

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
[] Todd King, OIT Project Infrastructure Manager
[P] Yuna Nolin, FPM Housing Maintenance
[] Richie Segura, FPM Mechanical Systems
[P] 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
[P] Jonathan Ledbetter, 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
[] Nikki Ludd, Fire Prevention Coordinator
[] Jeff Rook, EHS Director
EHS Student Workers

Meeting Call to Order

Date: 12/16/2024

Time: 9:00 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

- None from the previous meeting.

Incidents / Injuries

- Cut finger, pruners

- Description: While cutting branches, an employee nicked their finger with the hand pruners.
- Followup: As noted by supervisor, the employee was cutting the back side of a bush from the other side. Walking around to the side they wanted to cut would have been the safer way to work. EHS followed up with the employee, who stated they were rushing, trying to get done, as it was almost lunchtime.
- Corrective Action: Supervisor will talk to their crew about best practices while pruning. Include in new employee training the proper usage of pruners and how to best position one's body. Slow down and take the time to do the job safely.
- Cut hand, demo
 - Description: While doing demo work, the sharp edge of a metal stud hit the back of the employee's hand, cutting through the glove and cutting the back of their hand. Employee was using a sawzall to cut a metal stud located low to the ground, on a corner. A hidden water line was cut and when water was released, the employee withdrew the tool quickly and reacted by moving backward, cutting their hand on the partially cut metal stud.
 - Followup: Gloves worn were cut resistant level 1, but did not provide cut protection on the back of the hand. The plumbers had not identified any water lines in the area to be demoed; the water line that was hit was not in an area where it would be anticipated to be located and was hidden behind the corner. Tool used was the appropriate tool for the task in a tight spot.
 - Corrective Action: For demo, especially when cutting and handling metal studs, wear cut resistant gloves on the entire hand, front and back.
- SEC crane pick
 - Description: Contractor was in the process of a crane pick. EHS observed a PSU vehicle entering the parking garage on the north side. EHS checked in with the PSU employee who was about to enter the building through the central stairwell to complete work. Contractor had all their employees out of the area under the crane path, and the intent was to not have anyone working in the area during the crane pick.
 - Followup: PSU employee was asked to wait until the crane pick was completed, about 5 minutes. EHS followed up with the contractor, CPC project manager, and PSU supervisor. EHS noted that closure of the center stairwell was missed during the crane pick coordination, as well as the need to reach out to any PSU departments who might be supporting the project.
 - Corrective Action: Ensure all stairwells are accounted for when closing off access to specific building areas. Ensure impact notices are sent to any PSU departments that are supporting the construction project. Ensure PSU staff are checking in with the contractor when entering a construction site to discuss any specific hazards that day or areas that are not accessible due to work.
- Ladder, contractor

- Description: Contractor working from an extension ladder slipped and fell from the ladder, resulting in a first aid only injury.
- Followup: Contractor completed an incident review. Ladder was positioned over the footing rather than within it, which may have contributed to the incident. Ladder had round rungs and rubber feet. Given the ground conditions at the time (wet and muddy), the ladder's cleats would not have been sufficient, even if it had been the right choice. The ladder would have needed to be secured to prevent displacement, such as being staked down or positioned to avoid slipping.
- Corrective Action: The contractor is now incorporating ladder safety and use into their daily pre-task plan and morning crew huddle discussions. Moving forward, the contractor has scheduled ladder training for each job site as part of implementing a more defined 'Ladders Last' policy. This training will include hands-on elements to facilitate discussions about these near-miss incidents involving ladders.
- This is an important reminder to our crews to assess the appropriate ladder for a task and ensure they are properly secured from moving.

Campus Safety Committee Update

- Erica was not present at this meeting; Karen reported updates:
 - VSC common areas, offices and labs will be inspected on Friday, 12/20. This will include ensuring that all furniture is secured, check for daisy chain extension cords, blocked panels, etc...
 - Thank you Houston for all your work securing the furniture throughout the building. This walk will ensure that occupants didn't bring in new furniture or move items around that may now need to be secured.

Rounds / New Safety Concerns

- Gail
 - Asbestos abatement project started in CH287. Kickoff meeting held this morning, estimated two week project. Negative air exhaust duct is running from the classroom, down the hallway, and exhausting out the balcony.
 - Entering USB, Gail observed someone pushing a wale (box truck) into the 5th Ave entrance door, with coffee in one hand and the other hand on the cart handle, when the wale cart went sideways. This should be two-handed work.
- Dirk
 - Work request submitted for SRTC; people are smoking by the air intake for the building. Signage to be posted. In Wade's queue. Wade will check with Gerald about PSU signage requirements.
- Kevin
 - Nothing to report.
- Houston
 - Nothing to report.
- Aaron
 - Tour of SEC last week. Ryan and Aaron went up on the roof. Confusion about the new warning line that was installed by the cell tower company in the same area as the cell tower warnings.

- Karen reported that the new warning line is noting the area where fall protection is required beyond that point. Signage (4) may be needed on the fall protection warning line to remove confusion. Joe is also following up with the cell tower company regarding the new conduit crossover step, which is a bit high and may need two steps on each side.
- Les Schwab Invitational, basketball championship for high schools, is being held from 12/26 to 12/30. 3-year commitment for this event in PSC/VP. Please pass the word to your crews about this multi-day event and impacts to campus.
 - Parking will be impacted and there will be many people on campus. Use caution and drive extra slow when on campus. Many people may be looking at phones, trying to navigate to the location.
- Yuna
 - Requested Karen check-in with Ryan about the STHL boiler room incident during the window washing project.
- Joe
 - Use extra caution around campus. During winter break there will be many construction projects occurring.
 - Holiday weeks - staffing adjustments. CPC will have someone on campus each day. The CPC calendar attached to the morning announcements is not up to date for who is on campus.
 - Joe has started a CPC construction Google calendar. Can we link to it from the morning announcements? Karen will reach out and discuss with Quinn.
 - Karen also shared that [FPM's internal site has a list of impact notices](#) by day, which is a useful tool if you need to know who to reach out to.
- Jonathan
 - Slippery out there. Keep an eye out for slippery, mossy surfaces, for example, the ramp to the basement of SRTC (SE side) under the stairs.
 - Loading dock safety is going well. Someone took one of the yellow safety chains and it had to be replaced.
- Karen
 - Spotter Safety Trainings occurring – 12/16, 12/19, and 1/22.
 - HOFF crane pick tomorrow. The I-405 exit onto SW 12th will be closed.
 - Landscape yard update: Lighting is being added above the dumpsters; three new dumpsters are on order; 3-sided structure for the south concrete pad will be installed as well - date to be determined.

Action Items

- Erica - Report on injury, strain/sprain while repiping
- Erica - Report on injury, strain/sprain while moving equipment
- Joe/Karen - Reach out to SEC cell tower tenant regarding contractor safety improvements. There is confusion about the new warning lines for fall protection and the cell tower boundaries. Signage (4) may be needed on the fall protection warning line to remove confusion. Joe is also following up with the cell tower company regarding the new conduit crossover step, which is a bit high and may need two steps on each side.
- Karen - Check-in with Ryan about the STHL boiler room incident during the window washing project.
- Karen - Reach out to Quinn about linking the CPC Construction Google calendar to the morning announcements.

Meeting Adjourned

Time: 10:30 AM

Next Meeting

Date: 1/14/2025

Time: 10:00 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.