

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

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

Ad Hoc:

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

Meeting Call to Order

Date: 9/10/2024

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, Pluto Simpson, representing 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 - 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.
 - Update: Done; Karen and Jeff met with Jon and George. They also met with the Building Maintenance crew to discuss the same topic. Some great suggestions have come from the crews

about this process which EHS and FPM are reviewing. For example, adding reports to AIM work orders. For any suggestions, contact EHS-group@pdx.edu. Josh Barber, our new EHS team member, will be assisting with asbestos sampling.

- 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.
 - Update: Karen sent an email to Mitchell with the added information.
- 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.
 - Update: Done; reviewed with Heather; EHS to move forward with this change.
- Karen - Update the EHS heat illness prevention page with ozone health hazard information.
 - Update: Done; ozone health hazard information has been added to the [EHS heat illness prevention page](#). Please note that there are currently no specific requirements from Oregon OSHA regarding ozone air quality events. This information is being provided to help better inform the PSU community when there are ozone alerts from DEQ.
- 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.
 - Update: Done; Joe sent out an email to staff.
- Karen - Report on the landscape yard dumpster injury at the next meeting.
 - Reported, see below.
- Karen - Report on the SEC renovation project lessons learned meeting at the next safety committee meeting. (see below)

Incidents / Injuries

- Landscape Yard dumpster
 - Description: Employee was operating the hand winch on the metal dumpster at the landscape yard. They were opening the lid when they switched hands. They had not engaged the pin in the winch, and the winch spun, with the handle impacting their left forearm.
 - Follow-Up: Karen followed up with the injured employee and other FPM staff, and completed a safety assessment of the three dumpsters. There is limited informal training/orientation of the dumpster operation. Employees are not consistently reading the posted operating instructions or engaging the safety chain. Safety signage and safe operating instructions were not consistently available on all three dumpsters. The winch is not the same on all three dumpsters, and the operating instructions on the metal dumpster were incorrect for the type of winch and safety chain. Some wear was present on cables, there was a bent spooling drum, and a bent hook for a safety chain. Karen and Brandon met with Republic representatives to review corrective actions and repairs for the dumpsters.
 - Corrective Actions:
 - FPM, CSO, and EHS are working on landscape yard and dumpster safety procedures and training. It will include:

- PPE required for the dumpster area: protective eyewear, gloves, and safety shoes.
- Landscape yard and dumpster layout, vehicle movement and parking of vehicles for unloading.
- Ergonomics: Users should be loading dumpsters from the ramp or from the south side with the dumpster doors open. Users should avoid overhead lifts, stand close to the dumpster to avoid reaching, and avoid rotating or twisting positions/movements. Users should utilize two person lifts for heavy or awkward items. Users should minimize the number of times the winch is used daily to prevent overuse injuries.
- Only trained authorized users should be using the dumpsters. Only authorized staff have card key access to the landscape yard.
- Keep the main gate closed and all personnel gates closed. Quinn is working on added project scope to complete the automated gate opener for the main gate, to maintain security and ensure only trained individuals have access to the yard.
- Republic is replacing the one winch on the metal dumpster so that all three operate the same. They are adding all missing safety signage and making all necessary repairs, including adding stronger safety chains.
 - Construction debris and yard debris boxes were brought back. The winches and cables were switched out with new ones and repositioned to preventing rubbing. They also added a stronger safety chain that is rated for 5400 lbs.
 - For the metal dumpster, Republic will fix another box and then switch them out. This way all three boxes will be alike for consistency.
- The safety chains must be in place at all times when the dumpster covers are open to prevent the covers from closing should the winch or cable fail.
- FPM and CSO are identifying a primary and alternate competent person to complete the daily inspections of the winches and cables, open the dumpster lids in the morning, apply the safety chains, and then close them again in the afternoon. These inspections are in addition to those completed by Republic when they pick up and empty our dumpsters;
- SEC renovation project
 - Incident review/lessons learned meeting was held with EHS, CPC, and the contractor. Karen to finalize and present a report at the next safety committee meeting.

Campus Safety Committee Update

- The Campus Safety Committee will be meeting tomorrow. An inspection will be held for Urban Center on Thursday, 9/5, from 8:30 - 10:00 am.

Safety Committee Inspection

- The next safety inspection will be held off until next quarter.
- Karen has been conducting many safety and punch list walks of VSC and the Millar Library to prepare them for opening. She has also been attending the VSC punch list walks with the various FPM crews.

Rounds / New Safety Concerns

- Gail -
 - Is assisting with the landscape yard dumpster issues, ensuring Building Maintenance staff is trained.
 - There is an In-House Construction crew meeting tomorrow.
- Todd -
 - There are traffic issues given many construction projects around campus, as well as the PBOT 4th Avenue renovation project. Joe added that you can sign up for construction alerts for particular parts of the city on [their website](#).
- Joe -
 - Recently fell down his stairs at home. Remember to be mindful, use railings, have a hand free to use the railing instead of having your arms full.
- Pluto -
 - Slow down, practice caution, and remember PPE and safe lifting. Lead by example and communicate with your team.
 - There are unmarked intersections in the Park Blocks that have traffic from both the streetcars and cars/gators (Montgomery at CH/LH). Remember to stop and look before crossing, and maintain pedestrian speed (~10 mph), drive no faster than the speed of pedestrians. Treat all intersections as unmarked crosswalks.
- Erica -
 - Nothing to report.
- Jon -
 - Nothing to report.
- Karen -
 - Josh Barber started last week in EHS; he is in the corner office. Please continue to send asbestos sampling requests to the EHS-group@pdx.edu, as he gets up to speed on PSU procedures.
 - Safety data sheet binders / hazardous material inventories:
 - EHS has been preparing many hazardous material inventories and SDS binders for FPM and is seeking a better way to organize them for accessibility. A shared Google Drive folder will be created to consolidate these and will be linked from the FPM private site. The current standard of paper copies is not often used and binders can become very large. The spreadsheets contain a direct link to the manufacturer's Safety Data Sheet.
 - Heather is supportive and wanted Karen to check-in with the committee. Committee is supportive, and this transition will begin soon.

- The next meeting and safety inspection have been pushed out a week, due to Karen being out of the office.
- There is fire extinguisher training tomorrow being held for the Chemistry Stockroom and the Campus Safety Committee at 9 and 10 am. If you are interested, talk to Karen.

Action Items

- Karen - Report on the SEC renovation project lessons learned meeting at the next safety committee meeting.

Meeting Adjourned

Time: 11:45 AM

Next Meeting

Date: 10/15/2024

Time: 10:00 am

Location: Google Meet (remote)
and in person

Next Inspection

Date: 10/22/2024

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.