

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
[] 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
[] Heather Randol, FPM Director
EHS Student Workers

Meeting Call to Order

Date: 9/9/2025

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

- EHS to reach out to general contractors, University of Oregon, and Oregon State University to review best practice and industry standard for working distance from asbestos-containing fireproofing.

- Update: CPC discussed at their monthly staff meeting that our construction teams, both in-house and contractors, should not be working within 8" of encapsulated asbestos fireproofing. This practice would minimize the risk of unintentionally impacting this material and creating an asbestos exposure scenario. The 8" distance is a rule of thumb that large general contractors use for their teams.
- This will be added to the PSU Technical Design Standards. Our in-house CPC design team will also be adding this requirement as a general note on our drawings. When a condition like this is present on a construction or renovation project, this requirement will be covered during the kick off meeting and weekly project meetings as needed.
- There are means and methods to help with situations like this, such as encasing the fire proofing instead of encapsulating it, or having an asbestos-certified worker install whatever is needed in these areas, but our minimum requirement should be to not work within 8" of this material.
- EHS to add information to PSU training for Asbestos Awareness and for Asbestos Operations & Maintenance to reflect the campus specific guidelines for the 8" minimum working distance from asbestos-containing material.
 - Update: These will be updated **by the next training date**.
 - Bryan is interested in receiving Asbestos Operations & Maintenance training. Currently, Robert Farias from the Systems team is Asbestos O&M trained, and we do not have any plumbers who are Asbestos O&M trained. Bryan will discuss with Dirk and let EHS know.
- Heather requested that EHS reach out to other campuses to see what they are providing for staff hydration and report back to Heather by 8/29/2025. This is related to the previous discussion item: Can PSU provide electrolytes to mix with water?
 - Heather noted that we will continue to rely on water for meeting staff hydration needs, meeting the requirements of Oregon OSHA. If any staff wish to supplement the water for themselves, they are welcome to do so. At this time, PSU will not be providing the electrolyte mix. EHS to reach out to other universities.
 - Update: In process. We have heard back from four colleges. We are waiting to hear back from OSU and UofO.
- Karen to verify that Bryan received the Asbestos Awareness training by 8/15/2025.
 - Update: Karen needs to confirm with Bryan and Erica that this training has been completed.
- Karen to schedule a meeting with Heather, Loni, and Brandon to revisit the current procedures for opening/closing the drop boxes at the landscape yard and any additional training needs by 9/9/2025.
 - Update: The meeting took place with the following outcomes:

- EHS is requesting stickers for the drop boxes that clearly state that only trained individuals are authorized to operate the winches.
 - The Landscape crew will once again take responsibility for opening the drop boxes in the morning, and closing them in the afternoon. This will cover most of the concerns by having the drop boxes open and available for use from about 7 a.m. to 4 p.m. Monday through Friday.
 - The plan for the drop boxes was to train a number of folks up front (which was completed) and then have those individuals train new people as they are onboarded. FPM may need to add this to their new employee checklist; Heather will be looking into this to ensure we remember this training for new employees.
 - Bryan and other new employees will be trained to use the winches in case they need it after hours or on a day when Landscape is not available to open it first thing in the morning. This training was completed on 9/3/2025.
 - Gail noted he has concerns about the safety chain weld. He will send an email with his concerns. Karen will report back at the next meeting, **10/14/2025**.
- Karen to bring ear plugs to the next safety committee meeting for training on how to properly wear them.
 - This was carried over to the next meeting, **10/14/2025**.
 - Provide an update on Impact Notice training for staff who manage projects.
 - Update: FPM has provided two sessions of impact notice training. Staff training included: FPM, CPC, OIT, and PREM.
 - Gail noted he has not yet attended. Karen will reach out to Sarah and Cary to see if there are any additional sessions.
 - Jon noted that sometimes staff have work orders that require them to issue an impact notice. These staff should coordinate with their supervisor to issue an impact notice.
 - 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.
 - Update: This is not completed yet; carry over to the next meeting, **10/14/2025**.
 - 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 .
 - Update: In process; EHS to provide an update at the next meeting, **10/14/2025**.
 - 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, and vacuum. EHS to review with FPM In-House Construction by 8/29/2025.

- Update: Josh is working on putting together kits. Committee members noted that they already have access to silica and asbestos HEPA vacuums.
- EHS to review the following recommendation: Review if asbestos O&M crew can do small-scale encasement of fireproofing by 8/29/2025.
 - Update: Encasement is an option available for Asbestos O&M trained employees. This option for fireproofing should only be used if the material is in good condition. There is a potential for delamination if the fireproofing is already damaged when encapsulant is applied due to the added weight being introduced. In that case, we would most likely have the damaged ACM removed, which is the preferred route.

