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| **Meeting date:** October 13, 2020 | **Time:** 1530 **Adj:** 1635 | **Place:** Owen Summers Bldg Rm 236 & Teleconference | |
| **Division/Department:** Statewide **Chairperson:** Julie Paris **Secretary:** Pamela Stroebel Powers | | | |
| **Members in Attendance:**  **In room:** Pamela Stroebel Powers, IA; Julie Paris, AGP; Tracy Garcia, AGP; Andrew Phelps, OEM;  **Phone:** Clifford Dennis, AGI – CW; Frank Tallman, OYCP; Sean McCormick, AGC; Stan Hutchison, AGI; Dan Radabaugh, OYCP; Dave Stuckey, AGDD; Patrick Stine, AGI – O&M; Melissa Carter, AGC; Erin Forney, KFANG; Mike Jones, KFANG; Jim Arnold, AGI – E; Andy Rohner, Saif | | | **Members absent:** Brad Dunham, PANG; Kevin Lucas, PANG; Dan Wilcock, AGI - CRO; Brandon Parks, AGI-CUO; Todd Farmer, AGI; Tod Hyland, PANG; Nathan Christensen, ORNG; |
| **Old business:**  *Q2 Minutes* – *discussion/revisions –* no discussion. Andrew P. motioned to approve, Sean M. seconded; no opposition. APPROVED as written.  *Policies from previous meeting* – Revised procedures were sent out in advance; Pam SP asked about sending revised versions out in track changes mode so revisions can be more easily reviewed.  Hazard Communication Policy: Julie P. stated that she made the authority language revisions.  Q1 action items were discussed and updated, see below. The committee will review open action items during the 4th quarter meeting in December, including the hearing (audiology) test results for 2020 and 2019.  Tracy G. asked if position descriptions (PDs) including hearing test language could get worked on between now and December – she’s been working with programs to update them as employees are being hired, but updates on PDs for current employees can be worked on between now and December. Julie has the list of classifications.  Lock Out/Tag Out – Energy Control Program: It was noted in the Q2 meeting minutes that this policy would also come back for review but it was not included in the Q3 meeting materials.  Bloodborne Pathogens has been put off for further discussion, it will be included in the December meeting. | | | |
| **New business:**  *Revised Safety Policies – Julie Paris, Andy Rohner*  Fall Protection Policy 99.200.12 – APPROVED with agreed-to revisions: Andrew P. motion to approve, Sean M. seconded; no opposition. Discussion as noted below:  Julie P. revised to make the defintions a little more clear.  Stan H. made a comment that relates to all four policies: all four require training. The Fall Protection Policy specifically requires certificates to go to AGP, the other policies just state training certificates/records have to be maintained by the on-site supervisor. Julie P. felt the requirement for AGP to collect/maintain certificates was important for this policy in particular because falls are the number one accident to cause injuries and she also felt the requirement applied to less people. If she (AGP) maintains certifications for Fall Protection - Competent Persons, she knows who she can call upon at other locations, when a location without a Competent Person has work that requires a certified person. Currently, we only have one person certified, Kevin L. at PANG. Stan believes the maintenance employees at CRO and CUO have had the fall protection training. Andy R. asked if the training was for an Authorized User or Competent Person – Stan replied Authorized User. The Training Site Manager at CUO is the Competent Person. Mike J. at KFANG asked if there was a standard training – Andy followed-up by asking what CRO and CUO used for their trainings – Stan believed it was a standard training from OSHA. Andy explained - Competent, Qualified, and Authorized User are the three levels of training – Competent and Qualified can provide training, a Competent Person is designated for each location as the contact for fall protection questions and they are considered the on-site authority for this policy. Julie clarified she only wants to collect certificates for Competent Persons, not all Authorized Users. A Competent Person has the capability to stop work if they see a dangerous situation. The person needs to be designated by Leadership as a Competent Person for that location. There can be multiple Competent People but each site needs to have at least one. Stan asked if that is addressed in this policy – Andy said it is part of the OSHA requirement. Currently the policy just states the training certifications need to come to AGP. Per Andy, they just have to have the qualifications, not necessarily a training. He suggested AGP add the specific requirements to the policy –i.e. ‘Designated by Employer’ (the Competent Person definitions needs to be revised.) OMD needs to be able to show the qualifications in the event of an inspection. The education and experience isn’t clearly defined by OSHA. AGI employees have attended the OSHA class on fall hazards and received a certificate. More than just training is required for a person to be designated a Competent Person. Some training vendors offer a Competent Person class but it isn’t necessarily required. The employer needs to determine the person has the experience and authorize them to stop work. It will likely be easier to try to have one per site anywhere someone may have to go up on a roof. The policy says ‘close enough to communicate orally with employee.’  