

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] Jonathan Farrow, CPC Project Manager
[P] Todd King, OIT Project Infrastructure Manager
[P] Yuna Nolin, FPM Housing Maintenance
[P] Gail Hamilton, FPM In-House Construction Manager
[] Jon Morgan, FPM Electrical
[P] Kevin Reed, FPM Lockshop
[] Jonathan Ledbetter, Materials Management Services

[] Gabe Christian, Accessible Technology & Inclusive Design

[] Bryan Haberlach, FPM Plumbing

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: 7/15/2025

Time: 10:00 am

Location: USB 202 Stumptown
Conference Room

Roll Call and Review of Previous Minutes

- Minutes approved with no changes.
- 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.
- Outgoing members: Dirk, Joe, Houston, and Richie.
- New members joining: Jon Farrow, Bryan.
- Karen discussed transitioning to an all in-person meeting next month. She will email committee members about this change and will look for any other possible times/days. The Safety Committee meeting currently conflicts with the weekly Art & Design OAC meetings from 10:15 - 11:00 on Tuesdays. CPC Project Update meetings are now on Wednesdays from 9-10.
 - Karen to address this by **7/18/2025**.

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 Ondine potential asbestos exposure incident. See below under Incidents/Injuries.
- EHS - Provide two vehicle accident packets to Gabe in interoffice mail and two to Jonathan L.
 - Update – pending, **this week by 7/18**
- EHS - Update the emergency assembly location for Broadway in the table on the Fire Prevention & Safety website.
 - Update – pending, **this week by 7/18**
- Karen - Follow up with the project team regarding work that was completed in the stairway of FAB by the City of Portland. As reported by Gabe at the last meeting, there was no notice to occupants in OIT of the closure of the stairway exit. Someone could have exited the door and gotten trapped in the stairwell.
 - Update: Karen checked in on the City of Portland work that occurred in FAB, impacting Stairwell 3, and reported back to Gabe by email. An impact notice was issued, but you have to subscribe to impact notices for your building to receive them. There was supposed to be signage posted on the door from the OIT suite to the stairwell, but it got missed for posting when the City didn't have access to the area to post it and asked someone else to post it for them. It's something we will try to keep an eye on for work in FAB in the future.
- Karen - Provide an update on the committee recommendation regarding Experience Modification Ratings (EMR) for contractors.
 - Update: CPC and EHS discussed this at their meeting yesterday, July 14, 2025. There is a section for safety and logistics in the RFP (Request for Proposal). Some contractors offer their EMR as part of their proposal. Some contractors provide presentations for how they will manage safety and logistics as part of their proposals. Not every job has a RFP; smaller jobs are often price based. For the smaller jobs, the Division 1 Requirements and General Conditions are referenced in the bid documents; these include safety and logistics requirements. Quinn will send both a larger project and smaller project RFP to EHS to review as examples. EHS will review them and provide any recommendations to CPC by **August 29, 2025**.
- Karen - Provide an update on the committee recommendation regarding 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.

- Update: CPC and EHS discussed this at their meeting yesterday, July 14, 2025. Natalie would be the contact person for these CPC documents. In addition, we should review them to see if they note any accommodations needed. The goal is to have this reviewed and updated, as needed, for the Art & Design move. EHS will reach out to get the most recent documents from CPC and MM, review them, and make any recommendations by **September 30, 2025**.

Incidents / Injuries

- Ondine potential asbestos exposure
 - Description: Employee was responding to a leak from a shower. The shower water line in the wall was leaking and required repairs. The tile and drywall behind the tile were removed to gain access to the valve to make the necessary repairs. A second employee observed the demo area and requested to have EHS assess the material.
 - Followup:
 - EHS responded, assessed the area, and obtained samples of suspect building materials. Results confirmed that the drywall material behind the tile as well as the tile mastic were positive for asbestos containing materials.
 - Assessments and site walks of six rooms had recently been completed by EHS with staff to review areas where plumbing repairs and other maintenance were needed. Abatement was scheduled for these six rooms, with future abatement to be scheduled for an additional six rooms over the summer.
 - Another leak was found in a room not previously identified, and staff responded to addressing the leak without first reaching out to EHS about potential asbestos in the new room. Materials demoed were materials that had previously been sampled in other rooms and were known asbestos-containing materials.
 - The employee who had assigned the work had thought that the room had been cleared. There was a miscommunication between the employee assigning the work and the requesting department.
 - Contributing Factor: Asbestos summary reports were provided to the assigning employee and not to the new employee who was completing the work.
 - Lessons Learned: Based on the samples collected, it should be assumed that all work demolishing building materials that impact the drywall/ joint compound will disturb asbestos containing materials, and this work should be done by a licensed abatement contractor.
 - Corrective Actions:

