

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

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

Ad Hoc:

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

Meeting Call to Order

Date: 11/19/2024

Time: 10:30 am

Location: USB 202 Stumptown
Conference Room

Roll Call and Review of Previous Minutes

- Representative needed for Building Maintenance. On hold, for now.
- 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 - Report on the SEC renovation project lessons learned meeting at the next safety committee meeting.
 - See below, covered under Incidents/Injuries section
- Karen - Report on injury, struck by football
 - See below, covered under Incidents/Injuries section

Incidents / Injuries

- Employee struck by football.
 - Description: Employee was sitting in a parked gator, waiting for a coworker, when a football left the field, bounced on the ground, and then directly into their face.
 - Followup: EHS reviewed drone footage from the football practice and discussed the incident with Athletics. Punting practice was underway from east to west, and a ball that was punted went severely off course, leaving the field to the south where it bounced and then struck the employee. Athletics trainer responded and assessed the injured employee.
 - Corrective Action: Depending on the frequency that balls leave the field, FPM may work with Athletics to place netting along the perimeter of the field.
- SEC Renovation
 - Description: Contractor was removing carpet, and stopped work when floor tile came up with the carpet mastic. During a safety walk, EHS identified some pulled carpet with black mastic attached to the back of the carpet.
 - Followup: Contractor followed appropriate procedures by stopping work when tile popped up with the carpet removal. The black mastic on the back of the carpet was also identified as asbestos-containing, per building survey provided to the contractor prior to start of work. It was not anticipated to find areas where carpet had been installed directly over floors with black mastic and no tile.
 - Corrective Action: Work was stopped until abatement contractor responded and removed carpet, tiles, and mastic.
- Safety spot - Contractor, near miss, potential for injury from overhead hazard.
 - Description: Contractors were working from a boom lift overhead on the exterior of VSC. No barriers were in place below the working area to prevent pedestrians from entering the area or exiting the building into this area.
 - Followup: EHS reached out to the contractor and project manager.
 - Corrective Action: Contractor placed appropriate barriers, cones, and danger tape around the work area in the overhead hazard zone.
- Safety spot - Contractor, near miss, potential for injury; potential for falling into open hole.
 - Description: Contractor was operating an excavator on a sidewalk, without barriers, signage, or adequate spotters. Pedestrians were being allowed to walk on the sidewalk between the excavator and the dump truck.

- Followup: EHS and CPC responded after receiving information from an FPM employee. Project manager did not know that this work was occurring that day; the contractor had not contacted them. There was no impact notice and no safety plan submitted. EHS also observed that the loading dock gate was not closed to prevent pedestrians from entering the area, and the area around the open hole was not adequately blocked off.
- Corrective Action: Work was halted until appropriate barriers, danger tape and cones, and spotters were in place on either side of the sidewalk.
- Safety spot - Contractor was blocking a fire lane on the intersection of 10th and Harrison.
 - Description: Contractor had parked their vehicle in the middle of an intersection, the fire lane for campus.
 - Followup: Project manager did not know that this work was occurring that day. There was no impact notice.
 - Corrective Action: Project manager reached out to the contractor regarding vehicle parking; contractor moved vehicle.
- Contractor excavation
 - Description: Contractor was replacing a fire hydrant, operating an excavator. The task was to remove and replace the fire hydrant and pour concrete back at the base.
 - Followup: There was no impact notice and no notification to EHS that this work would be occurring. No safety plan was submitted to EHS to assess appropriate locates, excavation safety, PPE, barricades, operation of equipment, and silica plan. Danger tape was placed, but was not adequate.
 - Corrective Action: Danger tape was improved next to the pedestrian walkway. Contractor was requested to put on a high-vis vest when working in proximity to the excavator. Safety plans must be submitted to EHS for review prior to start of work.
- SMSU odors from contractor flooring project
 - Description: Aaron reported that complaints were received from building occupants about odors from a flooring project.
 - Followup: The project manager responded and stopped the work.
 - Corrective Action: Work was rescheduled for off hours.
 - Discussion: Containment was not sealed; negative air wasn't working properly; contractor employees were going in and out of the containment. Two containment walls are needed, similar

to an asbestos enclosure. Odors can linger. Do work during off hours, when possible. Work with Dirk and Will to review options for ventilation.

- STHL window washing
 - Description: A window washing contractor was operating a lift on the sidewalk outside the air intake for the STHL boiler room. Exhaust was present in the boiler room. An FPM employee noted the smell and pulled the fire alarm, emptying the building.
 - Followup: There was no impact notice or safety and logistics plan submitted for this work. EHS was not notified that this work would be occurring.
 - Corrective Action: Contractor moved their lift to a different location. The boiler room was exhausted. Safety plans must be submitted to EHS for review prior to start of work.

Campus Safety Committee Update

- Erica was not present at this meeting; no update.

