

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
- ☒ Gabe Christian, Technology Infrastructure and Academic Systems
- ☐ Jonathan Farrow, CPC Project Manager
- ☒ Leila Gorson, FPM Housing Maintenance
- ☐ Bryan Haberlach, FPM Plumbing
- ☒ Todd King, Telecom, OIT
- ☒ Gail Hamilton, FPM In-House Construction Manager
- ☒ Jonathan Ledbetter, Materials Management Services
- ☒ Jon Morgan, FPM Electrical
- ☒ Kevin Reed, FPM Lockshop

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: 8/11/2025

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

- Asbestos survey spreadsheet.
 - EHS to work with FPM, CPC, and OIT to add this link to their departments internal website and Google shared drive **by August 1, 2026**. EHS to create a blurb for CPC, FPM, and OIT to put on their internal sites.
 - **Update:** EHS sent the proposed language to these departments for review. There are no responses yet, Jeff Rook will send a reminder.

Incidents / Injuries

Strain/sprain (hand)

- Description: Employee was dewatering and testing backflows, hand-tightening a union, when they experienced thumb pain.
- Follow-up: This was related to a previous injury and the use of manual hand-tightening exacerbated the inflamed tendons.
- Corrective Actions: The employee is being cognizant to avoiding using their hand when there is a tool available to do the work. Their department has purchased some automatic tools to help as well.

Damage to Landscape yard loading dock (contractor)

- Description: A truck was picking up a dumpster after backing in at an improper angle. The dumpster caused damage to two railings and the cement area on the ramp where the railings were mounted.
- Follow-up: Driver notified their office. FPM Leadership was notified.
- Corrective Actions: Damage to be repaired and covered by driver's insurance provider. Metal guide tracks to be checked after the dumpster is removed.
- Unsafe Act or Condition: Using equipment unsafely. Not being careful during pick-up procedure.

Incidents / Injuries Tracking

The following incident(s) are awaiting incident review meetings and reports:

- None

Campus Safety Committee Update

- No updates to report.

Committee Inspection

A safety committee inspection was held on July 21st at 8:00am, inspecting the tunnel system with Dirk.

The committee inspected: Cramer Hall's S1 mechanical room, the north tunnel between CH and VSC, the NW tunnel to SRTC from VSC, and the west tunnel between SRTC and ML.

- **Overall**: Overhead hazards are well marked and padded; unistrut obstructions are padded. Three tunnel ladders were assessed.
- **Completed at time of inspection**: Added yellow caution tape to a trip hazard; reattached a junction box cover; replaced tape on valve obstruction padding.
- **Findings included**: A significant number of burned out lights needing replacement; damaged j-boxes; belt pulley guard needed; fire extinguisher out-of-date; small section (several inches) of damaged asbestos containing pipe insulation; yellow high vis strips on some steps needed cleaning and/or replacement;

damaged universal waste collection box; improved egress signage needed (ML sub-basement); outdated signage references to a nonexistent tunnel policy and old building names.

For the next inspection, the committee will complete the second half of the tunnels.

Rounds / New Safety Concerns

- Gail
 - Human Resources will be moving to the first floor of RMNC. After the recent shooting incident nearby, they are concerned and are discussing installing security cameras.
 - Truck drivers are dropping off materials at the USB loading dock and not replacing the chains; this is a trip and a fall hazard. Jonathan L. will remind Materials Management workers.
 - Kudos to Gabe! The crew were observed all wearing safety vests.
 - Roofing contractors on Epler found many leaks and rotten plywood.
 - At VSC, there is a Telecom leak with moisture damage to the wallboard and lighting, including mold. A work order has been submitted and Jeff Rook contacted.
 - Karen noted that at Shattuck Hall, the Art & Design Building concrete work had created a leak into an electrical panel as well.
- Jon M.
 - There are breakers at Millar Library that don't fit LOTO equipment; Jon will review with Jim and George. Gail suggested checking Portland Breaker.
- Todd
 - Fiber contractors will be installing fiber through Cramer Hall from the University Services Building. Work will take place in the tunnels.
 - There was a shooting at 4th and Market near RMNC at 3:30pm. It was determined to be a road rage incident.
 - Security card access and potentially a panic button has been added to RMNC, for a department move to the 1st floor. There was previously a staffed welcome counter and temporary security personnel.
 - A timely warning was released by CPSO; Karen noted that the Incident Management Team response was very timely.
 - Montgomery Residence Hall's network will be removed on August 12th and power will be shut off on the 17th, in preparation for demolition. It's important to ensure fire alarms stay online and that security measures are taken to prevent unauthorized entry.
- Jonathan L.
 - Keep an eye out for student orientations on August 26th and 27th and the Portland Sunday Parkways event on September 13th. Expect increased traffic, traffic closures, and many people around campus.
- Karen

- Contractor will be occupying FMH soon for the 2nd floor renovation; this is the last chance to salvage any materials or furniture. A 2nd floor window will be opened to move construction materials in and out.
 - A lift is still there - per Gabe, he was told to leave it there. If you need help getting it out, let him know.
 - There may be remaining ladders, but Karen has not gone into closets to check.
- A trash chute will be installed on the north side of SMSU and will need to be blocked to prevent access into the building from the skybridge.
- Two trees on the north side of Blackstone will be removed next Wednesday.
- Wildfire Smoke Prevention – any concerns or questions? How did recent wildfire events go with your department?
 - EHS ensured that contractors had wildfire smoke procedures in place and access to PPE.
 - Landscaping workers were wearing masks.
- Leila
 - Nothing to report.
- Kevin
 - Nothing to report.
- Gabe
 - Nothing to report.
- Aaron
 - The trash chute on the south side of SMSU has many tears. Dust comes out and debris gets stuck, making work difficult.
 - Karen – The contractor is working on getting this addressed.
 - In the SMSU penthouse, chiller drain down water was released and leaked into the unoccupied suite below, Suite 425. Asbestos-containing fireproofing was impacted. Brian, Aaron, and Jeff examined the drain in the penthouse. The drain was not clogged, but it seemed to have been cut off and directly draining into Suite 425. Initial abatement has been completed above the ceiling tile.
 - After the roofing work is completed, further observation will take place to assess for damaged materials. Foam insulation and plywood had been put down on the roof at the crane landing/loading area that is directly over the suite, and further assessment is needed to check for ACM debris below due to vibration.
 - There was a large chunk of fireproofing material observed on the ground in the penthouse. Jeff immediately shut down the project. Conversations are being held with contractors to properly communicate to CPC and EHS how much asbestos needs abatement in areas where they are working and on instructing employees on safe procedures; workers were resistant to leave when told to stop work.
 - The hole from the recent vehicle impact at HGDCD has been repaired.

New Action Items

- No new action items

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 **November, 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 **November, 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 **October, 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 **October, 2026**.
- Landscape yard drop boxes - Tracking these action items; **October, 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: 9/22/2026

Time: 10:00am

Location: USB 202 Stumptown

Next Inspection

Date: 10/20/2026

Time: 8:00am

Location: Campus tunnels, part two