Incidents / Injuries

PSC near miss electrical

- Description: An open end of MC (metal-clad) electrical cable was found in the wall above the ceiling in PSC Room 158. It was hot, and is now in a labeled junction box above the ceiling grid.
- Follow-Up:
 - PSU Electrician was able to trace it back to the panel. This circuit is shared with conference room 161A on the other side of the office/room 158.
 - CPC Electrical Engineer reviewed past projects that involved these two rooms, particularly 161A, to identify what happened and why a cut piece of MC cable was left behind in this condition. From their research, they determined that this was likely part of a large project where a series of plugs or lights were removed from scope, but after the cable was run. Or, multiple teams were working and two ran the same cable but forgot to remove one.
- Lessons Learned:
 - Call an electrician if you find a cut MC electrical cable.
 - A tic tracer is not the most reliable for checking MC cable – a meter is more reliable. Best practice for test MC electrical cable is to use a multimeter.
- Corrective Actions:
 - Include in Electrical Safety training: pros and cons of equipment and best choices for the situation.
 - Discuss at CPC meeting: The importance of a punch walk prior to the ceiling grid going in to check for abandoned conduit, piping, tools.
- Discussion: Bryan asked for a refresher for how to use a tic tracer, for example if he is testing a water heater to determine what has failed. There was a discussion that if he is checking any power issues, he should put in a work order phase for an electrician.

Contractor near miss incident

- Description: Worker hit a crossmember on the loading deck scaffolding with a fork while lifting an apple cart up to Level 2.
- Follow-Up: Worker was on the rough terrain telehandler with the cart on the forks when they moved into position with their spotter on their right-hand side. There were 3 employees on the Level 2 deck ready to unload. Worker began to raise the load up towards the Level 2 deck and hooked a crossmember of the scaffold with the left fork tip. This lifted and bent the bar and then popped it out of its locking mechanism. Worker then lowered the cart back to the ground and shut down. The worker said they could not see the end of the forks due to the cart being on them. The spotter did not have eyes on the other side/fork that did hit. There was some damage, a bent bar.
- Corrective Actions:
 - The tower was red-tagged, and the loading deck was taken out of commission until repaired and re-certified.
 - Additional signage was posted in key areas to increase hazard awareness around the loading tower. The incident was reviewed during an all-hands meeting to discuss what happened, what was learned, and how to prevent similar incidents moving forward. Spotter was retrained on spotter duties.

Incidents / Injuries Tracking

The following incidents are awaiting incident review meetings and reports:

- Impact to ACM during excavation (contractor)
- Impact to conduit during excavation (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 next inspection will be held 10/21/2025, location TBD.

Rounds / New Safety Concerns

- Gail
 - Crews will be working on three Cramer Hall classrooms during fall term. Materials will not be in the hallways; all will be inside the room. An enclosure will be built around the locker removal area in

the hallway where the door will be installed. The type of enclosure that Chris' contractors used on the 2nd floor summer renovation may be used.

- Classroom 150 will take longer and is currently on hold – this is the classroom with risers.
- Kevin
 - Nothing to report.
- Aaron
 - Nothing to report.
- Jonathan F.
 - Nothing to report.
- Bryan
 - For those who drive vehicles on campus: More people are coming to campus. Be aware. The weather is changing and getting slippery. Make sure wipers and lights are in working condition. Take it slow.
 - It was discussed by the committee that Kellen is still coordinating preventative maintenance for vehicles.
- Jon
 - Nothing to report.
- Karen
 - Focus on student worker safety – set the example. New student workers are getting hired; take the time to discuss safety with them and ensure they know how to work safely and have the opportunity to ask questions.
 - Parking Structure 1 project – Permits are in process for sidewalk closures under the work zones.
 - Many projects are taking place at the end of summer; please make sure you get the safety plans to Karen/EHS prior to start of work, preference is at least two weeks beforehand.

New Action Items

- Gail noted he has concerns about the safety chain weld on the new drop boxes at the landscape yard. He will send an email with his concerns. Karen will report back at the next meeting, **10/14/2025**.
- From the PSC near miss electrical incident review, include in Electrical Safety training: pros and cons of equipment and best choices for the situation, tic tracers and multimeters, **by next training date**.
- EHS to discuss PSC electrical near miss incident at CPC meeting, **11/3/25**: The importance of a punch walk prior to the ceiling grid going in to check for abandoned conduit, piping, tools.

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 **November, 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 **10/30/2025**.

- 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 add information to PSU training for Asbestos Awareness and for Asbestos Operations & Maintenance to reflect the campus specific guidelines for the 8" minimum working distance from asbestos-containing material **by next training date**.
- EHS to reach out to other campuses to see what they are providing for staff hydration. This is related to the previous discussion item: Can PSU provide electrolytes to mix with water? In process. We have heard back from four colleges. We are waiting to hear back from OSU and UofO.
- Karen to bring ear plugs to the next safety committee meeting for training on how to properly wear them, **10/14/2025**.
- 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 **10/14/2025**.
- 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 **10/14/2025**.

Meeting Adjourned

Time: 11:10 AM

Next Meeting

Date: 10/14/2025

Time: 10:00 am

Location: USB 202 Stumptown

Next Inspection

Date: 10/21/2025

Time: 8:00 am

Location: TBD