

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

[] Gabe Christian, Accessible Technology & Inclusive Design

[P] Bryan Haberlach, FPM Plumbing

Ad Hoc:

[] Josh Barber, EHS Specialist

[] Erica Hunsberger, EHS Specialist

[] Nikki Ludd, Fire Prevention Coordinator

[] Jeff Rook, EHS Director

[P] Heather Randol, FPM Director
EHS Student Workers

Meeting Call to Order

Date: 8/12/2025

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.

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 discussed transitioning to an all in-person meeting next month. She will email committee members about this change by 7/18/2025.
 - Completed, the 7/18 meeting was in person.

- EHS to provide two vehicle accident packets to Gabe in interoffice mail and two to Jonathan L. by 7/18/2025.
 - Completed.
- EHS to update the emergency assembly location for BDWY in the table on the Fire Prevention & Safety website by 7/18/2025.
 - Completed.
- 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 8/15/2025.
 - Completed. Karen emailed the EHS team, Erica, Jeff, and Josh, to send results to the Plumbing group email. Karen also had FPM update the group email to ensure it includes everyone in the Plumbing shop and Dirk.
- 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.
 - Update: EHS met with the CPC Director to discuss on 8/11/2025. This was also discussed at the CPC Project staff meeting on 8/11/2025. EHS to reach out to general contractors, UofO, and OSU to review best practice and industry standard for working distance from ACM fireproofing. This information will be added to the Tech Design Standards. Discussed adding boiler plate language to the scope of work documents and designs. Stressed the importance of getting the architect and crews involved early in discussions about work that needs to take place in proximity to ACM fireproofing.
 - Action: EHS to provide another update at the next SC meeting on **9/9/2025**.
- 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.
 - Erica to update training materials.
- 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 8/11/2025.

- Completed. This was discussed at the CPC Project Team meeting. This is also related to the above discussion with CPC about scope of abatement and type of abatement method.
- 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.
 - Update: All departments will follow the same best practice and industry standard as noted above.
- 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.
 - Erica will update this information **prior to the next training**, after EHS identifies the best practice and industry standard.
- HGCDC roofing odor incident. Karen will report on this incident at the next meeting, 8/12/2025.
 - See below under Recent Incidents/Injuries.

Incidents / Injuries

HGCDC roofing odors from targeted roofing maintenance repairs by a contractor

- Description: Complaints and concerns were received from HGDC staff regarding roofing product odors in the building. Some staff experienced ill effects from inhalation of products and went home, leading to some classrooms needing to be closed and children picked up by parents. This incident also resulted in a report of a potential health hazard to Oregon OSHA, with a required submission of our investigation to Oregon OSHA.
- Follow-Up:
 - Safety Data Sheets for two roofing products were provided to EHS staff for review after the work had been completed. The roofing products contained primarily mineral spirits, asphalt, and aluminum, and noted precautions to protect building intakes from fumes and vapors created outdoors.
 - FPM confirmed that the outside air damper had been closed earlier, however odors had already entered the building.
 - EHS and FPM staff responded and walked the building to assess odors within the building and review the areas where the roofing products had been used that morning.
 - Windows and doors had been opened by HGDC staff after the odors were observed in the building in an effort to reduce the odors indoors.

- EHS staff provided and reviewed Safety Data Sheets with HGCDC staff.
 - A statement from the contractor that the chemicals used were “non-toxic” was made to a HGCDC staff member, without consultation with EHS, and before EHS had received the Safety Data Sheets. EHS has reached out to the contractor regarding this statement and will be following up further with the contractor regarding this conversation.
 - Some HGCDC staff left early and/or reported experiencing ill effects. They were notified to complete an Injury/Illness Report Form to submit to Human Resources.
 - The HVAC outside air dampers remained closed until 12:30 am the next day when the dampers were opened to maximum capacity, 100% outside air, to clear the building of odors, after the roofing products had time to cure.
 - EHS staff returned the following morning at 6:00 am to assess the building to ensure odors had dissipated.
 - EHS received three additional Safety Data Sheets from the contractor during the investigation. These were provided to the HGCDC leadership team.
 - EHS will be following up further with the contractor regarding timely submission of all Safety Data Sheets prior to start of work.
- Root Cause: Insufficient planning.
 - Contributing Factors: Rushing to complete work.
 - Corrective Actions/Recommendations:
 - Overall, it was found that our normal processes and procedures for work involving the use of hazardous materials were not followed for the roofing maintenance work.
 - The staff involved in scheduling this roofing maintenance work have been retrained regarding our impact notice process, including issuing impact notices 10 days in advance. Updated impact notice training will take place soon for other FPM staff who also manage projects.
 - Additional followup is occurring with staff to review our standard procedures and approach for projects in occupied buildings, especially childcare facilities.
 - Lessons Learned: Discussion regarding the normal process:
 - The individual or department scheduling the work (project manager) obtains and provides Safety Data Sheets and contractor site specific safety plans to our EHS team for review prior to start of work.

