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| **Meeting date:** June 24, 2020 | **Time:** 10:00 | **Place:** Owen Summers Bldg Rm 236 & Teleconference |
| **Division/Department:** Statewide **Chairperson:** Julie Paris **Secretary:** Pamela Stroebel Powers |
| **Members in Attendance:****In room:** Frank Tallman, YCP; Sean McCormick, AGC; Dave Stuckey, AGDD; Pamela Stroebel Powers, IA; Andrew Phelps, OEM; Julie Paris, AGP; Tracy Garcia, AGP**Phone:** Clifford Dennis, AGI – CW; Brad Dunham, PANG; Kevin Lucas, PANG; Dan Wilcock, AGI - CRO; Patrick Stine, AGI – O&M; Todd Farmer, AGI – DD; Jim Arnold, AGI – E; Dan Radabaugh, YCP; Stan Hutchison, AGI; Kay Dallman, AGI - S; Andy Rohner, SAIF; Mike Jones, KFANG; Erin Forney, KFANG; Tod Hyland, PANG | **Members absent:** Melissa Carter, AGC; Nathan Christensen, ORNG; Brandon Parks, AGI-CUO |
| **Old business:***Q1 Minutes* - APPROVED with revisions from Stan H related to his suggested policy topics: Hantavirus is the correct term; Building Maintenance Electrician (BME) – bottom 2nd Limited BME is all one word, separated by columns and should be combined. *Policies from previous meeting* – Hazard Communication Policy Julie P. and Andy R. had another meeting with Environmental to revise; revisions were included in the policy that went out to committee members. Stan asked about Federal work environment – the language was added for Dave, the intent he had was for safety requirements that are different at the Wings – Federal and State inspectors with additional requirements; likely no Federal requirements over state headquarters building. Mike, KFANG – Federal are overall and anything the state adds is in addition to or enhances those guidelines. Andy from SAIF – Federal requirements may be more robust – the language was intended to say in a location where only Federal employees are working they wouldn’t be held accountable to the policy. Decided to end the statement after ‘state employees’ and delete everything that follows. Jim Arnold – definitions for ARNG personnel includes all state employees that work in support of ARNG that are reimbursed. Jim will submit the language for revision. The question was asked - should OYCP be added to the bottom paragraph, including the note? Dave Stuckey answered – the note is intended to call out the nuance for Federal facilities with both state and federal components, but OYCP is only state, so the initial applicability paragraph stands.  |
| **New business:***Revised Safety Policies – Julie Paris, Andy Rohner*Lock Out/Tag Out – Energy Control ProgramTodd Farmer stated the same federal/state language as earlier discussed for the Hazard Communication Policy should be considered – it was agreed to be revised. Todd went on to state applicability would only come into play if there is a gap or a need for a more stringent policy. Dave Stuckey started a discussion around how the employee is considered if they are federally reimbursed. Stan Hutchison stated Federal guidance says there should be a policy, but doesn’t define the policy. Julie Paris stated site-specific components will be embodied in the location’s site plan. Dave S reminded members if there is doubt, call the Safety Supervisor. Mike Jones referred to the language in the Aerial Lift Policy – the organizational unit may already have something in existence, so could get rid of the note. Andy Rohner said the call out came for instances where the specific standards didn’t currently exist. Dave S. wanted AGI to get involved in these policies, which they wanted as well. Mike J. will send Julie suggested language. The decided-upon language will apply to all the policies. Sean McCormick also suggested the Governor’s movement toward inclusivity be incorporated into policy language by changing his/her to their to be reflective of non-binary gender norms. WE SHOULD BE LOOKING FOR THIS ON ALL POLICIES. Pat Stine Construction – spelling error on p. 15. This one will come back for review. Ladder Policy No detailed discussion ensued. *Decision on Ladder Policy: There was a motion to pass as-is, none opposed, approved.