

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
[] Gail Hamilton, FPM In-House Construction Manager
[P] 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
[] Gabe Christian, Accessible Technology & Inclusive Design

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: 5/13/2025

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

- 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
- Ondine potential asbestos exposure
- 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.
- Karen - Bollard base improvements/recommendations - 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 and report back to the committee at the next meeting, **5/13/2025**.
 - Update **5/13/2025**: Karen shared the suggestions with Jeff Rook, EHS Director, who is part of the group that is reviewing bollard locations and types on campus. This group will consider the committee's recommendations on a case by case basis.

Incidents / Injuries

- Water meter – electrical conduit hit
 - Karen will report on this contractor incident next month.
- CH 287 renovation – electrical conduit impact
 - Karen will report on this contractor incident next month.
- CH 287 abatement
 - Karen will report on this next month, as she is waiting for final information from the Oregon OSHA inspection.
- Ondine potential asbestos exposure
 - Karen will report on this next month.
- Crane pick CLT load
 - Karen will report on this contractor incident next month.
- Overhead work in the Ondine lobby
 - Description: Contractor was working from a scissor lift on plumbing and heavy wood ceiling tiles two stories above the lobby area. Caution tape was in place around the lift.

- Follow-up: EHS reached out to FPM Housing Maintenance to discuss, as well as discussing with the contractor that danger tape should have been placed around the lift while they were performing overhead work in a pedestrian area. Site specific safety plan was not provided to EHS for review prior to start of work. There was no impact notice for this work.
- Corrective Actions: Provide contractor safety plans to EHS for review prior to start of work to ensure logistics and barricades are reviewed and appropriate for the work taking place.
- Unsafe Act or Condition: Inadequate warnings for overhead work.
- Damaged signpost during removal of shipping container
 - Description: While picking up a shipping container, the underside of a contractor's flatbed truck hit the sign post base.
 - Follow-up: Contractor submitted a safety plan prior to start of project that included use of spotters for pedestrian safety. Contractor removed a sign post prior to pick up. Contractor noted that the first attempt missed the remaining base, but the second time it hit the underside of the truck.
 - Corrective Action: Sign post base was replaced by contractor. In future, remove the sign post base as well.
- Impact to asbestos-containing fireproofing during CH 287 renovation project
 - Description: A small amount of encapsulated fireproofing debris was found on the floor just inside the doorway. All crew were pulled off the site. The HVAC was shut off. The site was closed and signage was posted on the door. An abatement contractor was called to clean up the debris and re-encapsulate the spot where it was impacted.
 - Follow-up:
 - Incident review meetings took place with the crew and with the HVAC contractor.
 - The contractor had been running ductwork in the area earlier that day. They were unaware that they may have disturbed the fireproofing.
 - The crew and project manager followed the appropriate process: notifying supervisor, pulling off site, turning off HVAC, posting signage, and reaching out to an abatement contractor and to the contractor who had been working onsite that day.
 - The HVAC contractor was provided asbestos reports prior to start of work. Information about asbestos on the project had been added to their site specific safety plan. Information about asbestos-containing materials onsite was also covered at the kickoff meeting a few days prior to the incident, as well as what to do if asbestos-containing materials are disturbed.

- The PSU staff person that reported the debris appeared unsure of what to do. Information about what to do in the event of an impact to asbestos-containing material is included in asbestos awareness training. It is also in the PSU Asbestos Management Plan.
- Corrective Actions:
 - EHS updated the Asbestos Awareness Training by adding one more slide with a clear “STOP sign” to get attention during training about what to do in the event of impacting asbestos.
 - A review of the PSU Asbestos Management Plan and what to do in the event of an impact to asbestos-containing material was covered during the incident review meeting with PSU crew working on the renovation project.
- Materials fell off of UP roof
 - Description: Near miss/no injury – Unsecured equipment fell from the UP roof into the dumpster enclosure, outside the exterior staff door to the dumpster enclosure.
 - Follow-up:
 - Materials and tools had been staged near the parapet, outside of the standing water on the roof. A motor and other materials (filters) were placed on top of the parapet.
 - Persons involved noted they may have bumped the equipment on the parapet when they were picking up materials and their backpack.
 - Contributing factors: Worker fatigue and heat; it was a Friday afternoon, 2 hours from the end of their shift, in warm weather with additional heat from the rooftop surface.
 - Corrective Actions:
 - Never place materials and tools on top of parapet walls, at roof edges, or on elevated walkways/scaffolding (without toe kick).
 - Stage equipment away from the roof edge, 10-15 feet away.
 - Complete roof related tasks earlier in the day, especially as we are getting into warmer months.
- Beams slipped off truck during crane pick
 - Description: Significant near miss during contractor crane pick – While performing the unloading of glulam beams, the beams shifted in the rigging and were set back down on the trailer. The beams shifted off-center to the choked rigging and slid down the side of the trailer, knocking over the water filled jersey barriers next to the trailer office. No injuries were reported.

