

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, Telecom, OIT
[P] Gail Hamilton, FPM In-House Construction Manager
[P] Jon Morgan, FPM Electrical
[P] Kevin Reed, FPM Lockshop
[] 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, FPM Housing Maintenance
(*temporary representative*)

Ad Hoc

[] Josh Barber, EHS Specialist
[] Erica Hunsberger, EHS Specialist
[] Nikki Ludd, Fire Prevention Coordinator
[] Jeff Rook, EHS Director
[P] Heather Randol, FPM Director
EHS Student Workers

Meeting Call to Order

Date: 5/12/2025

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 until Housing Maintenance identifies a representative.

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 and CPC internal websites.
 - **Action item:** Karen to reach out and ask Erica if she knows if the requirement also applies to internal websites.
 - **Update:** Discussion about the timeframe for making documents accessible was pushed out a year. Place a link from the FPM and CPC internal websites to the EHS Google spreadsheet. Add a note with the link that directs people to reach out to EHS if accommodations are needed to read the sheet. OIT can add a link from their Google share drive.
 - **Action item:** EHS to work with FPM, CPC, and OIT to add this link to their departments internal website and Google share drive **by July 1, 2026.**
- Identify a safety committee representative for FPM Housing Maintenance.
 - Update: Pending, waiting to hear back from Gail Carter.

Incidents / Injuries

- Nothing to report.

Campus Safety Committee Update

- May is Mental Health Awareness Month.
- Heat Illness Prevention training has been sent out, and must be completed by all faculty and staff.

Committee Inspection Review

An inspection of the Cramer Hall Judaic Studies renovation project was held, with the following findings:

- Floors were clean with no slip hazards.
- Trip hazards were identified with caution tape, cones and signage.
- Materials, equipment, and storage area were laid out in a manner to provide safe access and egress without trip hazards. Materials were stored in a manner so they would not fall and block an exit.
- Extension cords and equipment power cords were inspected and all were found to be in good condition. Appropriately rated cords were in use.
- Baker scaffold was inspected and in good condition. Scissor lift was in good condition and up to date on preventative maintenance.
- Asbestos survey reports are posted, along with safety binder with Job Hazard Analyses for common tasks, first aid kit, and egress map.
- All ladders onsite were inspected and found to be in good condition, with the exception that 5 ladders are missing the required load rating stickers. Todd removed the Telecom ladder that did not have the required load stickers.

- Wade has created ladder sticker replacement sets. Wade and Gail are finalizing the information and will coordinate sticker replacements with EHS.
- Temporary exit signage directing those working in the space to the exit door is needed.

Form Updates for JHAs and Pre-Task Plans

- Karen passed out the latest draft and explained that this fillable form would replace the current pre-task plan.
 - The intention of this form is to ensure that a hazard evaluation is completed for projects/tasks and that the control methods are included in a pre-task/site specific safety plan. This is especially important for non-routine and unique tasks.
 - EHS is finalizing the form, then it will go out to FPM and CPC leadership for comment.
- Contractors may use this form, if they do not have their own company form.
- This will also be a useful tool as a checklist for project managers to plan for project safety information that will be needed from contractors.

Mental Health Awareness Month

May is Mental Health Awareness Month!

- Mental Health should always be a top priority for our well-being. Take this opportunity this month to check in on your coworkers, friends and family. Getting support from coworkers, friends, family and mental health professionals can be important after significant and stressful events.
- Resources are available to PSU staff through the [Employee Assistance Program](#) via Canopy which provides support with coaching, counseling, work/life services, and self-care tools.
- SHAC has developed a number of [resources for students and staff](#).

Rounds / New Safety Concerns

- Gail
 - Asbestos awareness is always important. For example, the SMSU project is now on hold because suspected asbestos-containing material (fireproofing overspray) was observed above the ceiling in the area, and the work was stopped. An abatement team will be coming out to demo the wall and clean the area.
 - The 'lesson learned' in this example is to thoroughly review the work area and scope of work to ensure all materials are sampled and abated prior to start of work.
 - Kudos to the Building Maintenance crew for their work in removing the UCB parking garage ceiling tiles and grid that was damaged and presenting an overhead hazard. The crew mobilized with a boom lift, set up their barricades around the work area, wore the appropriate PPE, and had spotters set up on the sidewalk to safely direct pedestrians for this emergency work.
- Kevin
 - Biannual reminder that temperatures are changing frequently at this time of year.
 - In the mornings, air pressure can kick up and cause doors to not shut. Keep your ears open to ensure they shut and latch behind you. Put in a work order to the Lockshop, as needed. They will adjust the door closures or reach out to Systems as needed.
- Aaron