*Aerial Lifts Frank Tallman stated it doesn’t address moving a scissors lift with someone in it. Andy Rohner explained that according to the manufacturer, some can be moved in ‘up’ position; this may depend on a particular model. Tracy Garcia stated the policy needs to be specific, that the answer is – either no or need to consult the manual. Julie Paris stated Attachment 1 to the policy addresses scissor lifts, where it does state to follow the manufacturers instructions; Tracy G. followed up by stating that information also needs to be included or referenced on p. 3 of the body of the policy. Stan Hutchison mentioned applicability has 2 paragraphs – first paragraph references Hazard Communications which needs to be revised. Also on page 2 Clear Zone – references OSHA Clear Zone General Duty Clause. Julie P. said she reached out to OSHA, they don’t have a general duty clause - it isn’t something they have a standard on, they don’t require a specific clear zone, just that must have toe stops around bucket so things aren’t kicked off and need to follow manufacturer’s directions for a clear zone. Stan H. suggested removing the statement if there isn’t something specific from OSHA to reference. Julie P. would like to keep the language in the policy. Andy R. explained a General Duty Clause is OSHA’s ‘bucket’ – if a manager has general knowledge and doesn’t protect an employee, they can still cite that this was a known hazard. Therefore, Stan H. suggested adding a definition of OSHA’s General Duty clause. On page 4 under PPE – we require the supervisor to determine but on platforms MUST, hard hat, safety glasses – is there a reference for where these are required? Stan H recalls we were going to determine minimum requirements and it would be up to a supervisor require anything additional, site specific. Julie P. explained these are from the previous policy, for when someone is on a lift but constructioin is going on above the person. Tod Hyland stated at PANG there wouldn’t be a need for hats or eye protection. Kevin Lucas said when talking about just transporting the lift from point A to point B (just driving it), the employee wouldn’t need a hard hat and eye protection, and the majority of lift operation is performed outside with nothing overhead. There is a difference for operating between construction and maintenance. YCP also agreed with making a revision. Andy R. explained that these scenarios are common in construction, and his concern is when these protections become optional, the protective equipment doesn’t get put back on or wouldn’t come along on the transport. He did state these are not required by the letter of the law, but he feels it should stay in the policy. Dave S. suggested use the manager; Stan H. likes wording that indicates to use if the task being performed requires it; Mike Jones suggested ‘typical PPE based on task could include’ and list the types; Patrick Stine suggested maybe use the hazard assessment verbiage – ID the task and have qualified personnel make the assessment; Andy R. referenced page 3, 5th line from bottom. *Decision on Aerial Lifts Policy: A motion was made to accept the policy with revisions as discussed. None opposed; motion passed – Policy approved.* Erin Forney asked if AGP could include the Oregon citation on all policies in the Authority/Reference section. Andy R. stated Oregon is required to be as comprehensive as Federal, not less than and suggested the policy list both. Erin followed up that the policy language needs to be clear which is Federal vs. OSHA. *Julie will send out changes to the group on all policies discussed.* See current status of policies in table below as well as list of remaining topics to be addressed.

