

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 Noln, FPM Housing Maintenance
[] Richie Segura, FPM Mechanical Systems
[P] 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, Accessible Technology & Inclusive Design

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: 4/8/2025

Time: 10:00 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.

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: Safety improvements have been completed by the cell tower contractor. Verizon replaced the single step crossover with a double step crossover. They installed '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: The committee reviewed two options provided by Cary. As this is a freight elevator with heavy loads, the second option is more durable and is the preferred choice.
- Karen - Report on the following incidents at the next meeting (see below under Incidents/Injuries)
 - 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.
 - Update: Please complete ladder safety inspections, if they have not already been completed.

Incidents / Injuries

- Water meter – electrical conduit hit
 - Karen is working on wrapping up the incident report.
- CH 287 renovation – electrical conduit impact
 - Karen is working on wrapping up the incident report.
 - Abatement contractor impacted conduit for the old clock boxes, which had not been safed off prior to abatement. Chris Hammond has been notified of these old clock boxes which are on different circuits than the lights and outlets, and he has passed the information on to his contractor and electrical sub for the CH renovation project which is occurring this spring and summer.
- CH 287 abatement
 - Karen is working on wrapping up the incident report.
 - Oregon OSHA has also opened a complaint inspection related to this project, regarding concerns about potential asbestos exposure and communication of asbestos hazards. EHS has provided

requested information to Oregon OSHA, and they are in the process of completing their employee interviews. All employees have a right to report job hazards to Oregon OSHA, and Oregon OSHA maintains the confidentiality of anyone who reports a potential hazard. Karen noted that the compliance officer was impressed with the cleanliness of the jobsite; kudos to Gail's In-House Construction crew and Todd's crew.

- Contractor, Broadway building
 - Description: One of the Broadway building tenants notified 911 about the smell of natural gas in their store. Portland Fire was dispatched.
 - Follow-up:
 - EHS and FPM responded. FPM communicated with Portland Fire, Housing, and the tenants.
 - FPM identified a contractor who was cleaning the trash room in the loading dock area of Broadway with a gas pressure washer. Above the doors to the trash room, there appears to be air intakes for the area of the building where the tenant spaces are located. Housing hired the contractor to repair and clean the trash chute and compactor. They are a new contractor on campus.
 - There was no impact notice issued for this work. A safety plan was not submitted to EHS prior to start of work.
 - Note that it may have been a combustion gas smell or the smell of decomposing food coming from the trash room as the room was getting cleaned.
 - Corrective actions:
 - Ensure EHS is provided with a site specific safety plan or pre-task plan prior to the start of work.
 - Walk the area to identify any air intakes in the work area when gas-powered equipment is being used.
 - FPM Housing Supervisor is following up with the contractor regarding the incident.
 - Ensure impact notices are issued.
 - Unsafe act or condition: Failure to adequately review work area prior to work to identify any air intakes.
- Bollards, cycling collision
 - Description: An individual hit an uncovered bollard base while riding their bike and went over the handlebars.

- Follow-up:
 - The bollards appear to have been removed for concrete work, and the bollard base was not identified with a cone.
 - The individual riding the bike noted they were distracted by the cement mixer and did not see the uncovered bollard base.
 - The bollards were likely removed by the contractor to facilitate the repair of the Park Blocks sidewalk associated with the municipal water connections they had completed a few weeks prior.
- Corrective actions: The bollards were put back into place.
- Unsafe act or condition: Failure to replace bollard or place cone to warn about trip/fall hazard.
- Discussion: Yesterday, Aaron noted two bollards between SRTC and VSC that were uncovered. He put cones on top of them.
 - The silver base blends in with the grey concrete. Can the bollard base be bright yellow, or the flat type that screws in, like the plastic ones on Montgomery? Karen will provide this information to the group that is currently reviewing bollard locations on campus.
- Ondine potential asbestos exposure
 - Karen is following up on this incident. There was an incident review meeting last week.
- Gator-scooter incident
 - Refer to information below about safe driving.

