

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
[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

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

Meeting Call to Order

Date: 2/11/2025

Time: 10:00 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

- 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 and Joe to discuss the best path forward to getting these addressed.

- Update: Joe emailed the Verizon contractor project manager yesterday. The Verizon project manager has to go to Verizon to see what they want to do regarding signage. The step was modified from the drawings, so the Verizon project manager will need to reach out to Verizon.
- Karen - Identify location for the next safety committee inspection and update Google invite.
 - Update: USB Carpentry shop was chosen and the inspection was completed. Findings to be discussed later in this meeting.
- EHS - SRTC elevator has a diamond plate that is very slippery when wet. EHS will check to see if a walking mat is at the loading dock entrance and assess if anti-slip coating is needed on the diamond plate section in the elevator.
 - Update: EHS assessed the two areas and will be reaching out to FPM for solutions.
 - Houston has a roll of 4" grit tape that could be applied. Karen will let Gail know after checking in with Heather.

Incidents / Injuries

- Vanport slip on roof
 - Description: While on the roof to service equipment, a contractor slipped on ice.
 - Follow-up: PSU EHS walked the site with CBRE and the contractor's safety officer. Contractor was wearing sunglasses due to the glare of the sun and did not see the ice. Water had frozen at a collection point on the roof that is slow to drain. The water was not present on the last workday and may have collected over the weekend.
 - Corrective actions:
 - Immediate short term actions: Added orange cone and caution tape; break up thin layer of ice; remove ice as it thaws.
 - Long term/planned actions: Since this is a collection area that slowly disperses to a drain approximately 30 ft away, CBRE will meet with the roofing vendor for suggestions on improving the slope so that the water can drain off quicker. Other options are to add walk off mats similar to those currently in use.
 - Unsafe act or condition: Slippery walking surface.
- Spill at USB loading dock
 - Description: Spill occurred from the back of a UPS truck onto the exterior floor near the loading dock.

- Follow-up: PSU employee initially placed bark dust over the spilled material and reached out to EHS. No material reached the nearby drain, but material did enter the roadway and the sidewalk. EHS placed absorbent materials around the drain; spill pads and socks around the truck; and absorbent materials over the spill. Cones were placed on each end of the sidewalk to prevent foot traffic from crossing the spill location. SDS stated that the material is not classified as hazardous.
- Corrective action: Spill was cleaned up by UPS's third party spill cleanup team, Enviro Serv.
- Unsafe act or condition: Failure to secure objects.
- The committee reviewed the process for what to do in case of a spill:
 - Call the Campus Public Safety Office (CPSO) at 503-725-5911
 - Contact the Work Control Center and they will reach out to EHS
 - After hours, call EHS (503-725-9347)
- Karen - Reach out to Diana to ensure the correct EHS On-call/Emergency number is in the FPM contacts list.
- Karen - Reach out to Scott regarding quantity/type of spill equipment at the loading dock.
- Chemical splash in eye - Pending receipt of incident report; Karen will report findings at the next meeting.
- Reporting of potential exposures
 - Reminder that inhalation exposures should be reported using the injury reporting form, especially those where an employee experiences ill effects. Ex: Employee who inhaled carbon monoxide in STHL boiler room from the generator running outside the air intake for the STHL boiler room.

Campus Safety Committee Update

- Meeting tomorrow; nothing to report.

Safety Committee Inspection

- The USB Carpentry shop was inspected. Noted findings:
 - Well organized; aisles clear. Improve vertical material storage areas.
 - Equipment and cords in good condition. Reminder - Construction string lights should be inspected every time prior to use.
 - Machine guarding in place for shop equipment.
 - PPE signage in place for shop equipment.
 - Wood dust cleaned up; no debris; shop well maintained.
 - Replace/move/install some signage.
 - Secure one shelf.
 - Remove one ladder from service. Add new sticker kits as needed to ladders where they are damaged.
 - Replace flammable storage cabinet.
 - SDS binder needs to be updated.

- Adjust grinding wheel work rest.
- Remove materials around electrical panel and eyewash. Add paint hatching around electrical panel and eyewash.

Rounds / New Safety Concerns

- Gail
 - Nothing to report.
- Dirk
 - Concerns about CH 287 renovation were brought to his attention. An email went to EHS and FPM today, so they are aware.
 - Cold temperatures are coming soon – maintain layers; hydrate; increase food intake, as needed.
- Todd
 - Nothing to report.
- Kevin
 - Nothing to report.
- Houston
 - Nothing to report.
- Aaron
 - Supervisor sent the HR injury reporting link to the employee to complete the injury report for the chemical in the eye incident.
- Joe
 - Stay adaptable. Plan for projects, but sometimes things come up. Crane pick - Contractor did not plan for some antennas that were located outside the sidewalk closure zone. Area was danger taped-off and extra spotters were utilized to ensure no one entered the area. Contractor adjusted the task to limit the amount of overhead work to a minimum. This stresses the importance of prepick safety meetings, and jobsite meetings prior to the start of work, to cover the safety plan with everyone onsite, which is when this was identified.
- Ritchie
 - Nothing to report.
- Jonathon
 - Be aware of pedestrians when backing into loading docks and when coming out of parking garages.
- Erica
 - Universal waste training is coming up in Safety Skills.
 - Lead management training is coming up.
- Karen
 - Ladder Safety Month is in March. Discussion:
 - Do we want to continue annual ladder safety training in Safety Skills for staff?
 - Take a test first. If you pass, then you don't have to take the training
 - Create a Google quiz to assess where crews are at for knowledge.
 - Inspecting ladders could be a focus for the month as well.
 - Safety Break - include ladder safety station and examples of good and bad ladders.
 - Ongoing street work impacts around the Art Building construction site over the next month.
 - Hoffman Hall will have a crane pick on 2/19/25.

Action Items

- Joe - Provide an update on the SEC cell tower tenant 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. The new conduit crossover step is a bit high and may need two steps on each side.
- Karen - SRTC elevator has a diamond plate that is very slippery when wet. Provide an update after discussion with Heather and Cary.
- Karen - Reach out to Diana to ensure the correct EHS On-call/Emergency number is in the FPM contacts list.
- Karen - Reach out to Scott regarding quantity/type of spill equipment at the loading dock.

Meeting Adjourned

Time: 11:30 AM

Next Meeting

Date: 3/11/2025

Time: 10:00 am

Location: Google Meet (remote)
and in person

Next Inspection

Date: 4/15/2025

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.