- The project manager coordinates impacts, schedules projects to minimize disruptions, and then issues an Impact Notice via the Campus Impact Notice System, to notify building occupants when work is to occur. Our standard practice is to distribute impact notices out at least 10 working days prior to the start of work, whenever possible. For the work that was completed at HGCDC, the Impact Notice was not sent out prior to start of work to the HGCDC Administration team.
- The Impact Notice also contains information about who to contact if there are concerns and how to obtain information and Safety Data Sheets for hazardous materials that may be used on the project.
- Our Hazard Communication Program includes information about having Safety Data Sheets readily available for employees who may be exposed to hazardous materials used by others.
- The project manager works with impacted departments, EHS, and FPM HVAC staff to determine if any scope of work needs to occur off hours, weekends, or during times of limited occupancy. This assessment includes identifying the location of outside air intakes for HVAC systems that may need to be closed to prevent odors from getting into the building.

Contractor near miss incident

- Description:
 - Workers were carrying materials up the stair tower in the absence of proper materials handling equipment being available for use. Two workers were carrying a tube containing a 10' bundle of 3/8" all-thread up the stair tower in the elevator shaft and, as they rounded the turn to head up the next set of stairs between L2 and L3, the bundle of all-thread slid out of the bottom of the tube, penetrated the lid of the elevator controls room, and impacted the floor on L1.
 - Workers in close proximity to the path of the dropped object stopped work and reported the incident to the General Contractor. The workers carrying the tube of all-thread up the stairs also stopped work and notified their immediate supervisor, who then notified the General Contractor of the incident.
- Follow-Up: The General Contractor's Safety Manager responded to the incident, conducted interviews, documented the scene, and assessed causal factors. PSU Project Staff and PSU EHS were notified of the incident.
- Root Cause: Insufficient planning.
- Corrective Actions:
 - Immediate resolution is to reinforce the ends of the all-thread tubing.
 - Underlying resolution is to erect a materials hoist as soon as possible to provide a safe method of transporting materials to upper levels.

Incidents awaiting review meetings and reports (tracking)

- Impact to ACM during excavation (contractor).
- Impact to conduit during excavation (contractor).
- Near miss electrical in PSC (FPM) - rescheduled due to staff on vacation.
- Impact to scaffolding (contractor).
- Foreign object in eye (contractor).

Campus Safety Committee Update

- No report, as Erica was not in attendance at this meeting.

Safety Committee Inspection

The Safety Committee inspected three renovation projects in CH. Summary of inspection findings:

- Improvement for setting up the project site is needed at the start of a project, including signage, job board, temp lighting, PPE requirements, and light tube disposal boxes.
- Ladder issues: One needs to be removed from service, three need sticker kits, and one should be replaced and removed from service, as it is older and weathered.
- Electrical issues: 12 gauge extension cords at a minimum need to be used on construction sites, for portable electric tools, appliances, portable lighting, and temporary lighting. Cord sets and devices should be plugged into a ground-fault circuit-interrupter at a receptacle. Some 14 gauge extension cords were being used on HEPA vacuums which are not the correct rating.
- Discussion: Staff should be inspecting their cords prior to use and removing them from service, as needed, if there is damage, signs of wear, or missing third-prong. Check to ensure that you are using 12 gauge extension cords for HEPA vacuums and other equipment, as noted above.

Heat Illness Prevention

- Bryan - Can PSU provide electrolytes to mix with water?
 - Discussion: This has come up from other staff as well, and Karen had previously brought this up to FPM leadership. Heather noted that we will continue to rely on water for meeting staff hydration needs, meeting the requirements of Oregon OSHA. If any staff want to supplement the water for themselves, they are welcome to do so. At this time, PSU will not be providing the electrolyte mix. Heather requested that EHS reach out to other campuses to see what they are providing for staff hydration.
 - Action: EHS to reach out to other universities and report back to Heather by **8/29/2025**.