Campus Safety Committee Update

- There was a discussion regarding AED locations and which locations have pediatric pads. All AEDs are being replaced. The EHS website has an [updated list](#) that also notes locations with pediatric pads. There is also an [Interactive campus map with AED locations](#).

Safety Committee Inspection

The next safety inspection will be conducted April 15th at 8 a.m in the Art Building.

- Proposed location(s) discussed: USB basement EHS cage, East Hall, Art Building, landscape yard.
 - We can inspect the landscape yard when the project is complete, the three-walled structure has been placed, and all equipment is stored in its new location.
 - Gail noted that the three new drop boxes are here. Brandon and Karen to review training and instructions.

- Art Building will be the location for next week's inspection. Karen will update the invite.

Distracted Driving Awareness Month

April is Distracted Driving Awareness Month!

- Avoid distractions. Don't use cell phones while driving. Limit other distractions as well, including food, cosmetics, and navigation systems. Prepare for the day and plan your trip in advance.
- Practice Safe Driving. Drive defensively. Scan frequently in all directions. Be aware of traffic, pedestrians, and obstacles. Always have a planned escape route. Maintain a safe speed: Remember, driving at a slower pace increases reaction time and lessens the severity of an impact.
- On Campus - Vehicles shall be operated at speeds no greater than 10 mph, and not to exceed the speed of pedestrians.
- Drivers involved in an accident must immediately report the incident to their supervisor, Campus Public Safety (CPSO), and Risk Management.
 - CPSO completes the incident report for motorized vehicle incidents.
 - If anyone is injured, Human Resources must also be notified as soon as possible after appropriate medical attention is received by submitting an online injury report.
 - Don Johansen, Risk Management, takes the lead on the incident followup for incidents involving university vehicles, with assistance from EHS as needed.

Rounds / New Safety Concerns

- Gail
 - Nothing to report.
- Dirk
 - Be aware of distracted walking too. Pay attention to where you are going. Yesterday, Dirk was crossing 6th, had the light, and started to walk across, when a car ran the red light in the lane behind him.
 - Karen also noted that crossing 6th can present a hazard, as some people cross when they do not have the walking signal, as they may observe there are no vehicles coming. Then, cars turning right from Harrison onto 6th come quickly down the street to catch the light before it turns, while the person is still in the crosswalk.
 - Karen noted a good practice if you need to take a call or send a text, is to stop and hold onto something stationary. This prevents you from walking around while you are on the call, which is something people tend to do when they are on the phone.
- Todd
 - Nothing to report.
- Kevin

- Nothing to report.
- Aaron
 - Nothing to report.
- Joe
 - Watch out even if you have the right of way, as both a pedestrian and a driver.
- Jon
 - Nothing to report.
- Gabe
 - MAX train hit a car a week or so ago on Lincoln and Naito. Person was arrested.
 - Do stretch and flex exercises first to prevent injuries when performing repetitive motions.
- Jonathon
 - Be aware when exiting parking garages.
 - When crossing Broadway, look for scooters and bikes in the west side bike lane.
- Erica
 - Hazcom training is out in Safety Skills, and is due at the end of the month. There are 3 separate trainings to complete with Hazcom training.
 - Complete the Ladder Safety training quiz; Erica will be summarizing the training in the next week or two.
- Karen
 - Art & Design traffic impact
 - Discussed bike lane, parking, and sidewalk impacts coming on 4/16-4/18.
 - ASCE symposium - any feedback or safety concerns noted?
 - None.
 - Safety Break is coming. Date to be determined, as it will need to be rescheduled due to conflicting Campus Beautification event.
 - Please send Karen photos of employees working safely for a slideshow.

Action Items

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- Bollard base improvements - The silver base of the bollards blend in with the grey concrete. Can the bollard base be bright yellow, or the flat type that screws in, like the plastic ones on Montgomery?

- Karen will provide this information to the group that is currently reviewing bollard locations on campus.

Meeting Adjourned

Time: 10:55 AM

Next Meeting

Date: 5/13/2025

Time: 10:00 am

Location: Google Meet (remote)
and in person

Next Inspection

Date: 4/15/2025

Time: 8:00 am

Location: Art Building

- 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.