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| Policy Number | Policy Title | Date | Status |
| AGP-99.200.02 | Safety Committees | January 1, 2020 | Approved |
| AGP-99.200.04 | Confined Space Entry Plan | Revised: January 1, 2020 | Approved |
| AGP-99.200.07 | Hearing Conservation Program | Revised: January 1, 2020 | Approved |
| AGP-99.200.08 | Portable Fire Extinguisher Inspection and Maintenance | Revised: January 1, 2020 | Approved |
| AGP-99-200.05 | Hazard Communication Policy | Effective: July 1, 2020 | Approved with Revisions |
| AGP-99-200.09 | Lock Out/Tag Out – Energy Control Program | Revised: July 1, 2020 | Initial Review |
| AGP-99-200.10 | Ladder Policy | Effective: July 1, 2020 | Approved |
| AGP-99-200.11 | Aerial Lifts Policy | Effective: July 1, 2020 | Approved with Revisions |

The remaining list are policy topics that have been identified as needed by the Agency, as follows:From list below, what are our priorities? Dave S. suggested we go through areas and discuss preferred topics of priority (indicated on list with an \*.)*KFANG* - Fall Protection – in conjunction with what is being worked on*PANG* – Vote for Fall Protection*AGI* – Tracy – hot work permit has recently come up (grinding or something that would cause a spark) Dan, Camp Rilea – AED’s*YCP* – Bloodborne Pathogens*OEM* – PPE since it comes up in others; Confined space might relate to lock out work – was already done.Personal Protectice Equipment\* Limited Building Maintenance Hazard Inspections Lead Respiratory Protection Asbestos Powered Industrial Trucks Pesticides Bloodborne Pathogens\* Hazardous Waste Operator Emergecy Action Plan Fall Protection\* Electricians License (LBME) Trenching / trenching plans Utility locatesExcavation locates Hantavirus Licensing of equipment Fire protection Hot Work Permit\* AED\*  |
| **Prior Action Items** **- Completed**Q1-2020-1 – Revisions to Hazard Communication Policy after discussion with AGI-Enviromental.Q1-2020-5 – Inclusion of OEM into the AG-PICO Safety Committee.**Committee Action Items**  **- In Progress**Q1-2020-2 – Report progress on annual audiology testing (2019).Q1-2020-3 – Confined Space Coordinator identification and roles. Q1-2020-4 – Position descriptions to have language regarding the need for hearing tests (list of classifications).Q1-2020-5 – Andy Rohner, SAIF, will reach out to hygientist for more information on technical language for lead and asbestos concerns, and will also notify committee of follow-up requirements for changes to Federal rules.Q1-2020-6 – Andy Rohner, SAIF will provide some information on inuries to the committee to help prioritize policy work. A list of all requirements should be provided. **Action Items**  **- New**Q2 – 2020-1 – AGI to bring any discussion points from OSHA inspection report for the full committee’s consideration. Q2 – 2020-2 – Julie and Erin to circle back on the need for a specific Lead policy. Q2 – 2020-3 – Prioritize work on the following policies: Fall Protection, PPE, Bloodborne Pathogens, AEDs, and Hot Work Permit.Q2 – 2020-4 – Revisions to policies, as discussed, will be sent out to all committee members.  |
| **Other committee remarks (Roundtable)***KFANG – Mike:* nothing*PANG – Tod:* Looking forward to getting back to safety committee meetings.*AGI – Stan*: Awaiting results of OSHA inspection report, covered lots of issues, may bring up more discussion points for next quarterly meeting. Andy R. – OSHA inspections come with time limits, Andy and Julie P. can work with them on interim policies to meet some of the needs until the full committee can review affected policies. Julie P. asked which policies those were and the answer was: asbestos, fall protection, utility locates, dig permits. OSHA may already be late on the response to our appeal. *KFANG – Erin:* Lead – there are OSHA standards that include lead, not sure why we need a policy just for lead. Andy – there are requirements for specific lead programs if there are enough exposures, he may have put it on the list but not necessarily needed. Julie P. and Erin will circle back on this topic.*OEM – Andrew:* Not much to add, big focus currently on COVID-19 and ensuring those working in the ECC are protected – using normal COVID-19 protocols to limit contact spread in that environment.*YCP* – Communicable disease has been a big focus. Frank Tallman working on an outbreak policy. Bringing a class back in 7/15[[1]](#footnote-1) – risk is high in a residential facility – working with Bend/La Pine – working on scenario planning, using ODE and OHA standards. Tracy Garcia asked if anyone had additional concerns with COVID-19. No one spoke up.  |
| **Next meeting date:** September 22, 2020 | Time: 9:00am | **Place:** Owen Summers Bld/Teleconference  |
| The meeting was subsequently rescheduled to October 14, 2020, 3:30 – 5:00pm |
| Prepared by: Pamela J. Stroebel Powers | Date: 8.17.2020 |

1. Was subsequently pushed back to January 2021 [↑](#footnote-ref-1)