, equipment location).
- Boom lift photo - Review and discuss hazards and corrective actions
 - Caution tape is being used instead of danger tape; include signage for the overhead hazard
 - Cone placed by base of boom lift was being pushed out by the boom lift base as it rotated
 - Inadequate barricade around the boom lift radius; cones only, needed danger tape as well
 - Fence at building exit was not preventing people exiting the building from walking under the overhead hazard
 - This serves as a reminder on how to set up perimeters, and the proper type of tape to use.

Campus Safety Committee Update

- A workplace safety inspection was conducted last week at SMSU. Almost all issues noted were problems with proper seismic bracing. Some issues with microwaves, coffee makers, and other appliances plugged into extension cords when they should be plugged into wall outlets, as well as daisy chaining.
- Next CSC meeting is tomorrow to discuss.

Safety Committee Inspection

- Next inspection will be July 16th at 8. Karen will come up with a location and add to the invite.
- Nikki has also been completing fire marshal inspections at SMSU, Peter Stott, FMH, and RMNC.

Rounds / New Safety Concerns

- Karen –
 - Heat Illness Prevention - How's it going for everyone?
 - Discussion: Going well. Remember to keep hydrated, seems to be more of an issue this year.
 - Sign up for alerts, both for weather and air quality. Ozone alerts are happening right now - remember to pay attention to this as well, not just particulates. Per the National Weather Service, there are both excessive heat and air quality warnings through this evening.
 - For Erica - The next time we update the heat illness prevention training, add ozone hazard information.

- Powered Industrial Truck Training and Spotter Training
 - Refer to recent email from Heather and Jeff. EHS is currently reviewing our training program for powered industrial trucks (forklifts, skid steers, etc...), and for the spotters who help operators maintain safety. EHS is updating training for spotters based on the training that Skanska provides to its employees.
 - In the coming months, EHS will be providing spotter training to everyone who works (or may work in the future) as a spotter.
 - EHS is also specifically looking into information on proper hand signaling. Anytime spotters are used, there should be a safety discussion regarding signaling and spotter placement prior to the task.
 - We want to ensure that everyone has the right safety training for the work they are doing. If you or someone on your team should have forklift training or other safety training, and you have not, please let your manager know right away or talk with EHS.
 - Specific job duties sometimes change over time or with changing positions. It is critical that our team members have the right safety training before performing new tasks with new hazards.
- Project Updates
 - The SEH renovation project is currently underway with fencing on the south and east. Westside will be closed as well in August. Reminder that anyone needing access to SEH needs to sign in/out with Artis. Dirk walked behind Hoffman and there was still access; Karen contacted Chris last week about this, and will check back in with Chris.
 - VSC opening is planned for fall
 - The KNGA fences should be coming down soon
 - Please reach out to Karen if you have pre-task safety plans to review.
 - Ensure there are heat considerations in the plans, for example, the Urban roofing project, if a contractor is working outside, ensure they have access to a cooling area.
 - Remember to ensure there is a designated spotter as needed.
- Dirk –
 - Nothing to report.
- Todd –
 - Millar update - Is there a timeline for the wall coming down at Millar?
 - Karen – Removal of the plywood will be an upper level decision. Currently there are two egress points through the south fence. EHS has been completing walks of the building, and have submitted an appeal to the fire marshall for the wall and fence. Library employees need access to assess damage for electronics, books, etc... soon. Remaining issues: Damaged door hardware and fire doors, interior graffiti. If you need to go into the library, reach out to the project manager, Jackson, or Steve. You also must sign in and out at the front entrance on the sign-in sheet.
 - Air Quality - There is considerable smog outside the Portland area – be aware of air quality.
- Houston –
 - Nothing to report.
- Kevin –
 - Troy is working on elevator access keying for VSC.
- Aaron –
 - Nothing to report.
- Joe (via Karen)



- UP generator exhaust repair is completed. In the generator room and electrical room, there was significant heat coming off of the exhaust; insulation has been added.
- Erica –
 - Monday morning on the 15th, there will be an email coming out about wildfire smoke. Also, the Canvas wildfire training will be coming out soon - make sure to look out for it and take it on a timely basis, given the start of wildfire season.

Action Items

- Karen/Erica - Follow-up with Aaron regarding lockout tagout training for his staff.
- Erica - General Electrical Safety training - Make sure there isn't too long of a gap for general electrical safety training to prevent issues.
- Erica - Heat Illness Prevention Training - Add ozone hazard information to the training.

Meeting Adjourned

Time: 11:00 AM

Next Meeting

Date: 8/13/2024

Time: 10:30 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.