

## 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, Telecom, OIT  
[ ] Gail Hamilton, FPM In-House Construction Manager  
[P] Jon Morgan, FPM Electrical  
[ ] Kevin Reed, FPM Lockshop  
[P] Jonathan Ledbetter, Materials Management Services

[P] Gabe Christian, Technology Infrastructure and Academic Systems

[P] Bryan Haberlach, FPM Plumbing

[ ] Vacant, FPM Housing Maintenance

#### Ad Hoc:

[ ] Josh Barber, EHS Specialist

[ ] Erica Hunsberger, EHS Specialist

[ ] Nikki Ludd, Fire Prevention Coordinator

[P] Jeff Rook, EHS Director

[ ] Heather Randol, FPM Director

EHS Student Workers

### Meeting Call to Order

Date: 2/24/2025

Time: 10:00 am

Location: USB 202 Stumptown Conference Room

### Roll Call and Review of Previous Minutes

- Minutes approved with no changes.
- 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 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, 2/24/26. 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.
  - Update: Brandon, Aaron, Joe, and Jeff completed a site walk and observed the following:
    - The three yard bins all had pins and locks in place.
    - All changes and items for those bins appeared to be functional.
    - All three bins have two additional safety bolts that require manual installation when the top is open.
  - Next steps:
    - Brandon will reach out to Republic to see if they have any checklist for accepting and returning the bins.
    - Brandon will reach out to Wesco to see if they have a maintenance checklist and recommended frequency.
    - Once we have these two items from Brandon, EHS will work with FPM on a weekly inspection/checklist process.
- SEH boiler and gas smells, reported by Bryan at the last meeting. EHS will follow-up with FPM on this incident and corrective actions, and report back at the next meeting, 2/24/26.
  - Update: FPM has installed a fan in the boiler room to move air to the outside, making the room negative to the building. Since doing that, FPM staff have gone in with a handheld CO monitor and have found no CO. There is also a CO monitor in the space and they are installing another monitor as a back-up.
  - FPM has received quotes for a new boiler and sent an estimate sheet and FAF to get funding for the boiler replacement. At this time, they will most likely run this boiler through the rest of the heating season and then get it swapped out with a new boiler.

## Incidents / Injuries

### PVC pipes impacted during excavation of planter bed

- Description: While excavating dirt from a planter box, a roof drain pipe and a French drain pipe were damaged by the excavator.
- Follow-up:
  - FPM plumbing crew responded and made the necessary repairs.
  - The project team was unfamiliar with the underground plumbing design.

- It was noted during the planning phase that the only equipment in the area was the irrigation system, which was locked out by electricians prior to start of work, and the plumbers shut off the irrigation.
- Root Cause: Lack of knowledge about piping located in the planter bed. Insufficient information provided to the equipment operator.
- Contributing Factors: Project was passed off from one Project Manager to another.
- Lessons Learned: Take the time to thoroughly review the As Builts for the area. Complete locates, as needed.
- Corrective Actions: Review As Builts for excavation areas; complete locates, as needed. Hire someone to complete private locates, as needed.

#### Contractor injury - cut hand

- Description: Contractor was installing acoustic panels. While cutting a panel with a utility knife, the blade slipped, resulting in cuts to their middle and ring fingers on their left hand.
- Follow-up: The employee was wearing cut-resistant gloves, however, they were not sufficient to withstand the pressure during the cut. The employee switched to a new, sharper blade prior to the incident, which reduced the amount of pressure required to cut the material.
- Corrective Actions: The following measures are being reinforced through ongoing safety discussions to prevent similar incidents moving forward:
  - Ensure utility knives are fitted with sharp blades to eliminate excessive cutting force.
  - Reinforce proper hand and finger positioning, and keeping hands out of the line of fire.
  - Emphasize correct material positioning to maintain control during cutting.
  - Increase awareness of hand placement throughout the task.
  - Increase glove cut rating to increase protection.

#### Odors and haze in occupied areas during contractor work

- Description: Visible haze and odors were observed in occupied areas during subcontractor work in the building. Some employees were complaining of discomfort in their throats. The subcontractor was demoing stair tread in an abandoned stairwell that was becoming a new HVAC shaft. Work was stopped and control methods were reassessed prior to work continuing.
- Follow-up: There was some confusion, as there were two subcontractors, both with demo scope in the stairwell. The first subcontractor's safety plan and control methods had not been reviewed by the General Contractor's Safety Director prior to start of work. The second subcontractor's work was on hold pending review and updates to their safety plan.
- Corrective Actions:
  - Work was reassigned to only one demo subcontractor.
  - The updated safety plan was reviewed by the General Contractor's Safety Director and EHS.
  - Additional exhaust was added and doors were sealed at each stair level.

- Work was moved to off hours.

### 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)
- Fire alarm set off during demo work (contractor)

### Campus Safety Committee Update

- There is an upcoming inspection of Cramer Hall classrooms and offices.