- Karen's help with hanging a banner and reviewing the contractor's safety plan is appreciated. This work was switched to our in-house crew due to the contractor not having the appropriate training documentation for the work.
- Jonathan F.
 - Summer is approaching and projects are picking up. In-house crews are booked and lots of contractors are starting on projects as well.
- Bryan
 - Be careful with tool operation. Bryan discussed a non-work injury and the importance of using a block instead of your hand. Keep your distance from tool operation.
 - Bryan shared a concern that the traffic control flaggers have not been great for the Art & Design project.
 - EHS conducts weekly site walks with Swinerton and reviews the traffic control plans and observes flaggers. Items identified are reviewed with Swinerton and safety improvements are made, as needed.
 - Bryan needs to purchase a fall protection harness. EHS will provide the information to Dirk and Bryan.
- Jon
 - Karen shared a video from Jon about a non-PSU incident where a boom lift was working above a road and was hit by a box truck. No one was injured in the incident, but it was a good review of why it is important to set up barriers around work areas and lifts and obtain a traffic control permit, when needed, to shut down lanes below overhead work.
 - Be aware of the heat. You may not be acclimated yet. Drink a lot of water and take breaks.
- Gabe
 - Right now, the Broadway entrance is the current entrance for the Art & Design project, as work is being completed on the north side of the area.
- Leila
 - Leila shared a concern about non-PSU individuals gaining access to the library.
 - Discussed building security and safety and which buildings are open to the public and which have access control. ML has a process in place for allowing for access through the circulation desk. Current PSU students and employees use their PSU ID cards to open the turnstile gates at the library entrance. If you don't have a PSU ID card, staff at the Circulation Desk will open the gate for you and either confirm your PSU enrollment/employment status or ask you to sign in as a visitor.
 - The Circulation Desk can call CPSO, as needed, for assistance. However, Leila noted she calls CPSO if she observes people on the exterior of the building porch, but CPSO doesn't seem to be responsive. CPSO's priority is to ensure egress doors are not blocked.
 - SMSU, FMH, and Vanport all have building hours where card key access is not needed.
- Heather
 - Heather attends the safety committee meeting once a year to check in and show her appreciation of the safety committee. Communication and openness is important, as is the ability to bring up safety concerns.
- Karen
 - The annual Heat Illness Prevention training has been sent out to all employees. Please check your inbox and complete this required training.
 - There will be many events in May and June in the Park Blocks, Montgomery Plaza, Walk of the Heroines, and Urban Plaza. Be aware of pedestrians.
 - The HGCDC Spring parade will be on May 21 from 3:30-5:30pm.

- Portland Public Schools and other area high school graduations, in addition to the PSU graduations, take place from May 26 - June 14 at the Viking Pavilion. Expect significant activity in the Park Blocks.
- The Safety Break event will be held on June 17th from 12:30-2:30pm. Questions, requests, and suggestions:
 - Does the Safety Committee want to do anything special for this event?
 - Karen needs more photos for the slideshow. Please send her photos.
 - Trivia questions, game topic suggestions, ideas:
 - 'Is it asbestos?'
 - 'What's wrong with this picture?'
 - 'Why do you work safely?'
 - 'Guess what this is?' – Bring unique safety, LOTO equipment.
 - General safety
 - Fire extinguisher training
 - Stryker chair demonstration
 - Match the PPE to the task
 - Gift cards for prizes
 - Plumbing display safety
- Campus Beautification will be held on Thursday, May 14th.

New Action Items

- Asbestos survey spreadsheet. EHS to work with FPM, CPC, and OIT to add this link to their departments internal website and Google share drive **by July 1, 2026**.
- Identify a safety committee representative for FPM Housing Maintenance.

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 **June, 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: 11:30am

Next Meeting

Date: 6/9/2026

Time: 10:00 am

Location: USB 202 Stumptown

Next Inspection

Date: 7/21/2026

Time: 8:00 am

Location: TBD