Portland State UNIVERSITY

Facilities & Construction Safety Committee Meeting

Members

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

Employee Represented

- [x] Karen Barnack, EHS Assistant Director for Occupational Health and Safety
- [x] Aaron Britton, FPM Zone Maintenance Manager
- [x] Gabe Christian, Technology Infrastructure and Academic Systems
- [ ] Vacant, CPC Project Manager
- [ ] Leila Gorson, FPM Housing Maintenance
- [x] Bryan Haberlach, FPM Plumbing
- [x] Todd King, Telecom, OIT
- [x] Gail Hamilton, FPM In-House Construction Manager
- [x] Jonathan Ledbetter, Materials Management Services
- [x] 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: 9/30/2025 Time: 10:00 am Location: USB 202 Stumptown Conference Room

Roll Call and Review of Previous Minutes

- Jonathan Farrow is no longer with PSU; CPC will need to find a replacement representative to serve on the committee.

- 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 October 1st, 2026**. EHS created a blurb for CPC, FPM, and OIT to put on their internal sites.
        - EHS sent the proposed language to these departments for review and no feedback was received from the departments. Karen will discuss with Jeff to go ahead and send the blurb and link to the departments to add to their internal websites.

Incidents / Injuries

There were no PSU staff injuries or incidents to report.

Student slip, trip, and fall

- A PSU student fell and was injured in the new Art and Design Building at a small ramp that exits to Broadway.
- The ramp surface has a pink stripe painted, but the raised area at the edge of the ramp does not.
- EHS has reached out to CPC to have a railing installed at this location. In the interim, stanchions and rope have been placed at the edge.

Incidents / Injuries Tracking

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

- None.

Campus Safety Committee Update

- No updates to report.

Rounds / New Safety Concerns

- Gail
    - Kudos to all the PSU crews who worked on the Cramer Hall Judaic Studies renovation project! There were no injuries and no incidents on this project, and it finished on time and under budget.
    - Gail and Wade are working on wrapping up ladder sticker kits. Wade is updating the reference code sheet. Bryan noted that FPM Plumbing needs two sticker kits.
- Todd
    - Nothing to report.
- Aaron
    - Aaron will be fixing the wall at the Blumel parking lot where a car had hit it.
- Bryan

- There are a lot of scooters parked at the Broadway loading dock. This creates an unsafe area for crews that need to use the loading dock. UHRL will need to address this with their residents. Bryan will send a picture to EHS.
- Many toilet repairs are taking place in the Broadway building. This involves elevator use, including when there are also students on the elevator. Employees are being mindful to safely move the toilets around others.
  - 2-3 toilets are being replaced each week. The plumbing crew are using caution when removing these. The toilets are being placed on the edge of the loading dock, then transferred to vehicles, then to the dumpsters.
  - The committee discussed using safe lifting procedures, and if there are any equipment needs for moving the toilets around. In the past, a dumpster had been placed at the loading dock to minimize transfers.

- Jon
  - A work order was submitted requesting maintenance for a can light located directly in front of FAB's lower lobby elevator.
    - Discussion: Can this work be done off hours? This project will need to be coordinated with Tross.
  - With the start of fall term, there are lots of students on campus. Plan your route and give yourself time to get to your destination.
  - Several people were observed driving down to the lower USB parking lot on 9/29 at the beginning of the new term.
    - This created unsafe conditions, as multiple vehicles were needing to turn around and get out of the lower parking area.
    - Karen requested Aaron to check for any signage and review with TAPS for signage, as needed.
- Gabe
  - Nothing to report.
- Jonathan L.
  - There are lots of new students around campus! Watch for people on phones, not paying attention, and going the wrong way on one-way streets.
- Karen
  - Fortis recently held a safety orientation for the FMH 2nd floor renovation project, with lots of PSU staff attending.
    - Don't forget! For this site, full PPE is required, including cut-resistant gloves at all times.
  - Party in the Park is tomorrow, 11am-2pm, in the South Park Blocks. There will be many people in attendance.
  - 10th Street by the Montgomery demolition project has many construction vehicles frequently entering and exiting the site. Use extreme caution in this area.

        - The project fence came down on the west side last Friday, 9/25, in high winds. The contractor now has additional measures in place to secure the fencing.
    - The SMSU roofing project fence will come down mid-to-end of October. The trash chute on the south side will also be coming down soon.
    - University Honors roofing project:
        - The scaffolding is set up and Karen will verify with the contractor that inspection tags are in place.
        - Plywood has been placed around the scaffolding bases. Aaron noted that the plywood is being covered with posters, including covering the safety signage.
            - Karen will check in with the project manager about the signage and posters.

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 shared drive **by October 1st, 2026**. EHS created a blurb for CPC, FPM, and OIT to put on their internal sites.
    - EHS sent the proposed language to these departments for review and no feedback was received from the departments. Karen will discuss with Jeff to go ahead and send the blurb and link to the departments to add to their internal websites.
- Several people were observed driving down to the lower USB parking lot on 9/29 at the beginning of the new term. This created unsafe conditions, as multiple vehicles were needing to turn around and get out of the lower parking area.
    - Aaron to check for any signage and review with TAPS for signage, as needed.

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: 11:00am

Next Meeting

Date: 10/13/2026 Time: 10:00am Location: USB 202 Stumptown

Next Inspection

Date: 10/20/2026 Time: 8:00am Location: Campus tunnels, part two