

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

### Meeting Call to Order

Date: 12/16/2025

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 discuss PSC electrical near miss incident at CPC meeting: The importance of a punch walk prior to the ceiling grid going in to check for abandoned conduit, piping, and tools.

- Update: Karen discussed this with the CPC team at their Project Staff Safety meeting on 12/1/2025.
- Does PSU cover custom earplugs? Karen to discuss with Heather and Sarah if FPM would consider covering custom earplugs and report back at the next meeting, 12/16/2025.
  - Update: Karen received a response from Heather. If someone needs custom earplugs as an accommodation that they document with Human Resources, then FPM would cover them. FPM would not normally cover that expense in other circumstances.
- Gail noted concerns about the drop boxes, noting a bracket may be needed and has concerns about the chains getting damaged enroute. Karen to check in with Cary and provide an update at the next meeting, 12/16/25.
  - Update: Discussion at meeting. Karen to schedule a site walk with Cary, Gail, Brandon, and Aaron to review, and report back at the next meeting, **1/13/26**.
- Karen to check in with Cary regarding the status of the missing pins for the drop box lids and the LOTO tag, and report back at the next meeting, 12/16/25.
  - Update: Karen checked in with Cary. He does not recall seeing the LOTO tag on it when the drop box lids were fixed. It is possible it was removed when the hauler took it away for disposal. With written manufacturer approval, some pins were borrowed from other lids, so that each lid had a minimum of two pins. Additional pins are on order; Cary just received the invoice yesterday and is checking on the status. The pins now have locks on them so they don't disappear again.
  - Discussion: Pins will be assessed during the site walk, along with PSU concerns that the hauler confirms the equipment is returned in good condition.
- Does FPM have branded hi-vis attire? Karen will check in with FPM Leadership and report back at the next meeting, 12/16/2025.
  - Update: Karen checked in with Heather and Sarah. We have had PSU/FPM branded hi-vis vests. Stores does not currently have an ongoing supply available, but they do have the non-branded ones in Stores. Sarah is reaching out to Jacob to see if they can have their vendor provide branded PSU/FPM vests. As a side note, hi-vis hoodies are very expensive and FPM made a decision to order regular hoodies and support/encourage the use of vests.
- A committee member noted that there is no sign-in system for the Art & Design project, as most people meet at the gate, with no safety orientation for visitors. Karen will discuss this with the contractor, and report back at the next meeting, 12/16/2025.
  - Update: EHS has emailed the project team asking what the process is for visitors, and will provide an update at the next meeting, **1/13/26**.

- Todd noted that his team needs to complete the site safety orientation, as they are on the site more often now. Karen to discuss this with the contractor, and report back at the next meeting, 12/16/2025.
  - Update: EHS has emailed the project team to set up a site safety orientation for PSU staff, and will provide an update at the next meeting, **1/13/26**.

## Incidents / Injuries

### Cut to arm from sheet metal (contractor)

- Description: While moving demoed material from a dumpster to a truck, the corner of the material being loaded contacted the inner forearm of an employee, leading to a 2" cut.
- Follow-up: There was a lack of protective safety equipment. The injury required first-aid only.
- Corrective Actions: It was discussed in the field and during pre-task planning to ensure material is not loaded into any type of transport bin/pile without sharp corners being marked, taped, or bent back to prevent future cuts.
- Discussion: Contractor had put their materials into the SMSU recycling dumpster, and their materials had to be removed.

### Hydronic line impacted during demo work (contractor)

- Description: While cutting non-asbestos containing ductwork, an abatement worker accidentally impacted a hydronic water pipe leading to a pipe break.
- Response:
  - Contractor attempted to utilize the water shut off valves within SF4 but the valves were not able to be turned to the "OFF" position even when employing the leverage of a breaker bar.
  - The contractor connected lay flat tubing to the broken pipe, routing the water from the cut pipe out of the penthouse door and onto the roof to prevent further flooding.
  - When the contractor superintendent and the PSU plumbing team arrived, shut-off valves in the SF12 penthouse were identified and utilized.
  - A worker was positioned directly below the pipe break in the SF4 penthouse on the 3rd floor mezzanine where they minimized the impact of the water damage by catching dripping water, wiping up moisture, and extracting moisture in the carpet with a shop vac. Air movers were positioned on the moisture affected drywall and carpet to help facilitate drying. To further mitigate damage, contractor positioned negative air machines in M333 and M334.
- Lessons Learned: When performing any abatement adjacent to sensitive items that are to remain, the workers will carefully work around these fixtures in a fashion that will not impact them.

