

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 Noln, FPM Housing Maintenance
[] Richie Segura, FPM Mechanical Systems
[] Gail Hamilton, FPM In-House Construction Manager
[] 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:

[] 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: 3/11/2025

Time: 10:00 am

Location: USB 202 Stumptown
Conference Room

Roll Call and Review of Previous Minutes

- The Building Maintenance representative position will be removed from the committee. The Building Maintenance crew will be represented by Houston and Gail, as the Building Maintenance crew are included in the In-House Construction crew safety meetings. A Building Maintenance representative also serves on the Campus Safety Committee.
- 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 - 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.
 - Update: Verizon will be replacing the single step crossover with a double step crossover. They will be installing 'Fall Protection Required Beyond this Point' signage at the warning lines.
- Karen - SRTC elevator has a diamond plate that is very slippery when wet. Provide an update after discussion with Heather and Cary.
 - Update: Karen reached out to Heather and Cary. Cary is reviewing solutions with Kone.
- Karen - Reach out to Diana to ensure the correct EHS On-call/Emergency number is in the FPM contacts list.
 - Update: Karen reached out to Diana. The number she currently has in the FPM contacts list is 503-725-9347 under "EHS Emergency / On-Call". Those who have a different number listed should either update it on their phone manually or reach out to Diana if they are using an FPM-managed phone so that she can update their contact list.
- Karen - Reach out to Scott regarding quantity/type of spill equipment at the loading dock.
 - Update: EHS is assessing to see if we have spill equipment located at the loading dock and the type of spill materials in the kit.

Incidents / Injuries

- **Chemical splash in eye**
 - Description of Injury: After mixing up a bleach solution in a pump sprayer, the employee primed the pump. After moving it to the gator, they unlocked the pump spray handle to check the sprayer, when the diluted solution sprayed out from around the top handle into their eye and onto their hands.
 - Follow-up and Analysis:
 - Employee had been wearing PPE (gloves, safety glasses) when mixing, but was not wearing PPE when moving the container.
 - Employee was not aware of how to use the pressure relief valve on the pump sprayer.
 - Employee used the eyewash on the south side of PSC to rinse their eye.
 - Employee and supervisor were not fully aware of how to report an injury and how to obtain medical care.

- Corrective Actions:
 - Pre-diluted bleach solution has been purchased to eliminate the mixing process.
 - In addition to wearing PPE when mixing chemicals, wear proper PPE when moving and using chemicals. EHS has added this to the BBP program and BBP training.
 - EHS is working with Human Resources on improving the information and training for staff on what to do in the event of an injury.
 - Department to provide training to staff and student workers on proper use of the pump sprayer, including use of the pressure relief valve. EHS provided the user manual for the pump sprayer to the department to use for the training.
- Unsafe Act or Condition: Lack of knowledge and training. Failure to use PPE.

- **Contractor generator tests**

- Description of Injury: Contractor was performing generator load testing at BDWY. Contractor had their vehicle parked in the BDWY sidewalk/egress route from the building, between the building and the food carts. Caution tape was posted on both sides of the area where electrical equipment was located on the ground behind the vehicle.
- Follow-up and Analysis: The contractor noted that no one was allowed beyond the caution tape due to the high voltage electrical hazard. The contractor did not have danger tape, which EHS provided so that danger tape could be placed. Contractor noted that they were not aware that the generator was at ground level; they thought it was located on the roof.
- Corrective Actions:
 - Contractors need to submit site specific safety plans to EHS prior to start of work. This should include a site walkthrough before start of work to identify potential hazards and control measures.
 - Impact notices need to be issued prior to start of work, especially for those that impact egress routes.
 - Ensure appropriate use of warning tape and signage (see information below).
- Unsafe Act or Condition: Incorrect warning signage; blocking egress route.

- **Discussion with the committee regarding when to use danger tape versus caution tape, and proper barricading:**

- Signs shall be visible at all times when applicable work is being performed and shall be removed promptly when the purpose for them no longer exists.
 - Danger signs shall be used where an immediate hazard exists.
 - Caution signs shall be used to warn against potential hazards.
- Barricades shall be visible at all times when work is being performed and shall be removed promptly when the hazard no longer exists.

- All red danger barricades shall have a sign identifying the hazard that the barricade is protecting.
- Red and black 'DANGER' barricade tape shall be used to designate an area of danger.
 - Employees are not allowed to enter a red barricaded area without permission from the supervisor/crew responsible for the hazard in that area.
 - Examples: Overhead work, tree pruning, crane picks, boom lifts, electrical hazards.
- Yellow and black "CAUTION" barricade tape shall be used to designate an area of caution.
 - Employees shall be allowed to move through an area marked with caution tape once the hazard is identified.
 - Example: Trip hazards, such as hoses

- **Slip/fall inclement weather**

- Description of Injury: Employee was returning from inclement weather snow response. Employee entered the building to use the restroom. As they turned the corner to the restroom, their leg went left, and they fell to their right, with their knee hitting the floor.
- Follow-up and Analysis: Employee stated they had some snow stuck to the bottom of their boot which caused them to slip. A long walk off mat is in place at the building entrance, and the employee stated they stomped and wiped their boots on the way in. The compacted snow was stuck in the treads of the employee's snow boots.
- Corrective Actions: In addition to using walk off mats, bang boots to help remove snow from treads. Observe treads to ensure they are clear before proceeding.

