

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
- [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

Alternate

- [P] Leila Gorson, FPM Housing Maintenance
(*temporary representative*)

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: 4/14/2025

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.
- Leila is attending this month until Housing Maintenance identifies a representative. We will be checking in with Ryan when he returns from vacation.

Safety Committee Member Role

- Obtain questions, concerns, or ideas from your respective crew to be brought up to the committee. After the meeting, share 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/FPM Leadership – Finalize where the asbestos survey spreadsheet will be located.
 - Discussion: There are challenges with public-facing documents needing to meet accessibility requirements. This spreadsheet would not be public-facing, but it is uncertain if documents on internal websites need to meet accessibility standards.
 - Users will need to be able to use a screen reader, which doesn't work well for tables.
 - Suggested locations: FPM or CPC internal websites.
 - Karen to reach out and ask Erica if she knows if the requirement also applies to internal websites.
- 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.
 - Update: In-House Construction Electricians are scheduled to install an outlet in the next few weeks.

Incidents / Injuries

Foreign material in eye (contractor)

- Description: An apprentice electrician (contractor) received debris in their right eye while adjusting a bolt during installation of a soffit light fixture.
- Follow-up: Although they were wearing safety glasses, the style they were using allowed small gaps around the frame where debris was able to enter. They immediately notified their foreman, used an eyewash bottle to flush their eye, and were sent to an eye clinic for evaluation.
- Corrective Actions:
 - The worker was issued a different style of safety glasses with a better, more secure fit. Contractors should maintain multiple styles of safety glasses to ensure workers can select PPE that fits their facial structure securely.
 - Emphasize proper PPE fit during daily stretch-and-flex, pre-task planning, and ongoing safety coaching.
 - Continue monitoring tasks that involve overhead adjustments or debris-prone work, even when risk is considered low.
- Discussion:
 - Make sure you have well-fitting glasses when performing overhead work. Check Stores to find the type of glasses that fit you best. Work with your supervisor to obtain other styles/sizes from Grainger, as needed.
 - Following is the process for obtaining prescription safety glasses, when needed. This is from the FPM Dress Code & Uniform Guidelines:
 - Prescription safety eyewear will be provided by PSU only when the supervisor and EHS determine that eye protection worn over prescription lenses does not provide adequate protection.
 - Prescription safety eyewear must include lenses and frames that meet ANSI Z87.1 standards, must be impact rated and must have side shields.

- Written approval in the form of an email must be obtained from your supervisor and from an EHS representative before purchasing prescription eyewear.
- Prescription eyewear costs up to \$200 are covered by PSU and many options are available through online retailers for under this amount.
- If highly-specialized lenses are required for vision correction or to address a specialized hazard, expenditures over \$200 may be approved in writing (email) by EHS and an FPM Assistant Director or Director.

Utility knife laceration (contractor)

- **Description:** While cutting material with a utility knife, the worker accidentally sustained a small laceration to the wrist.
- **Follow-up:** The worker was taken to urgent care, then they were cleared to return to work and were able to complete the remainder of the day without issue.
- **Corrective Actions:** Reinforce the following best practices to help prevent similar incidents:
 - Properly position the utility knife and cutting materials to ensure hands and body parts remain clear of the cutting path;
 - Maintain controlled cutting motions and avoid excessive force;
 - Inspect utility knives to confirm blades are sharp and in good condition to reduce the potential for slipping;
 - Use appropriate personal protective equipment as applicable;
 - Reinforce situational awareness and proper task setup prior to beginning work.

Incidents / Injuries Tracking

The following incidents were awaiting incident review meetings and reports. Karen will be wrapping these up with the information she has. It's difficult to obtain information from contractors after they have completed work and left campus.

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

Campus Safety Committee Update

No updates to report, per Erica.

Upcoming Committee Inspection

The next safety committee inspection will be **April 21st at 8:00am**, inspecting the Cramer Hall 3rd floor Judaic Studies renovation project. This renovation project has already, or soon will be, including many of the PSU crews.