- EHS to create a flow chart for FPM maintenance projects that could impact asbestos-containing materials, to include setting up a work order phase for EHS **by 8/29/25**.
 - EHS to include the flow chart and work order process in the Asbestos Awareness training and Asbestos O&M training **by next training date**.
 - EHS to provide asbestos summary reports for plumbing work to everyone in the Plumbing Shop and Dirk Theisen, FPM Systems and Plumbing Manager **by 8/15/25**.
- Contractor - roofing sample
 - Description: Contractor noted during OAC meeting on 5/8/2025 that a subcontractor that was bidding for the roofing scope had taken a core sample of the roofing material.
 - Followup:
 - Roofing scope was not initially part of the project and was added after the start of the project.
 - EHS noted on 4/24/25 that asbestos sampling would need to take place for the roofing demo. EHS obtained samples of the roofing materials for the roofing demo scope and found 1 layer of 6% chrysotile asbestos in the primary elevator penthouse roof. The asbestos material was found adhered to non-asbestos material, and the entire roofing membrane will need to be considered asbestos for the purpose of abatement and disposal.
 - Unsafe Act: Allowing a bidder to obtain samples, without first determining if the roofing material contained asbestos.
 - Contributing Factor: Added scope after start of project.
 - Corrective Actions:
 - The contractor that took the roof core sample was notified regarding the impact to the roof and the potential exposure to asbestos.
 - The removal, storage, and disposal of the roof material was completed by a certified asbestos contractor.
 - Ensure material samples are assessed for asbestos prior to disturbing building materials.
 - This incident was reviewed with the CPC Project Management team on 6/2/2025.
 - CH 287 - minor impact to encapsulated ACM fireproofing while installing drywall

- Description: Employee accidentally impacted encapsulated asbestos-containing fireproofing while installing drywall. Work was stopped, the site was assessed, and cleanup procedures were completed by an O&M trained employee.
- Followup:
 - Appropriate procedures and notifications were followed when the material was impacted.
 - This project's goal was to bring the walls up as much as possible for soundproofing the rooms. Alternative is to build walls and add insulation in the ceiling and at the top of walls for soundproofing.
 - The employee was reaching into a smaller space above the duct to install a piece of drywall when the fireproofing was impacted. A piece of drywall could have been extended from the right side across the top instead. Employee was surprised at how fragile the encapsulated fireproofing is.
 - Beam and fireproofing ACM-related incidents are the most common. This job has had to be stopped twice due to fireproofing being impacted.
 - Incident review discussion:
 - Moving forward, have more conversation regarding ACM fireproofing. The best option would be to remove and replace all fireproofing. The second best option would be to encase it rather than encapsulate it.
- Contributing Factors: Tight area to work in to hang drywall, with close proximity to encapsulated ACM.
- Root Cause: Assess and plan drywall cuts ahead of time to avoid tight spaces.
- Corrective Actions/Recommendations:
 - For each renovation project, consider an abatement method based on the situation. Obtain pricing for encapsulation, encasement, and full abatement. CPC, FPM, and EHS should discuss options and best methods given the renovation project and future potential for impact.
 - EHS to discuss with the CPC Director and report back at the next safety committee meeting, **8/12/2025**.
 - EHS to add to asbestos training: Information about how fragile ACM fireproofing is, even after being encapsulated. If it is impacted, it can be disturbed. Assess and plan drywall cuts ahead of time to avoid tight spaces.
 - EHS to edit training materials **by the next training date**.
 - If working in a renovation space with encapsulated fireproofing, have a cleanup kit readily available onsite. Include: bags, stickers, signage, encapsulant, rags, gloves, Tyvek, vacuum.
 - EHS to review with FPM In-House Construction **by 8/29/2025**.

- EHS to review if asbestos O&M crew can do small scale encasement of fireproofing **by 8/29/2025**.
- CH 287 Renovation Project - minor impact to encapsulated ACM fireproofing while installing hangers
 - Description: An employee found encapsulated ACM fireproofing debris on the floor of the Cramer Hall 287 Renovation Project. At the ceiling above the debris, it was observed that there was a spot where a piece of concrete and encapsulated ACM fireproofing were missing. This was directly next to a hanger for a data cable that had been installed. The data cable had been installed less than 3" away from the encapsulated ACM fireproofing. An abatement contractor cleaned up the debris.
 - Followup:
 - Employees were part of the onsite kickoff meeting when encapsulated ACM fireproofing was discussed. It was also discussed that they should reach out to the Project Manager if there were any areas where additional fireproofing would need to be removed for their work.
 - Employees stated they were unaware they had knocked off any ceiling material. They didn't stop work, as they didn't realize they had impacted the material when they were shooting the new hangers. They both noted that if they had known of the impact to the material they would have cleaned it up following their Asbestos O&M training.
 - OIT does not have a minimum distance from ACM that they operate under when setting new hangers.
 - Corrective Actions/Recommendations:
 - Generate a clear plan for setting hangers before starting work. During the planning phase of the project and design, plan for impacts. Ensure abatement is completed around the area before starting work.
 - EHS to discuss at CPC Project Team meeting on **8/11/25**.
 - OIT Telecom to establish a 3 inch guideline for minimum distance from ACM material. Keep consistent with FPM In-house Construction recommendation for 3 inch minimum distance when installing building materials.
 - OIT Telecom to establish guideline.
 - Tape the surface to prevent blow-out of concrete when installing hangers.
 - EHS to add notes to PSU training for Asbestos Awareness and for O&M to reflect these campus specific guidelines. These will be updated **by the next training date**.
- HGDC roofing odor incident

- Karen will report at the next meeting, **8/12/2025**.