- **Unsecured material**

- Description of Injury: Employee was leaning over the back of the gator loading a bag of ice melt, when a large wood panel that was leaning on the cage behind the gator fell onto them. A 2x4 that was screwed to the top of the wood panel made contact with their upper back.
- Follow-up and Analysis: Board was not secured.
- Corrective Actions: Be mindful of your surroundings. Secure stored materials from falling.
- Unsafe Act or Condition: Hazardous storage or arrangement.
- In addition to follow-up on this incident, a review of the inclement weather task was made with some recommendations that were captured on the 2025 Inclement Weather Lessons Learned.
 - Remove unneeded equipment from the back of gators the day before a possible event to make loading of equipment and ice melt easier on the day of.
 - Have ice melt staged in specific areas and cleaned up/organized after each event.
 - EHS will complete an ergonomic assessment for the loading of hoppers with ice melt.

- **Water meter - electrical conduit hit**
 - Park Blocks light pole electrical conduit was damaged during excavation for a water meter. EHS is in process of the incident review, and will provide a full report at the next meeting.
- **CH 287 renovation electrical**
 - Old hard-wired clock power junction box was not safed off prior to the abatement project. EHS is in process of the incident review, and will provide a full report at the next meeting.
- **CH 287 abatement**
 - Asbestos-containing debris was identified after abatement was completed. EHS is in process of the incident review, and will provide a full report at the next meeting.

Campus Safety Committee Update

- An inspection of NASCC was held yesterday, 3/10/2025. Findings include:
 - Some Fire & Life Safety items were identified; Erica has reached out to Nikki.
 - Some maintenance issues, including shelving falling off the wall and some shelving needs to be secured.
 - Some egress issues, including furniture blocking egress.
 - Womens' restroom had improperly labelled chemicals located where the shower had been. Working to identify who they belong to. They will need proper storage and an SDS binder.

Inclement Weather Debrief

- Emergency Management did a good job of calling school off on both days. Not having people on campus made cleaning up and getting campus ready much easier.
- No safety concerns were identified for the response team.

Ladder Safety Month

- Make sure you take the ladder safety training Google Forms quiz. Reach out to your co-workers about taking the quiz!
- Discussed ladder safety month, and Karen provided inspection materials and handouts to the committee members to post in their work areas.
- After the meeting, Karen sent out an email notifying committee members who were not in attendance, as well as Building Maintenance and Landscaping, that materials and handouts were located in USB 202 across from the copier.
- For those shops with a dedicated location for ladders, please complete ladder safety inspections on those ladders. For those shops with ladders located in mechanical spaces and electrical rooms across campus, please remind staff to inspect ladders before use. Ladder inspection stickers can be placed on them as they are inspected this month and into the future.

Rounds / New Safety Concerns

- Dirk

- Nothing to report.
- Todd
 - Contractor will be at VSC putting DAS back into the building. A pre-task plan is coming. Work will be starting on the 18th.
 - Vault work is coming up soon.
- Kevin
 - Nothing to report.
- Aaron
 - Nothing to report.
- Jon
 - Jon shared information about a business that burnt down. They had custom battery packs, and the lithium batteries were not stored in a secure explosive-proof container. Explosion-proof hazardous material lockers work and are a good thing to have!
- Gabe
 - Nothing to report.
- Jonathon
 - Slip hazards. Surplus has Yaktrax for \$10 for use at home.
- Erica
 - Take the ladder safety training quiz and let your co-workers know to do the same.
 - Ensure that you have completed universal waste training.
 - Lead management training will have one makeup session this week.
 - Hazcom training will be coming in April.
- Karen
 - Todd noted ladder safety concerns that he heard about at a construction project meeting, and Karen gave an update on project site safety.
 - Spring break projects coming up - please get the safety plans to EHS in advance for review, so they don't all come at once.
 - Regular crew safety meetings - remind your supervisors to include EHS monthly.
 - Karen will be meeting with Kaiser to discuss their medical evaluation process.

Action Items

- Karen - Provide an update on the SRTC elevator that has a diamond plate that is very slippery when wet.
- Karen - Report on the following incidents at the next meeting:
 - Water meter - electrical conduit hit
 - CH 287 renovation electrical
 - CH 287 abatement
- All Committee Members - Ladder Inspections
 - For those shops with a dedicated location for ladders, please complete ladder safety inspections on those ladders. For those shops with ladders located in mechanical spaces and electrical rooms across campus, please remind staff to inspect ladders before use. Ladder inspection stickers can be placed on them as they are inspected this month and into the future.

Meeting Adjourned

Time: 11:30 AM

Next Meeting

Date: 4/8/2025

Location: Google Meet (remote)
and in person

Time: 10:00 am

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. On hold.
- 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. Final edits pending.