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
- [ ] Gabe Christian, Technology Infrastructure and Academic Systems
- [ ] Vacant, CPC Project Manager
- [x] Leila Gorson, FPM Housing Maintenance
- [ ] Bryan Haberlach, FPM Plumbing
- [ ] Todd King, Telecom, OIT
- [x] Gail Hamilton, FPM In-House Construction Manager
- [x] Jonathan Ledbetter, Materials Management Services
- [x] Jon Morgan, FPM Electrical
- [x] 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: 10/13/2026 Time: 10:00 am Location: USB 202 Stumptown Conference Room

Roll Call and Review of Previous Minutes

- Karen reached out to Quinn and Steve about finding a replacement committee member for Jonathan.
- 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.
- 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.
        - Update: Aaron has discussed this with TAPS and will check in on the status. It was suggested to put signage on the fence notifying people. Aaron to walk with Wade and Karen.

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 the eastside ramp that exits to Broadway.
- EHS has reached out to CPC to have a railing installed at this location. Temporary stanchions have been placed at the ramp.

Incidents / Injuries Tracking

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

- None.

Campus Safety Committee Update

- No updates to report.

Safety Committee Inspection

There is an upcoming safety inspection on 10/20/2026 at 8am to cover the second half of the campus tunnels. Karen will send out a reminder the day before with the exact meeting location.

Rounds / New Safety Concerns

- Gail
    - Gail will provide an updated ladder sticker reference sheet to Karen for review.
    - Kudos to our crews! With all of our shops, we complete a lot of projects with a lot of man hours, with a low incident and injury rate. Work safely and take the time you need to do so.

- The Cramer Hall 2nd floor classroom renovation kickoff meeting will take place on Monday.
- The SMSU Room 126 childcare facility renovation is now an approved project. This project will take place during Fall term.
  - Scope of work: lower the sinks, remove the raised floor in the back, and complete modifications to the kitchen.
- FAB room 70 was demolished without incident.

- Kevin
  - Facilities' driveway in Parking Structure 2 has pedestrian mirrors. The PS2 Broadway exit does not and needs mirrors.
    - Karen will check the spreadsheet from a past TAPS safety improvement project. Karen will walk with Aaron to review.

- Aaron
  - A contractor will be fixing the wall in the Blumel parking garage. Karen needs the contractor's safety plan.
  - At the University Place Hotel, Josh reviewed some areas with Spence where there are concerns about the popcorn ceiling. Rooms have been taken offline while assessment and corrective actions take place.
  - On 10/29, elm tree pruning will take place at the south side of SRTC and over 10th.
    - This will impact traffic on 10th for most of the day.
  - On 1/11/27 and 1/12/27, two trees will be removed on Market and 11th.
    - This will have a significant impact on Market street traffic on both days.
  - An arc flash assessment is taking place at CPSO for the ATS (automatic transfer switch).
  - The new SMSU elevator does not seem to sensor appropriately when there are obstructions as the doors are closing. The contractor is working on fixing this safety issue.
  - Additional pinch point signage has been installed on the SMSU freight elevator where past pinch incidents have occurred. This freight elevator is scheduled to be renovated within the next year.
  - SEC mural and signage installation –
    - Gail noted that Wade has been asked to remove the sign, which will include patching and painting the holes. This will be boom lift work with a dedicated spotter.
    - Karen noted that this will need planning and a dedicated site specific safety plan due to the location and proximity to the cell tower and MAX line.

- Jon
  - At University Place Hotel, fans on the roof that pull air through the bathrooms were installed incorrectly in the past. Tosh is estimating repairs. An arc flash assessment will be needed, per Jim Kavelec.

- Jonathan L.

- Watch out for slips, trips, and falls. Surfaces are going to be slick when it starts getting rainy.

- Leila
  - Nothing to report.

- Karen
  - An Oregon OSHA complaint letter was received regarding the demolition of Montgomery Residence Hall. This letter does not mean the University is under investigation nor has a site inspection been set for PSU. The alleged hazard noted in the complaint letter is with regards to the method of demolition of Montgomery Hall, and the complainant alleges that the, "Demolition of Montgomery Hall on the PSU campus is creating airborne hazards such as possible exposure to asbestos. No mitigation such as water to combat the dust." EHS is working on the response letter from PSU.
    - To summarize our hazardous material and dust mitigation measures:
      - A building demolition survey was completed prior to abatement and demolition.
      - Abatement of hazardous materials was completed under containment and before any demolition activity. Air clearances were performed in accordance with regulations.
      - Air monitoring was conducted on the exterior of the site during the demo process.
      - The demo contractor is using wet methods to mitigate dust during demolition.
      - EHS and CPC have weekly meetings with the contractor regarding the project to address any project related issues.
    - Discussion: Any questions or concerns?
      - Leila noted the odor from the site is strong. It was discussed that the odor is from old, wet building materials.
  - There will be a significant amount of demolition material haul-out on 10th St. for the next few weeks. Watch for traffic.
  - Karen will check the cut-resistant glove level for the gloves in Stores, in comparison with the ones that Fortis requires onsite at the 2nd floor FMH renovation project.
  - Karen will ask Jackson to add Kevin to the Fortis safety orientation.
  - The SMSU HVAC renovation project will include installation of new platforms on each floor in the shaft.
  - The Art & Design Building grand opening is today, and is open to all to attend.
  - Art & Design penthouse access is a challenge. We are waiting for modifications to card key access for the elevator. Stay tuned for more information from FPM leadership and CPC.
  - The SMSU roofing project is coming to a close. This project includes installation of new penthouse ladders, which are not yet done. An ITB (Invitation to Bid) has gone out for the rooftop guardrail scope.

New Action Items

- Karen/Aaron - USB PS2 lower parking lot safety assessment - 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 checked for signage and

discussed this with TAPS. It was suggested to put signage on the fence notifying people. Aaron to walk with Wade and Karen and discuss suggestions with TAPS.

- Karen/Aaron - PS2 Broadway entrance/exit safety. It was noted that the Facilities' driveway in Parking Structure 2 has pedestrian mirrors. The PS2 Broadway exit does not and needs mirrors. Karen will check the spreadsheet from the past TAPS safety improvement project and walk with Aaron to review.
- Gail - Provide the updated ladder sticker reference sheet to Karen/EHS for review.
- Karen - Check the cut-resistant glove level for the gloves in Stores, in comparison with the ones that Fortis requires onsite at the 2nd floor FMH renovation project.

Pending/Tracking Action Items and Recommendations

- Asbestos survey spreadsheet - EHS to work with FPM, CPC, and OIT to add the link to their departments' internal website and Google shared drive. EHS created a blurb for CPC, FPM, and OIT to put on their internal sites and sent the proposed language to these departments for review. 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 **by November, 2026**.
- 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 **November, 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 **November, 2026**.
- Landscape yard drop boxes - Tracking these action items; **November, 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: 11/10/2026 Time: 10:00am Location: USB 202 Stumptown

Next Inspection

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