Hot Work Policy 99.200.14 – Held for further discussion/review at a future meeting.  Do work units need to have a designated location for Hot Work? A committee member asked for clarification – is this referring to welding? Julie P. clarified it is for any work involving sparks. Andy R. said the best example is fuel storage facilities – if someone is welding around those facilities – the hot work permit and an assessment is required. Andy clarified, the policy is meant for work when a spark is near fuels (source of ignition – in a hazardous area). The intent of the policy does not seem to be wildfire fuels reduction – it is more intended for welding around combustible materials. Dan R. asked about clarifiying the definition to ‘in a hazardous area’ but Julie said the definition is from OSHA. Stan H. mentioned that for wildfire fuels reduction they have very specific procedures they follow for that work. Julie asked if he could send that language to her so she could add it to the policy. Mike J. said there are local hot work permits – KFANG has to go through local fire departments for them; he asked if there could be an option to use Attachment 1 or a local permit, they don’t have authority to approve a hot work permit. The answer is the policy just requires you to have one, it doesn’t have to be a specific one.  *A decision on this policy is tabled for further comparison with AGI’s wildland burn procedures/processes.*  Personal Protective Equipment Policy 99.200.01 – APPROVED without Addendum - Sean M. motioned to approve, Andrew P. seconded, no opposition; Discussion as noted below:  Stan H. doesn’t feel the section that states the agency will provide is clear as to ‘who’ will perform the tasks. Julie P. explained the addendum was added specifically for COVID-19. New guidelines are coming from OSHA late October that will replace what is currently in the addendum. Andrew P. asked about the guidelines that state the employer will provide PPE, he asked if that meant that the employer will provide compliant masks. Tracy G. answered that the new guidelines will hold the employer responsible for providing masks but we aren’t yet sure what the type requirement will be. Andrew commented the current policy requires the agency to train employees on proper use of the PPE and will that cover COVID-19 face masks. Employees won’t be required to wear the masks supplied by the employer. Tracy stated that it will be the supervisors responsibility to ensure employees are wearing masks appropriately. OSHA is currently getting feedback on the draft guidance. We will remove the addendum until the revised OSHA guidance comes out. We’ll add the authority reference to the OSHA guidance specific to COVID-19. Andrew asked about how the policy states PPE should be worn to perform specific tasks but face masks for COVID-19 is not specific to a task necessarily; per Julie, could be for customer service. Stan H. mentioned he reviewed the proposed OSHA guidance that states the employer has to be able to re-assign someone who tested positive for COVID-19 and suggested the guidance not state ‘MUST be re-assigned. Andrew just stated we need to be cautious of confusing masks being worn for COVID-19 vs. masks traditionally used for other purposes. No objections were brought forward to removing the addendum from the policy.  Automatic External Defibrillation Policy 99.200.13 - Held for further discussion/review at a future meeting.  There was some conversation about maintaining readiness which will wait for further discussion in December (Andy R. has been out and needs to do some additional work here). It was asked if there was anything else regarding this draft policy that committee members might want to discuss? No additional issues/concerns brought forward.  Julie P. had sent an email out to key contacts at several locations about the ventilation requirements in the draft OSHA standard. AGI has done research on what ventilation best protects us and determined the Minimum Efficiency Reporting Value (MERV) 13 High-Efficiency Particulate Air (HEPA) filter – if the ventillation system can accommodate, is what is today in construction standards for new construction. The MERV 13 HEPA filter doesn’t kill the COVID-19 virus, it just provides a higher level of protection. We are currently looking at a system that would kill the virus – i.e. a UV advanced filter. Some AGI buildings don’t currently have ventilation systems or systems that can accommodate the MERV 13 HEPA filter which is the current DAS standard. Mike J. mentioned KFANG is also looking at the same filters – they require aggressive maintenance, such as changing filters regularly. We will be working to implement as we go – currently the OSHA guidelines are still a draft. SAIF is working to provide guidance across all state agencies.  .  *Julie P. 