

Facilities & Construction Safety Committee Meeting

Members

A checked box indicates member was present at today's meeting.

Employee Represented

- ☒ Karen Barnack, EHS Assistant Director for Occupational Health and Safety
- ☒ Aaron Britton, FPM Zone Maintenance Manager
- ☒ Jonathan Farrow, CPC Project Manager
- ☐ Todd King, Telecom, OIT
- ☒ Gail Hamilton, FPM In-House Construction Manager
- ☒ Jon Morgan, FPM Electrical
- ☐ Kevin Reed, FPM Lockshop
- ☒ Jonathan Ledbetter, Materials Management Services
- ☐ Gabe Christian, Technology Infrastructure and Academic Systems
- ☒ Bryan Haberlach, FPM Plumbing
- ☐ Vacant, FPM Housing Maintenance

Alternate

- ☐ 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: 6/9/2025

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 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.
 - EHS to work with FPM, CPC, and OIT to add this link to their departments internal website and Google shared drive **by July 1, 2026**.
- Identify a safety committee representative for FPM Housing Maintenance.
 - Leila will be reporting to Gail Carter at the start of the fiscal year. Would she want to serve on the committee? Karen to reach out to Leila and Gail.

Incidents / Injuries

- Strain/sprain injury
 - Erica is in the process of following up on this injury.
- Asbestos-related incident
 - EHS is in the process of following up on this incident.
 - Remember that everyone is empowered to stop work if they have concerns or questions about potential asbestos-containing material and tasks they are performing in the vicinity of materials.

Campus Safety Committee Update

No updates to report, per Erica/Jeff.

Rounds / New Safety Concerns

- Gail
 - Has a project management process concern that he will discuss with Karen.
- Aaron
 - Asked Karen to provide an update on yesterday's crane pick for the SMSU roofing project.
 - Karen shared photos from the crane pick and truck deliveries and discussed the importance of reviewing picks and deliveries two weeks in advance to plan for impacts, discuss routes, and ensure pedestrian safety.
- Jonathan F.
 - The Art & Design building TCO (Temporary Certificate of Occupancy) is coming soon.
- Bryan
 - Remember to try to have a positive attitude, even if you're frustrated with overtime work.
 - Don't flush wipes even if they say they're flushable. This is a major plumbing issue for the residence halls and University Place Hotel.
 - This weekend will be the major student housing move-out, followed by housing turns.
- Jon
 - Multiple graduation ceremonies will be held this weekend, from the 12th to 14th. A high heat event is also forecasted from June 13th to the 16th. It will be hot for ceremony attendees.
 - Aaron is working with Cary and Will on the cooling system for Viking Pavilion.
- Jonathan L.
 - Be aware of extra pedestrians and traffic on campus with graduation ceremonies and housing turns occurring.
 - Be mindful of Mental Health Awareness – this is a stressful time of the year for students, including student employees.

- Karen
 - Heat Illness Prevention training:
 - Has everyone completed their training? Karen briefly reviewed the spreadsheet and almost all departments still have staff that have not completed the training.
 - Hot weather is coming this weekend and into Monday, with a high heat event forecasted for June 13 – 16th. PSU Emergency Management has sent an alert to UHRL and CESU regarding the hot weather during graduation and housing move-outs.
 - Graduation ceremonies continue this week through Sunday, June 14th 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. Please post posters in your crew's area, if they haven't already been posted. Angel, EHS' student worker, has posted several already.

New Action Items

- EHS/FPM Leadership – Finalize where the asbestos survey spreadsheet will be located.
 - EHS to work with FPM, CPC, and OIT to add this link to their departments internal website and Google shared drive **by July 1, 2026**.
- Identify a safety committee representative for FPM Housing Maintenance. Karen to reach out to Leila and Gail.

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 types to stock. EHS is developing a guide for all PPE in Stores. This will be shared with the 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 **July, 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 **July, 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; **July, 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: 7/14/2026

Time: 10:00am

Location: USB 202 Stumptown

Next Inspection

Date: 7/21/2026

Time: 8:00am

Location: TBD