Rounds / New Safety Concerns

- Gail
 - On our jobsites, we have several students helping. We need to remember to remind students about safety. Example: Don't place items on the top of the ladder and right below the ladder base.
 - Karen noted that in the past we had a significant number of student worker injuries. We have stressed the importance of reviewing tasks with student workers prior to starting the task, ensuring that both the task and the safety measures are reviewed. Give the student the opportunity to ask questions to ensure they understand the safety measures that are needed. Not everyone who is new is comfortable with asking questions; work on creating an environment where student workers are encouraged to ask questions about safe work practices.
 - Gail will be providing a pretask plan and silica plan to EHS for a new task on a project. He will work with EHS on buying shrouded equipment.
- Kevin
 - Hearing protection:
 - Remember to wear ear plugs or ear muffs. Recently, Kevin wore both ear plugs and ear muffs for jackhammering.
 - Karen to bring ear plugs to the next safety committee meeting for training on how to properly wear them. Action item for **9/9/2025** meeting.
- Aaron
 - There have been hearing losses among the trade industry, as well as age-related hearing loss.
- Jonathan F.
 - Hot weather reminder - stay hydrated. Take breaks, go to shade and cool down.
- Bryan
 - Bryan asked if there is somewhere he can go to see pictures of the most common asbestos containing materials at PSU, including ceiling tiles.
 - Discussion: The list of common materials is posted on the EHS website under the Asbestos Management Program. Pictures of common asbestos containing materials are included in the Asbestos Awareness training. Bryan did not recall if he had completed the training.
 - Action: Karen to verify that Bryan completed the training **by 8/15/2025**.
 - EHS has been compiling a list of buildings that don't have any asbestos in them. For example, a building survey was just completed for URBN yesterday.
 - Presume building materials contain asbestos, unless confirmed by a building survey or EHS. Reach out to EHS with questions. Text, call or email to EHS-group@pdx.edu. EHS also has an On Call number that is on the FPM phones.
 - The dumpsters at the landscape yard are difficult to open, and Bryan noted he needs training on how to operate them.
 - Discussion: New dumpsters with new winches were purchased in the past year. Staff had been opening them in the morning and then closing them in the afternoon. Certain staff

had been trained and were to train other staff. Aaron has not always found them locked in the morning.

- Action: Karen to schedule a meeting with Heather, Loni, and Brandon to revisit the current procedures for opening/closing and any additional training needs **by 9/9/2025**.
- Question regarding asbestos medical monitoring for himself from Kaiser.
 - Karen/Bryan to discuss after the meeting.
- Jon M.
 - Nothing to report.
- Jonathan L.
 - Air conditioning units are running. Building and suite doors may not be secure. Jonathan has reminded students to update the Lockshop and ensure doors are closed. Kevin noted the Work Control Center can reach out to Systems to adjust the HVAC if it's obvious that air is blowing out.
- Karen
 - Update on construction projects:
 - Ongoing impacts around VSC for a paving project.
 - PPE is required on construction projects and on renovation project sites. Follow the posted signage and ensure you bring the appropriate PPE with you.
 - SH facade work at the Broadway Eco Plaza this week. Karen and Jon F. are working with the contractor to ensure they follow a silica exposure control plan.
- Heather Randol (guest)
 - Thank you for your commitment to safety and for participating on the committee.

New Action Items

- EHS to reach out to general contractors, UofO, and OSU to review best practice and industry standard for working distance from ACM fireproofing. This information will be added to the Tech Design Standards. Discussed with the CPC Director adding boiler plate language to the scope of work documents and designs. Stressed the importance of getting the architect and crews involved early in discussions about work that needs to take place in proximity to ACM fireproofing.
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Heather requested that EHS reach out to other campuses to see what they are providing for staff hydration.

- EHS to reach out to other universities and report back to Heather by **8/29/2025**.
- Karen to verify that Bryan completed the Asbestos Awareness training **by 8/15/2025**.
- Dumpsters at the landscape yard are difficult to open and Bryan noted he needs training on how to operate them.
 - Karen to schedule a meeting with Heather, Loni, and Brandon to revisit the current procedures for opening/closing and any additional training needs **by 9/9/2025**.
- Hearing protection: Karen to bring ear plugs to the next safety committee meeting for training on how to properly wear them. Action item for **9/9/2025** meeting.
- Provide an update on Impact Notice training for staff who manage projects.

Pending/Tracking Action Items and Recommendations

- 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**.
- 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 8/29/2025**.
- 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**.
- 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**.

Meeting Adjourned

Time: 11:30 AM

Next Meeting

Date: 9/9/2025

Time: 10:00 am

Location: USB 202 Stumptown

Next Inspection

Date: 10/21/2025

Time: 8:00 am

Location: TBD