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:   |  |  |  |  | | --- | --- | --- | --- | | Policy Number | Policy Title | Date | Status | | AGP-99.200.01 | Personal Protective Equipment (PPE) Policy | Effective: Upon Approval | Approved 10/13/2020 | | AGP-99.200.02 | Safety Committees | January 1, 2020 | Approved | | AGP-99.200.04 | Confined Space Entry Plan | Revised: January 1, 2020 | Approved | | AGP-99.200.05 | Hazard Communication Policy | Effective: July 1, 2020 | Approved with Rev 6/20 | | 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-99.200.09 | Lock Out/Tag Out – Energy Control Program | Revised: July 1, 2020 | Initial Review 6/2020 | | AGP-99.200.10 | Ladder Policy | Effective: July 1, 2020 | Approved 6/2020 | | AGP-99.200.11 | Aerial Lifts Policy | Effective: July 1, 2020 | Approved with Rev 6/20 | | AGP-99.200.12 | Fall Protection Policy | Effective: Upon Approval | Approved w/ Rev 10/13/20 | | AGP-99.200.13 | Automatic External Defibrillation (AED) Policy | Effective: Upon Approval | Initial Review 10/13/2020 | | AGP-99.200.14 | Hot Work Policy | Effective: Upon Approval | Initial Review 10/13/2020 |   At the next meeting (December), the committee will work on the Bloodborne Pathgens Policy and the two policy holdovers from today’s (October 13, Q3) discussion (Hot Work and AEDs) and report out on action items.  The remaining list below are policy topics that have been identified as needed by the Agency but the Committee has not yet been presented with a draft policy on (\*indicate topics that have come up in conversations around concerns expressed by committee members):  Limited Building Maintenance Hazard Inspections Lead Respiratory Protection\* Asbestos Powered Industrial Trucks Pesticides Hazardous Waste Operator Emergecy Action Plan Electricians License (LBME) Trenching / trenching plans Utility locates  Excavation locates Hantavirus Licensing of Equipment Fire Protection | | | |
| **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.  Q2–2020-3 – Prioritize work on the following policies: Fall Protection, PPE, Bloodborne Pathogens, AEDs, Hot Work Permit – all drafted and worked on in October (Q3), to be finalized in December.  Q2–2020-4 – Revisions to policies as discussed were sent out to all committee members prior to Q3 meeting.  **Committee Action Items**  **- In Progress**  Q1-2020-2: Report progress on annual audiology testing (2019). – *Q3 update: they have been working on this at Kingsley – did annual test last year, 2019 – still working on tracking and follow-on. No one from PANG on the call. Julie will work with Mike and Tod H. on the tracking – report out in December.*  Q1-2020-3: Confined Space Coordinator identification and roles. – *Q3 update: we haven’t worked on this yet but we did work on the policy – Julie will check on if this has been dealt with and report in December.*  Q1-2020-4: Position descriptions to be modified to include 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 injurys to the committee to help prioritize policy work. A list of all requirements should be provided.  Q2–2020-1: AGI to bring any discussion points from OSHA inspection report for the full committees consideration. *Q3 update: Stan H. (AGI) will be prepared to discuss in December.*  Q2–2020-2: Julie and Erin to come back to the committee on the need for a specific Lead policy. *Q3 update: Erin and Julie will meet/work on and report out in December.*  Q3-2020-1: Revise approved fall protection policy to include language about designated by leadership and clarify requirement for sending certifications to AGP. Expedite finalization and re-send out.  Q3-2020-2: Prioritize Respiratory Protection Policy – look at CUO for plan for what can be adapted to full-agency policy.  Q3-2020-3: AGP re-send out all policies with revisions as discussed and not yet resolved from the June and October meetings as well as an agenda for the December meeting including all action items to date.  **Q3 Action Items**  **- New**  Tracy asked if there were any action items committee members would like to add. Nothing specific was mentioned at this point in the meeting , however see roundtable for some items committee members would like to see expedited. | | | |
| **Other committee remarks (Roundtable)**  *KFANG – Mike:* Fall protection is important to KFANG so the sooner that can be completed the better. *Erin:* Nothing to Add.  *PANG –* No one in attendance.  *AGI – Stan*: Nothing to add. *Jim A.:* No concerns, but he did have a question on the respiratory program –the topic may become more important or need emphasis with the additional OSHA guidance for COVID-19. Julie said we do have a respiratory protection plan that was developed at CUO which could be adaptable. This topic is on the list of future policies.  *OEM – Andrew:* Nothing to add.  *YCP* – *Frank/Dan:* No additional concerns.  *AGDD – Dave:* Wanted to re-visit if there are nuances between Federal OSHA standards and State OSHA standards – it may not always be one-size fits all for some application of the latest standards and we need to recognize that as we move forward with policy creation.  *AGP – Tracy:* Stressed it is really important committee members be providing feedback to these policies as they are being developed – AGP relies on the SME’s and people doing the job; issues/concerns should be elevated from location safety committees to the Safety Review Board members for communication to AGP and discussion at these meetings.  *AGI* *- Pat S. and Cliff D. –* No report.  *AGP – Melissa C. and Sean M –* No report. | | | |
| **Next meeting date:** 16December 2020 | **Time:** 1300 – 1500 | **Place:** Owen Summers Bldg Rm 200 and Teleconference | |
| **Prepared by:** Pamela J. Stroebel Powers, Chief Audit Executive | | | **Date:** 11.24.2020 |