Safety Committee Inspection

- Findings for the inspection of VSC mechanical, electrical, janitorial spaces on October 22nd:
 - Proper labeling is needed on junction boxes; currently labeled with white tape.
 - Elevator card key access is still allowing staff access to the sub-basement and the roof.
 - Roof access step is missing one fastener; step is loose.
 - Janitorial eyewash is blocked; accessway to IT room is blocked.
 - Electrical rooms - Some covers are not securely in place with all fasteners. Some covers are not in place on electrical boxes.
 - Door under EXIT sign needs identification for what the door leads to and room number. Two doors need 'Not an Exit' signage to remove confusion.
 - Boxes are too close to fire sprinkler heads in chemistry storage.
 - Trash/recycling – universal waste is improperly stored.
 - Overhead flexible conduit with exposed cut ends; assess and remove if no longer in use.
 - Daisy-chained cords and use of extension cord for permanent wiring; install additional outlet.
 - Dead-end east tunnel –
 - Trash, construction and concrete debris need to be cleaned up.
 - Two pieces of all-thread overhead need to be cut.
 - Paint yellow hatching to alert the start of the downward slope when traveling west in this tunnel.
 - Post signage at tunnel entrance: 'Overhead Hazard - Safety helmet required'.

Rounds / New Safety Concerns

- Discussion with all concerning SHAC's inability to care for on-the-job injuries –
 - We have recently had a couple of student injuries where students went to SHAC to determine whether or not they needed additional medical attention.

- SHAC cannot provide medical treatment for workplace related injuries, including first aid only treatment or assessments to determine if treatment is needed. SHAC cannot do any workers comp cases, as they are not licensed as a workers comp provider. This applies to FTE and student workers, even if PSU is the employer.
- If students have SHAC as their primary care provider, SHAC cannot provide assessments or medical treatment for work related injuries, as they are not licensed as a workers comp provider. This would apply for both PSU positions and other employers.
- SHAC has requested that this be included in supervisor training and on the website, as they often have to turn people away who have been sent by their supervisor to SHAC. EHS is working with HR to update the website and supervisor training.
- When a student or other PSU employee is injured on the job:
 - Call 911 if it is an emergency.
 - If it is not an emergency, they can go to (or be taken to) the Kaiser Interstate medical facility where they see patients with job-related injuries. This location is relatively nearby and we know they treat work-related injuries.
 - There are other locations that will see patients with work-related injuries as well. There is no specific PSU requirement to go to Kaiser for this care. If someone prefers another location for their care that is fine.
 - If you are ever unsure whether a student (or other employee) injury requires care, it is best to get a medical evaluation.
 - Injuries that seem minor can turn into bigger issues, and having a medical evaluation and documentation is in the injured person's best interest.
 - Report all injuries to the supervisor and to EHS, and complete the online injury reporting form.
- EHS is working with HR to update the EHS and HR websites and provide clearer information about what to do in the event of an injury.
- Gail
 - Report injuries, don't shrug them off. An injury might come back later down the road and then you have no documentation.
 - Gail bought slow/stop paddle signs.
- Dirk
 - Reminder to wash hands and stay as healthy as possible going into holidays; get sleep, mental health services are available as needed. [HR's Employee Assistance Program](#)
- Todd
 - Project underway, pulling fiber from CH to VSC through the tunnel.
- Kevin
 - Seasonal reminders: With colder weather, air pressure in buildings goes up, so make sure doors latch and shut. Call the Lockshop or put in a work order for any doors that aren't latching or shutting properly.
- Houston
 - Continue to be on the lookout for leaves; slippery surfaces on campus.
 - Karen – Use walk off mats when entering buildings to wipe your shoes.
- Aaron
 - OIT helped out CPSO and CPC to put in a camera quickly at the Ondine parking garage where 15 cars had been broken into. Kudos for getting this addressed so quickly.
- Ritchie
 - Nothing to report.

- Jon
 - Watch out for leaves and wet terrain. Driving has become more of an issue with wet roads; slow down, allow more time. Use your headlights.
 - Karen – Remember to wear high vis and set out cones if you're working next to a traffic area
- Nikki
 - Nothing to report.
- Karen
 - Site lighting walks are coming up and will include the SH south walkway, KNGA site, Parkway site, and VSC northside.
 - EHS is finalizing spotter training. EHS obtained clarification from Oregon OSHA regarding spotter training versus flagger certification training.
 - Reminder to submit safety plans to EHS prior to start of projects and ensure impact notices are issued. Two significant impact projects were conducted recently without impact notices and safety plans submitted in a timely manner.
 - BDWY crane pick happening this Saturday.

Action Items

- None for this meeting.

Meeting Adjourned

Time: 12:00 PM

Next Meeting

Date: 12/16/2024

Time: 9:00 am

Location: Google Meet (remote)
and in person

Next Inspection

Date: 1/21/2025

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.