- Corrective Actions:
  - The affected area comprised roughly 10 square feet of carpet, several damaged ceiling tiles, and potentially some sections of drywall that may require assessment and possible removal. As a follow-up, contractor and subcontractor in conjunction with PSU will conduct moisture readings to gauge the extent of the damage to determine if further remediation will be necessary.
  - Contractor confirmed the protocol for any future incidents, including the after-hours number for CPSO and the Work Control Center number.

#### Potential for fall (contractor)

- Description: Subcontractor was observed working from the top of the second tier of a Baker scaffold. Worker's fall protection anchor point was located below the Baker scaffold, and the lanyard was hooked around the top post of the scaffold. Both workers were tied off to the same point, the guardrails on the concrete parapet. Scaffold outriggers were not being used. Work was stopped, and the general contractor was notified.
- Follow-up:
  - Discussed fall protection issues noted for the anchor point, lanyard, and use of the Baker scaffold with workers and with general contractor.
  - Outriggers are required when stacking a second tier and when the work platform is more than 10 feet.
- Corrective Actions:
  - Contractor fall protection competent person to review the fall protection plan, anchor point, and equipment to be used, including the Baker scaffold.
  - Area below the work was also closed off by PSU with cones and danger tape.

#### Incidents / Injuries Tracking

The following incidents are awaiting incident review meetings and reports:

- Impact to ACM during excavation (contractor).
- Conduit nicked during demo work (contractor).
- Trip/sprain - incident review pending.

#### Campus Safety Committee Update

- Erica was absent and did not provide an update.

## Rounds / New Safety Concerns

- Gail
  - Question about contractor safety plans that seem generic from site to site.
  - Discussion: They need site-specific information, particularly a logistics plan showing access/egress, dust contaminant, and haul-out. Earlier is better for submitting plans, as they help provide the necessary information and impacts for the impact notice language.
- Aaron
  - Aaron has been participating in the weekly safety walks for the SMSU HVAC contractor. During a recent safety walk, 4 extension cords and 4 ladders were removed from service in the SMSU penthouse.
  - Aaron recently acted as a project manager for a contractor project. He discussed the importance of the supervisor needing to be present at the start of work and throughout. For example, the onsite crew was not provided the safety or logistics plan.
  - Check your contract language to ensure it includes onsite supervision and submission of a safety plan prior to start of work.
- Jonathan F.
  - Noted that accurate site specific safety plans are key.
- Jon
  - Nothing to report.
- Karen
  - December 26-30 is the Les Schwab Invitational Basketball Tournament at Viking Pavilion, leading to increased activity and traffic on campus.
  - Inclement weather – Be prepared. Do you have a hi-vis vest, flashlight, and snow cleats readily available? Discussion: Hierarchy of response plan and contractor work.
  - The Seasonal Safety Electrical Hazards poster was passed around for posting in work areas.
  - Art & Design Project traffic updates. Upcoming, both crosswalks crossing Broadway at College will be closed. Watch for this and other campuswide impacts for this project which can impact your travel to/from the parking structures and getting to campus and home.

## New Action Items

- Karen to schedule a site walk with Cary, Gail, Brandon, and Aaron to review safety concerns about the landscape yard drop boxes, and report back at the next meeting, **1/13/26**. Review to include: Is a bracket needed for extra strength; potential for the chains to get damaged enroute; have all missing pins been replaced and are they attached with locks so they don't go missing; does the hauler have an inspection process to ensure the equipment is returned in good condition.
- A committee member noted that there is no sign-in system for the Art & Design project, as most people meet at the gate, with no safety orientation for visitors. EHS has emailed the project team asking what the process is for visitors, and will provide an update at the next meeting, **1/13/26**.

- Todd noted that his team needs to complete the site safety orientation, as they are on the site more often now. EHS has emailed the project team to set up a site safety orientation for PSU staff, and will provide an update at the next meeting, **1/13/26**.

## 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 **March, 2026**.
- 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. On hold; will revisit in **March, 2026**.
- 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 **1/13/2026**.
- 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, January 2026**.
- 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, January 2026**.
- 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.
- 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, On hold; will revisit in **March, 2026**.

## Meeting Adjourned

Time: 11:00 AM

## Next Meeting

Date: 1/14/2026

Time: 10:00 am

Location: USB 202 Stumptown

## Next Inspection

Date: 1/20/2026

Time: 8:00 am

Location: TBD