Campus Safety Committee Update

- Erica was not present at this meeting.
 - Karen noted that the Campus Safety Committee is also discussing how to obtain information about construction and renovation projects and how to opt in to receive impact notices.

Safety Committee Inspection

- There will be an inspection on July 22nd at 8:00 am.
 - Discussion: Inspection of renovation projects in CH Classrooms 150, 103, 101.
 - Karen to schedule the inspection/update the Google invite and notify Chris Hammond, the CPC project manager.

Heat Illness Prevention

- There were no questions or concerns brought up by the committee members.

Rounds / New Safety Concerns

- Gail
 - Reminder to complete a ladder check and check your extension cords.
 - Cary is out for a month.
- Todd
 - Stay hydrated.
- Kevin
 - Keep your tools sharp, don't use dull tools. The Lockshop just got a drill bit sharpener.
- Aaron
 - Nothing to report.
- Yuna
 - Nothing to report.
- Jon F.
 - Nothing to report.
 - Steve is out this week, and back on Monday.
- Karen
 - Wildfire Smoke Protection training has gone out. Please complete it.
 - Draft Injury Poster has been sent out to the committee for review. Any comments?
 - It was reviewed during the meeting, and there were no edits or suggestions.
 - The SRTC elevator floor replacement will be on July 17th and 18th. This was a safety committee concern that was brought up about the worn floor that can be slippery.
 - Updates on construction projects:
 - VSC paving project – Will be impacting the intersection of Mill and 11th by Blumel.
 - Aaron – A crane pick will be held on 7/17 at PS1 early in the morning.

- CH 2nd floor renovations – The floor is closed to general public and staff.

Action Items

- Karen discussed transitioning to an all in-person meeting next month. She will email committee members about this change by **7/18/2025**.
- EHS to provide two vehicle accident packets to Gabe in interoffice mail and two to Jonathan L. by **7/18/2025**.
- EHS to update the emergency assembly location for BDWY in the table on the Fire Prevention & Safety website by **7/18/2025**.
- EHS to review sample RFPs from CPC for both a larger project and a smaller project and make any recommendations to CPC regarding safety language by **8/29/2025**.
- EHS to obtain the most recent move guidelines from CPC and MM. EHS 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. EHS to review and make any recommendations by **9/30/2025**.
- EHS to create a flow chart for FPM maintenance projects that could impact asbestos-containing materials, to include setting up a work order phase for EHS by **8/29/25**.
- EHS to add to asbestos training: Include the flow chart and work order process in the Asbestos Awareness training and Asbestos O&M training **by next training date**.
- Moving forward, EHS will provide requested asbestos summary reports for plumbing work to everyone in the Plumbing Shop and Dirk Theisen, FPM Systems and Plumbing Manager **by 8/15/25**.
- EHS to discuss the following recommendation with the CPC Director and report back at the next safety committee meeting, **8/12/2025**: For each renovation project, consider an abatement method based on the situation. Obtain pricing for encapsulation, encasement, and full abatement. CPC, FPM, and EHS should discuss options and best methods given the renovation project and future potential for impact.
- EHS to add to asbestos training: Information about how fragile ACM fireproofing is, even after being encapsulated. If it is impacted, it can be disturbed. Assess and plan drywall cuts ahead of time to avoid tight spaces. EHS to edit training materials **by the next training date**.
- EHS to review the following recommendation: If working in a renovation space with encapsulated fireproofing, have a cleanup kit readily available onsite. Include: bags, stickers, signage, encapsulant, rags, gloves, Tyvek, vacuum. EHS to review with FPM In-House Construction **by 8/29/2025**.
- EHS to review the following recommendation: Review if asbestos O&M crew can do small scale encasement of fireproofing **by 8/29/2025**.

- EHS to discuss the following at the CPC Project Team meeting: Generate a clear plan for setting hangers before starting work. During the planning phase of the project and design, plan for impacts. Ensure abatement is completed around the area before starting work. EHS to discuss at CPC Project Team meeting on **8/11/25**.
- OIT Telecom to establish a 3 inch guideline for minimum distance from ACM. Keep consistent with FPM In-house Construction recommendation for 3 inch minimum distance when installing building materials. OIT to provide an update at the next meeting, **8/12/2025**.
- EHS to add to asbestos training: Add information to PSU training for Asbestos Awareness and for Operations & Maintenance to reflect the campus specific guidelines for minimum working distance from ACM. These will be updated **by the next training date**.
- HGCDC roofing odor incident. Karen will report on this incident at the next meeting, **8/12/2025**.

Meeting Adjourned

Time: 11:30 AM

Next Meeting

Date: 8/12/2025

Time: 10:00 am

Location: USB 202 Stumptown

Next Inspection

Date: 7/22/2025

Time: 8:00 am

Location: Cramer Hall classrooms

- 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**.