A future inspection will be a tour of the tunnel system with Cary or Dirk.

Form Updates for JHAs and Pre-Task Plans

More Job Hazard Analysis (JHA) forms are being created. Additionally, the Pre-Task Plan & Hazard Evaluation form is being updated.

JHAs:

- Karen and Gail recently completed Job Hazard Analyses (JHAs) for Demolition Activities, Framing, and Drywall Installation. Please review and provide edits, comments, or questions on the three new JHAs.
- Karen is also working on JHAs for bandsaws, scissor lifts, and boom lifts.
- JHAs are available on the [EHS website](#).

Pre-Task Plan & Hazard Evaluation Checklist:

- Karen is working on finalizing this fillable form for use by project managers, PSU staff, and contractors. Please review and provide any comments, questions, or suggestions.

Distracted Driving Awareness Month

April is Distracted Driving Awareness Month!

- Avoid distractions. Don't use cell phones while driving. Limit other distractions as well, including food, cosmetics, and navigation systems. Prepare for the day and plan your trip in advance.
- Practice Safe Driving. Drive defensively. Scan frequently in all directions. Be aware of traffic, pedestrians, and obstacles. Always have a planned escape route. Maintain a safe speed: Remember, driving at a slower pace increases reaction time and lessens the severity of an impact.
- On Campus - Vehicles shall be operated at speeds no greater than 10 mph, and not to exceed the speed of pedestrians.
- Drivers involved in an accident must immediately report the incident to their supervisor, Campus Public Safety (CPSO), and Risk Management. CPSO completes the incident report for on-campus motorized vehicle incidents. If anyone is injured, Human Resources must also be notified as soon as possible after appropriate medical attention is received by submitting an online injury report.

Rounds / New Safety Concerns

- Todd – There are many construction projects going on, including:
 - The wrapping-up of the Art & Design project.
 - The NHB demolition, starting in June.
 - SMSU's new kitchen and dining room, a future project.
 - SHAC's upcoming move to FMH from UCB.
- Kevin
 - Card reader access control is getting upgraded. You may notice ADA buttons not working, primarily inside. Let the Work Control Center know if there are issues, and they will reach out to the Lockshop.
- Aaron
 - Ceiling tiles are falling at UCB above the food carts. A lift is needed to remove these as soon as possible. Aaron is reaching out to Gail.
 - The Portland Fire Women's NBA team is coming to the PSU campus soon. They will be temporarily leasing space for 3 months in the Viking Pavilion, 3 classrooms, Versa Cafe (for food), and the practice gym.
- Jonathan F.
 - Nothing to report.
- Bryan
 - Nothing to report.
- Jon

- Nothing to report.
- Gabe
 - Nothing to report.
- Jonathan L.
 - Nothing to report.
- Leila
 - Leila is attending this month until Housing Maintenance identifies a representative. We will be checking in with Ryan when he returns from vacation.
 - Nothing to report otherwise.
- Karen
 - See the Distracted Driving Awareness Month section.
 - It's graduation season, which means increased traffic around campus. PSU will be hosting Portland area high school graduations, as well as three days of PSU graduations **from May 26 - June 14**. Watch for more pedestrians on campus, especially distracted while taking pictures, finding their way around campus, etc.

New Action Items

- Identify a safety committee representative for FPM Housing Maintenance.
- EHS/FPM Leadership – Finalize where the asbestos survey spreadsheet will be located. There are challenges with public-facing documents needing to meet accessibility requirements. This spreadsheet would not be public-facing, but it is uncertain if documents on internal websites need to meet accessibility standards. Suggested locations: FPM or CPC internal websites. **Action item:** Karen to reach out and ask Erica if she knows if the requirement also applies to internal websites.

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**.

- 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: 11:30 am

Next Meeting

Date: 5/12/2026

Time: 10:00 am

Location: USB 202 Stumptown

Next Inspection

Date: 4/21/2026

Time: 8:00 am

Location: Cramer Hall 3rd fl.