- Follow- Up: Contractor did not report the near miss to PSU after the incident occurred. It was not reported during the safety walk that took place later that day. It was not discussed until approximately 24 hours later at the OAC meeting where there was a conversation about timely notifications to the PSU project management team.
- Corrective Actions: Steps to mitigate this type of incident included an internal incident review by the contractor with their team, adding an additional spotter, flagging off the pick zone on the ground level, increased communication with the trades working in their office spaces and near the pick zone, identifying pick times during their daily huddle, and installing vertical shoring 2x4's at the side of the flatbed.
- USB odors from roofing work
 - Description: Chemical odors were reported in the Work Control Center and on the second floor of USB.
 - Follow-up: EHS walked the building and noted odors throughout the 2nd, 3rd, and 4th floor offices and hallways. Maintenance staff were found working on the USB roof. They had been patching the roof near an air intake for the building. They stopped work, and the air intake was minimized by FPM staff.
 - Corrective Actions: Reach out to FPM Systems and Energy Management to adjust air intakes when working with chemicals near air intakes. Complete work during off-hours, as needed.
- FAB odors from contractor plasma cutting work
 - Description: The Work Control Center received calls about smoke in the FAB building. FPM and EHS responded. The smoke odor was noticeable throughout the FAB lower level and in the stairwells.
 - Follow-up: The City of Portland had a contractor plasma cutting a chiller in their mechanical room. The City's Project Manager stated they were exhausting from the chiller to the roof above the loading dock. This roof is just south and attached to the PSU FAB roof. FPM worked to identify any air intakes that may have been pulling in the smoke and actions that could be taken to help clear the odors. The contractor work was to continue that day and the following Monday.
 - Lessons Learned: Tross does not operate the FAB HVAC, PSU does. The City Project Manager reached out to the incorrect group regarding this potential impact.
 - Corrective Actions: Ensure impact notices are issued for contractor work and review potential impacts to occupants prior to work starting. This would have provided the time for a dialogue between FPM, Tross, and the City of Portland about preventive measures and appropriate ventilation. The City of Portland Project Manager will direct conversations and coordination to PSU FPM department and coordinate for continuing work.
- Scissor lift delivery to contractor construction site

- Description: During a scissor lift delivery, the equipment rental delivery driver lowered the tilt truck bed down to the ground to offload equipment. Once the bed was tilted down, the scissor lift on the back of the truck rolled down the bed, into the street, and continued rolling towards the intersection of Broadway & Hall. Two craft employees got on either side of the rolling scissor lift to bring the scissor lift to a stop before it entered the intersection and crosswalks.
- Follow-up:
 - The rental company identified the issue as a brake system failure. Every piece of equipment is inspected by trained service technicians using a detailed checklist before it leaves their yard. This particular failure was both unforeseeable and undetectable during standard inspection procedures.
 - MEC, the scissor lift manufacturer, is aware of a defect with their drive motors on these machines. If brake couplers become damaged following an abusive event (e.g., winching a machine onto a truck without first releasing the brakes, lift with a forklift and coming down too quickly onto a platform or surface), brake performance can be adversely affected. MEC advised owners of all models within serial range to replace both brake couplers before the next rental.
- Corrective Actions:
 - The rental company is currently taking every measure to get out in front of each affected scissor lift that they might have in their fleet within their dictated serial range. MEC has superseded previously installed drive motors with a more durable component.
 - On the construction site, offload of equipment will take place inside the project limits, and the lift will be tested prior to breaking the chains and unloading the equipment.

