

## Facilities & Construction Safety Committee Meeting

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### 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, Telecom, OIT  
[P] Gail Hamilton, FPM In-House Construction Manager  
[P] Jon Morgan, FPM Electrical  
[P] 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  
[ ] Jeff Rook, EHS Director  
[ ] Heather Randol, FPM Director  
EHS Student Workers

### Meeting Call to Order

Date: 3/10/2025

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 shared 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

- Landscape yard drop boxes - Tracking these action items:
  - 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
- 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.
  - Update: Karen assessed the art piece. The part of the metal that protrudes out the furthest is rounded on the end. The metal pieces do not come all the way to the corner of the wall and are not protruding into the walkway.
- 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.
  - Update: Karen assessed and discussed with Clive. He shared that these panels were installed during the SH renovation project, as part of SRG designs. Designs were approved by the City.

## Incidents / Injuries

Nothing to report.

## Incidents / Injuries Tracking

The following incidents are awaiting incident review meetings and reports:

- Impact to ACM during excavation (contractor)
- Conduit nicked during demolition work (contractor)
- Fire alarm set off during demolition work (contractor)

## Campus Safety Committee Update

Erica and Jeff were absent and did not provide an update.

## Upcoming Committee Inspection

The next Facilities Safety Committee inspection will be on **March 17th at 8:00am.**

- Suggestion for future inspection location - 3rd floor Cramer Hall Judaic Studies renovation project site.

## Rounds / New Safety Concerns

- Gail

- There is a big project at Cramer Hall which is occurring from the end of March until September. Work will be covering Cramer Hall's 3rd floor at the NW corner in 5 different areas, with Carrie as the project manager. The Department of Judaic Studies, currently occupying a space in the University Center Building, will be moving to this renovated area in Cramer Hall. Work will involve demolition and renovation, completed by both in-house crews and by a mechanical contractor. Structural engineering will be needed.
- Kevin
  - Nothing to report.
- Aaron
  - A contractor is sawcutting for the HVAC duct in the basement corridor near the Veteran's Resource Center in SMSU.
- Jonathan F.
  - VOCs were picked up on EHS' air-sampling equipment that was located in an adjacent office for the SMSU HVAC equipment project. These levels were recorded during drywall mudding on the SMSU DRC project, which was not anticipated. Painting is currently taking place.
- Bryan
  - Be aware of certain buildings that you need a code to get into, otherwise the system will set off an alarm. You will need to call CPSO to let you into the following spaces: Simon Benson House, NASCC, the ASRC 1st floor (Outdoor Rec Center and Bike Hub), and HGCDC.
- Jon
  - Where will the asbestos survey spreadsheet ultimately be located?
    - This needs to be finalized with FPM leadership.
  - Reach out to EHS if you have to move a ceiling tile.
    - Ceiling tiles may contain ACM and/or have fiberglass insulation on top.
    - Jon suggested that photos of ceiling tiles that have asbestos should be added to our public website. These photos are included in the required asbestos training.
- Gabe
  - Completed the safety orientation for the Art Project, and needs more information to follow their safety procedures. What do you do if you get injured onsite – what's the process?
    - Let Swinerton know and follow PSU Injury Reporting Procedures. EHS will provide Swinerton with the necessary information regarding an onsite injury.
  - Gabe completes job walks each month, and AV is often removing projector screens. He can submit an asbestos survey request form to EHS, mapping where the locations are and EHS can provide asbestos information.
- Jonathan L.
  - Nothing to report.
- Karen

- Jon reported some electrical cord issues in Lincoln Hall to EHS. Jeff has reached out to COTA leadership.
- March is Ladder Safety Month. Karen passed out information about completing ladder inspections for any ladders in your work areas.
- When entering buildings and offices, make sure you are wearing appropriate ID and identifying yourself to occupants.
- Job Hazard Analyses (JHAs) – Karen is creating more JHAs with Gail for common tasks.
  - These currently include: Demolition Activities, Framing, and Drywall Installation. More will be created soon.
- If you have safety concerns, another way to report them is to put in a work order for EHS through the Work Control Center. Texts are good for immediate safety concerns, but email or work order is better for those that are not imminent.
- Discussed Trader Joe's asbestos incident where DEQ responded to a complaint and closed the store. Renovation activities had been taking place at night, and ACM flooring had not been identified prior to start of work.

## New Action Items

- EHS/FPM Leadership - Finalize where the asbestos survey spreadsheet will be located.

## 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.
- Landscape yard drop boxes - Tracking these action items; **June 2026**



- 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.

## Meeting Adjourned

Time: 11:00 am

## Next Meeting

Date: 4/14/2026

Time: 10:00 am

Location: USB 202 Stumptown

## Next Inspection

Date: 3/17/2026

Time: 8:00 am

Location: Cramer Hall 3rd fl.