

Date: 2/21/2023

Time: 7-8AM

**Location:
Zoom/Hybrid**

Facilitator: Shane Daywalt

Scribe: Angie Perassolo

Agenda

1. Safety & Values Share

- During a repair to a UPC main water line, an FMS employee slipped through a manhole cover that was deteriorated due to wear and tear. Thank you to all FMS staff who worked together to evaluate the walking surface covers and identify locations for needed repairs. A total of four steel grating been repaired due to this effort. Thank you.
- **Angie to provide Mark Mosley with a list of these manhole covers.**

2. Roundtable

- Due to a recent driving incident, please make sure to review safe driving practices just as a refresher. Driving awareness is part of the new training matrix and will be assigned annually. Please remind staff on how notify Supervisors and the steps for reporting unsafe driving.

3. Injury Report for December 2022

- **Near Miss:** Due to a UPC electrical power outage, it was reported that a Halco contractor was working inside manhole electrical vault-71 without a retrieval rescue system. The contractor was also missing a confined space permit and had incorrect air monitoring equipment. Halco only had a barricade around the manhole entry point. The contractor was asked to stop work immediately and exit manhole-71. Downey Way traffic was blocked off, but Watt way still had traffic. Gary worked with DPS to get the traffic rerouted.

The manhole structure contains several conduit lines to feed energy to several buildings. Although the conduit line that was in their scope of work was de-energized, there were 3 live conduit that remained energized, maintaining the risks electrical hazards inside of the working space. The contractor was allowed to enter the manhole structure after completing the confirmed space permit.

- **SPS:** A team of 4 SPS staff were assisting with the removal of a fume hood in CSC room 145. After removing a fume hood, one employee smashed his finger while transporting the fume hoods using an elevating cart dolly. Perhaps a JSA could assist in the future to prepare with heavy loads like this one. The employee declined treatment and the injury was minor. There is a declination of treatment form available to staff who prefer not to receive medical treatment. However please try to encourage staff to get treated when injured.
- **Property Damage:** an employee accidentally backed into flagpole on Trousdale next to the MHP building. While the truck was backing up, the truck bed created an obscured view. It is important to have another person as a spotter especially at night when visibility is low. Eric mentioned that back up cameras will be installed in the trucks. **Gary will have more information to report next month once the report comes back from DPS.**

4. Loss Control 2022 Statistics

- The 2022 injury reporting dashboard is now available for review on our FPM Health & Safety webpage. Gary will provide more detailed information at next month's meeting.
- Link to Dashboard: [0. FPM Health & Safety Dashboard - Smartsheet.com](https://smartsheet.com)

5. Emergency Call Response- evening hours.

- When shops respond to off hours emergencies, it is important to make sure to utilize both DPS and CRC as resources since they are 24/7. Please also ask staff to notify a supervisor immediately.
- Emergency radio button test: Debbie Aguilar in CRC has been working with DPS on making sure all radio emergency buttons are functioning properly. **Eric will follow up with Debbie on the testing.**
- When using the radio emergency button, DPS is unaware of the caller after the button is pushed. This may be because radios are used by various individuals and DPS may not be aware of the assignments.
- Some FPM staff have radios programmed on their phones, but the emergency button is not available on the phone. Landscape HSC uses communication through telephone. **Please encourage your staff to get the Live Safe App on their phones.**
- Jose is working on a Standard Operating Procedure (SOP) with DPS and Laboratories regarding FPM communication with identifying scheduled work on campus especially during the off hours. **Jose will share SOPs with this group for feedback.**

6. Action Items

- The gate of the rear FPM parking lot has been damaged due to a vehicle hitting it. It's a safety hazard at night for employees having to be cautious going in and out of the area. On numerous occasions the night crew has had to chase off individuals looking thru vehicles or going thru the dumpsters. **A work order has been created #545966 to repair the gate. Ricardo Delgado is waiting on a vendor party to arrive so Zones can finish the repair.**
- On the 2nd floor of VHE there is an operable slide window that does not lock. The concern is that this window could be accessed by unauthorized personnel using a step ladder. **Joe and Monique to follow up on this action item and review another location with this same issue.**
- The pedestrian crosswalk located just outside of the FPM and CAL buildings (leading to the Grand Ave parking structure) has multiple pavement warning lights that are not functioning at full capacity. When the walk signal is pressed, not all the lights flash properly and could pose a potential safety hazard for oncoming traffic. There was also a suggestion to add a traffic light to this crosswalk. **Rod Butterfield is still in contact with David Galaviz for next steps with the City of L.A. for the repairs. We are currently waiting to hear back and will keep the group updated.**
- The Hoffman Hall roof access hatch leading up to the air conditioning unit that cools the elevator machine room is located very close to the roof edge without safety guard rails and signage. Gary and Jose went to inspect the roof hatch and access. **A vendor did an inspection and suggested a passive guardrail that would meet the 500lb force requirement. Another solution is to relocate the air conditioning equipment to a safer area. Mark will research further. A sign will be set in place to alert staff fall protection is needed before roof access. Angie has ordered the sign and will work with Gary/Shane and Zones to post.**

7. Mechanical Room Storage

- Over past 6-7 months, USC Athletics has been storing football equipment in our mechanical rooms. FPM is working with Mike from Athletics to relocate the items as it is creating a safety hazard. There is no path of egress, the items are blocking panels, eye wash stations and blocking exits. This is a current building and fire code violation and USC could get ticketed. **Please communicate with your staff that if you see any items in these areas, please report it.**

Mark will report this at the next facilities forum. FPM is also changing these doors to ekeys so we may track who goes in and out.

- If a PM's need ekey access to these electrical and mechanical rooms, please call CRC or submit a work order directly for the Lock Shop.
- Sometimes Aramark cleaning supplies and toilet paper are stored in these rooms. If communication is needed with Aramark, please reach out to Randy Bergdaahl.

Attendees: Angie Perassolo, Chris Toomey, Eric Johnson, Gary Pons, Joe Back, Jose Manrique, Luis Corona, Mark Mosley, Monique Birault, Richard Navarro, Shane Daywalt, Sylvester Lucas.

Absent: Angela Christopher, Ana Zavaleta, Bianca Gonzalez, Flo Ner, Hector Puga, Juan Lezama, Laurie Stone, Pix Verendia, Rod Butterfield, Wendy Kaszycki, Victor Garcia.