Campus Safety Committee Update

- Erica not present; no update.

Safety Committee Inspection

A safety inspection was conducted April 15th at 8 a.m in the Art Building.

- The committee inspected the Annex and the first floor of the Art Building.
- Items noted included the following:
 - Unsecured shelving and cabinets, in particular some next to egress doors from classrooms.
 - Blocked emergency equipment and electrical panels.
 - Classroom furniture arranged in a manner that there was not easy access to egress doors.
 - Trip hazards in two classrooms where wire molding ran down the center of the classroom on the floor.
 - Used light tubes improperly stored.

- Exit signage needed, as well as 'Not an Exit' sign needed.

Mental Health Awareness Month

- Mental Health should always be a top priority for our well-being. Take this opportunity this month to check in on your coworkers, friends and family. Getting support from coworkers, friends, family, and mental health professionals can be important after significant and stressful events.
- Resources are available to PSU staff through the [Employee Assistance Program](#) via Canopy which provides support with coaching, counseling, work/life services, and self-care tools.
- SHAC has developed a number of [resources for students](#) and staff.

Rounds / New Safety Concerns

- Dirk
 - Nothing to report.
- Kevin
 - Nothing to report.
- Houston
 - Thanks to John Roy for helping to get panels set in SMSU. A second set of hands was very helpful while placing and securing the panels.
- Aaron
 - Nothing to report.
- Yuna
 - Utilize mental health resources. They are very useful.
- Joe
 - Nothing to report.
- Jon
 - Nothing to report.
- Jonathan
 - Are there packets in all vehicles about what to do in the event of a vehicular incident? Does this also include Taylor Dunns and gators?
 - Karen will check with Don Johansen.
 - Mental health awareness month – be mindful that the last term of the year can be stressful for students. There are also more parcels this time of the year, as it is the end of the fiscal year.
- Karen
 - Art & Design construction project traffic updates
 - Broadway and Jackson sidewalks are closed until November.
 - Parking lane on Broadway next to the site is gone and the bike lane has been moved over.
 - Crosswalks have been closed with barriers that are secured into the sidewalk.
 - There will be many construction projects this summer with multiple crane picks. Summer is a busy time for construction, renovation, and maintenance projects. Take time to take care of yourself.
 - Graduations and rehearsals are coming up from May 30th to June 15th. Many people will be on campus; plan accordingly, travel slowly and keep an eye out for pedestrians.

Action Items

- Karen - Report on the following incidents at the next meeting:
 - Water meter - electrical conduit hit (contractor incident)
 - CH 287 renovation electrical conduit impact (contractor incident)
 - CH 287 abatement (pending Oregon OSHA inspection results)
 - Ondine potential asbestos exposure
 - Crane pick CLT load (contractor incident)
- Karen – Respond to questions from the meeting regarding vehicle accident packets. Are there packets in all vehicles about what to do in the event of a vehicular incident? Does this also include Taylor Dunns and gators? Karen will check with Don Johansen, University Risk Manager, and provide an update to the committee at the next meeting on **6/10/2025**.

Meeting Adjourned

Time: 11:30 AM

Next Meeting

Date: 6/10/2025

Time: 10:00 am

Location: Google Meet (remote)
and in person

Next Inspection

Date: 7/15/2025

Time: 8:00 am

Location: TBD

- Pending/Tracking (Karen): PPE Assistance - 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; will revisit in **September, 2025**.
- Pending/Tracking (Karen): Suggested recommendation - Experience Modification Ratings (EMR) for contractors. CPC and EHS will discuss at their next meeting, **July 7, 2025**.
- Pending/Tracking (EHS): Suggested recommendation - 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. Review the CPC Move Guide and the MM guide. CPC and EHS will discuss at their next meeting, **July 7, 2025**.
- Pending/Tracking (EHS): Information Sharing - Guidance documents have been added to the Fire Prevention site, which migrated to the EHS website. Some final edits pending. Karen will share the updated site with the safety committee at the next meeting, **June 10, 2025**.