### Asbestos Survey Spreadsheet

Jeff attended the meeting and reviewed the asbestos survey spreadsheet that EHS has put together with all of the available sampling information for the campus.

- Process and procedure:
  - When EHS receives a request for a project/task, they review the survey data on hand, obtain more samples as needed, and conduct walks with the requestor, when needed, to clarify scope and ensure all materials have been sampled.
  - For larger projects, the Project Manager completes an Asbestos Survey Request Form. The Asbestos Survey Report is posted onsite. If you do not see it, ask the Project Manager or Supervisor for it. Do not start work until you have reviewed the report for your scope of work.
  - For task-related requests, the requestor can add a phase to the work order and email [EHS-group@pdx.edu](mailto:EHS-group@pdx.edu).
- Discussion/comments/suggestions (Note: This was discussed during rounds, after Jeff had left the meeting):
  - For work orders, it would be best to have FPM Work Control Center add a phase for EHS right away.
    - Provide them with a list of tasks or materials mentioned in work order requests that would trigger adding a phase for EHS, such as ceiling tiles or floor tiles and water, floor, and wall damage.
    - Provide them with a list of which buildings are most likely to contain ACM.
  - For the FPM Electrical team, Jim watches the work orders coming in and assigns them. Reaction time varies, based on the request. Jim could also note which may need a phase added for EHS.
  - Need to review further the best methods for Telecom and AV based on how they're assigned work, as they're not part of the FPM work order system. Gabe and Todd should email [EHS-group@pdx.edu](mailto:EHS-group@pdx.edu).

### Rounds / New Safety Concerns

- Todd

- The Shattuck Hall Telecom closet has many cords in it. Todd to reach out to Chris Hammond, as they may have been left there by a contractor for the Art & Design project.
- Aaron
  - SMSU hot work issues were observed during a site walk of the mechanical penthouse. A contractor was observed doing hot work, who then left and did not complete their required fire watch. This was addressed with the General Contractor and the subcontractor.
- Jonathan F.
  - Nothing to report.
- Bryan
  - At the Broadway housing building, there is a wood panel in the lobby that has sharp metal pieces protruding from the back. Bryan sent Karen a picture. Karen to assess.
- Jon
  - On the Shattuck Hall 3rd floor there are sliding panels that lock into the floor and block the electrical room door. Refer to photos that Jim sent to Karen and Jeff. Karen to check with Jeff or Nikki to see if these were checked yet, and assess as needed.
- Gabe – Gabe had questions about the respirator process, medical evaluations, and Oregon OSHA requirements:
  - Karen reviewed the [Oregon OSHA Fact Sheet on Voluntary Use of Respirators](#).
  - PSU-specific information, in addition to what is noted on the fact sheet:
    - Required information on N95s is covered annually during Wildfire Smoke Prevention training.
    - For voluntary use of half-mask respirators, PSU also provides fit testing and training.
- Jonathan L. – He has students that are regularly traveling around campus. What is the process for them to report any safety concerns?
  - The best process would be for them to reach out to the [FPM Work Control Center](#) to report the safety issue. For urgent requests, call 503-725-2FIX (2349) on weekdays from 8 a.m. to 5 p.m. The WCC will reach out to the appropriate department to assess the safety concern and take action as necessary.
- Jeff
  - Nothing to report. See above for the asbestos survey spreadsheet discussion.
- Karen
  - The [Shaky Ground Cafe Earthquake escape room](#) event will be taking place the week of March 2-8 at Montgomery Plaza. It will cover Emergency Preparedness - come test your emergency skills!
  - RMNC and SMSU crane picks took place on Saturday and Monday.

## New Action Items

- Landscape yard drop boxes:
  - Brandon - Reach out to Republic to see if they have any checklist for accepting and returning the bins.
  - Brandon - Reach out to Wesco to see if they have a maintenance checklist and recommended frequency.
  - EHS - Once we have these two items, EHS will work with FPM on a weekly inspection/checklist process.

- Karen/EHS - At the Broadway housing building, there is a wood panel in the lobby that has sharp metal pieces protruding from the back. Karen to assess potential safety concerns.
- EHS - On the Shattuck Hall 3rd floor there are sliding panels that lock into the floor and block the electrical room door. EHS to assess and address with the department, as needed.

## 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 **July, 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 **June, 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 **May, 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**.
- 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 **July, 2026**.
- Regarding an employee trip incident in the USB garage – Cary Morris to review how often power is needed for this storage/work area. Depending on frequency, consider installing a dedicated outlet for the crew in their work/storage area. Follow-up in **April, 2026**, as the USB garage renovation is underway.

## Meeting Adjourned

Time: 11:30 am

## Next Meeting

Date: 3/10/2026

Time: 10:00 am

Location: USB 202 Stumptown

## Next Inspection

Date: 3/17/2026

Time: 8:00 am

Location: TBD