

## 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 Nolin, FPM Housing Maintenance  
[ ] Richie Segura, FPM Mechanical Systems  
[ ] Gail Hamilton, FPM In-House Construction Manager  
[ ] Vacant, FPM Building Maintenance  
[ ] 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:

[P] Erica Hunsberger, EHS Specialist  
[ ] Nikki Ludd, Fire Prevention Coordinator  
[ ] Jeff Rook, EHS Director  
EHS Student Workers

### Meeting Call to Order

Date: 8/13/2024

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.

### 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 - Reviewed this information that was shared at the last safety committee meeting on 7/9/24.
  - 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? George, 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 UPH staff are not trained on lockout/tagout; Karen/Erica to follow-up.
  - Discussion at 8/13/24 meeting: Zone staff all have lockout tagout training, but do not have an electrical license and should only be resetting breakers, as needed. If breakers continue to have issues beyond the initial flip, staff should contact FPM Electrical. George and Jon are in communication with Aaron regularly regarding the breakers at UPH. Jon and George can provide additional training, as needed. Aaron noted, no additional training is needed at this time.
- 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.
  - Discussion at 8/13/24 meeting: Jon reported that In dorm rooms, there is often something covering the panel. There should be a 36" clearance around panels. Maintenance currently leaves notes when this happens, but this would be a good addition to the stickers.
    - Karen will reach out to Mitchell about adding this information to the proposed stickers.
- Erica - Make sure there isn't too long of a gap for general electrical safety training to prevent issues.
  - Discussion at 8/13/24 meeting: There is a Safety Skills electrical awareness training that staff can take to bridge the gap until the next in-person training, which is provided every three years. It needs to be taken into consideration the amount of training employees already have to complete, especially given that there are already some issues with completion of online training. This is an important reminder for why employees need to complete their training when they are hired. Given the 3 year gap between electrical training sessions, management tries to have frequent reminders on safety and best practices.
    - Karen will discuss with Heather and Cary the addition of this training for new employees.
- If you want more training on breakers, changing fuses, etc., reach out to Jon and George and they can provide training.

- Karen - Discuss process to assess building materials/asbestos sampling prior to completing tasks that impact building materials with the electrical crew. - Reviewed the information that was shared at the last safety committee meeting on 7/9/24.
  - Update 8/13/24 - Karen to set up a meeting to review the process further with Jon and George.
- Erica - Heat Illness Prevention Training - Add ozone hazard information to the training.
  - Erica will have this updated for next year's training.
  - Karen - Update the EHS heat illness prevention page with ozone health hazard information.

## Incidents / Injuries

- Landscape Yard dumpster
  - Description: Employee was using a hand winch on the metal dumpster. When they switched hands, the winch wasn't locked, and it spun and hit their arm.
  - Follow-Up: Follow-up to be scheduled with the employee. Karen to report findings at the next safety committee meeting.
- SEC renovation project
  - Incident review/lessons learned scheduled for this week with EHS, CPC, and contractor. Karen to report at the next safety committee meeting.

## Campus Safety Committee Update

- At the last meeting, members discussed their various projects around campus, and the recent building inspection results.
- Reviewed rules around space heaters, with a reminder to contact FPM if staff have issues with heating concerns before using a space heater.

## Safety Committee Inspection

- There will be an inspection on August 20th at 8 am. There are issues with conflicting schedules, so this may need to change.

## Rounds / New Safety Concerns

- Dirk -
  - Covid is currently surging, remember to be cautious and try to stay healthy.
- Jonathan -
  - Gloves, masks, wipes, and hand sanitizer are available for all departments and staff. Materials Management is working on pushing out supplies to campus.
- Todd -
  - VSC is opening to staff, with first move-ins happening Friday.
- Kevin -
  - Nothing to report.

- Aaron -
  - Team reports that they are also regularly having issues with the landscape yard dumpsters. The hand cranks and locks are problematic, with the locks and cables becoming damaged.
- Houston -
  - Absent today, but reported by email. I would like to report that people should be wary of the cranks on some of the new large dumpsters at the yard -- the gears do not lock unless you make sure to trip a latch on some of the cranks, which can create a hazard in which the open door slams closed. People should be advised to check the latch and always close the dumpsters slowly.
- Gabe -
  - Nothing to report.
- Erica -
  - Nothing to report.
- Jon -
  - Update on Ondine booster heater. It has remained in the same location, which is safe per the manufacturer. It tripped the breaker, as designed. Employees have been notified to not use as much water; clean less aggressively.
  - Be aware of your surroundings on campus. This morning he reported an individual to CPSO.
    - Karen and Nikki previously saw a problematic individual and contacted CPSO as well, and found the individual had already been excluded from campus due to prior incidents.
- Karen -
  - Be mindful of the VSC renovation, as there are still ladders, carts, and other moving supplies throughout the building. The building is still authorized personnel only. Grand opening is at the end of September.
  - Fences should be up for the Art and Design building project, with groundbreaking happening soon.
  - Millar Library update
    - Fences and plywood are being removed. The Library is still not open to campus; open to library staff only and PSU staff working to support the reopening. Front entrance is not open, use the back south entrance. Remember to keep doors locked and prevent others from entering.
    - Kevin added, the north and south stairwell entry doors have keyed alarms, you will need the 4 key to access them.
      - Karen will ask Joe Wuest to send out an email about how to access the stairwell doors.
    - Some of the projects remaining are interior graffiti removal, replacement of fire doors, and the Lockshop is working on door hardware repairs.
  - Ladder Safety - Remember to put a cone out when you are using a ladder to alert people that you are working, or a sign if working behind a door.

## Action Items

- Karen - Set up a meeting with Jon and George, FPM Electrical, to discuss the process to assess building materials for asbestos prior to completing tasks that impact building materials.
- Karen - Reach out to Mitchell about stickers for electrical panels in student housing. Verbiage to include: put in a work order for any panel issues, such as tripped breakers; maintain 36" clearance around panels.
- Karen - Discuss with Heather and Cary the safety committee's recommendation to include Safety Skills electrical awareness training for new staff to bridge the gap until the next in-person training.
- Karen - Update the EHS heat illness prevention page with ozone health hazard information.

- Karen - Ask Joe Wuest to send out an email to FPM, CPC, and OIT staff about the new keyed access for the ML stairwell security doors.
- Karen - Report on the landscape yard dumpster injury at the next meeting.
- Karen - Report on the SEC renovation project lessons learned meeting at the next safety committee meeting.

## Meeting Adjourned

Time: 11:25 AM

## Next Meeting

Date: 9/10/2024

Time: 10:30 am

Location: Google Meet (remote)  
and in person

## Next Inspection

Date: 8/20/2024

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.