

AGENDA

Executive Safety Committee Meeting

Location: Room 200

Date: Thursday, May 1, 2008

Time: 1:00 PM

1. Review and approve draft By Laws – All
2. Committee Direction Plan – All
3. Mark Snook Presentation
4. Calendar future meeting dates – All (please bring your calendars)



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AGP

3 June 2008

MEMORANDUM FOR RECORD

Subject: Executive Safety Committee Meeting for May, 2008

The Oregon Military Department Executive Safety Committee met for its first meeting on 3 June, 2008, at the Military Department in room 200. The meeting was convened at 1:00 PM. The status of the Member attendance was as follows:

Mike Caldwell	AGDD	Chairman	Present
Rock Chilton	AGI	Member	Present
Dan Radabaugh	YCP	Member	Present
Steve Petit	AGP	Member	Present
Ron Kessinger	DASA	Member	Present
Mark Rathburn	Cmp Wity	Member	Absent
Robin Sawvel	AGP	Safety Officer/Recorder	Present

1. General Caldwell started the meeting by indicating all were present with the exception of a representative from Camp Withycombe. He suggested Mark Rathburn be appointed as the representative for Camp Withycombe. Therefore, Mark has been added to the list of members.

2. Committee Direction Plan: General Caldwell suggested committee members watch a video regarding a soldier who came home from Afghanistan whose father met him at Fort Bragg. The son showed the father his barracks which he filmed incredible decay. The video link is <http://youtube.com/watch?v=6317-Q-5D1k> He indicated he believes this video reflects our dilemma in which we continually struggle with. It's indicative of the push and pull we have between making things safe and healthy and trying to have enough money to do it all.

Mike indicated there have been conflicts about what is good in Safety and what isn't. Who decides who is spending whose money? What we are here to do is figure out how we can do better so I've asked Marc Snook to be here as a consultant due to his long years in the Guard and with Oregon OSHA. This committee needs to determine what is important and what isn't, prioritize what we are trying to get done, and then systematically at this level take the burden off those guys below us.

The primary reason is because our workers compensation rates are going out the roof. The other side is not only is cost an issue but employees are being hurt also. We have a workers comp claim now on an employee from LaGrande. Maybe he wasn't trained

properly or maybe we shouldn't have had him doing what he was doing. Either way, there are probably lots of reasons contributing to the accident. I do believe the accident was preventative and probably should have never happened. Was it the training, was he not paying attention? All are factors but this is going to cost for a long time and could also shorten his life.

I want this level to encourage employees below us to do the right thing in their programs and to let them know if there is a safety, health worker issue out there, no matter what level of command they are at, we are making the calls here collectively. The burden is no longer at the lower level where supervisors are twisting to make ends meet.

I hope employees will bring up issues to their local safety committees to bring forward to us so we can listen and make determinations based on what the safety committees are telling us.

3. Review Updated Draft Safety Committee Bylaws: Mike indicated this is a draft, everyone had a few minutes to review, no changes or comments were made, therefore, the Bylaws were accepted.

4. Marc Snook Presentation: Marc indicated Mike asked him to gather some information to present to this group. He directed the group to the Outline tab.

Area one, Essential Elements, integration can't be stressed enough. Division 1 regarding safety committees, the more effective they get the more stuff you can give them to do, your life gets better and they enjoy it.

The second area is the Safe Employment Act which he highlighted some specifics to look at, that is the law that governs all the other regulations. There are some significant issues in Employer Liability Law that you need to be aware of. There is huge liability because we hire contractors and employees to watch the job they do. If one gets hurt or killed, we could be sued.

Division 1, you and your supervisors/managers need to read this. I am willing to provide classes if you like. Supervisor and employee responsibility both have administrative laws.

Areas for discussion, we may want to look at our work order system to see if it's effective. From a safety and health standpoint, is it doing the right kind of prioritizing? Is the stuff getting fixed, is it a line issue?

There are also some pie charts in the binder showing types of injuries and where they are occurring. The State of Oregon contracts with SAIF. The State pays SAIF 10% and our agency writes a check for the rest. In your binder, the tab which indicates "Budget Costs" shows the breakdown of the 2007-2009 bienniums, our total budgeted charge is at \$635,000. For 2009-2011 it is projected at \$1,082,000. That is based on increased medical costs and the number of injuries. Right now we are averaging over 30 lost time claims.

Marc stated in his inspection process of the Armories he has noticed what he calls "barrier breakdown", how are we prioritizing safety related work orders, what is the timeframe, is there other money available, those kinds of things he believes will help.

The issue with the employee in LaGrande was that he was using a metal ladder propped up against a gutter and was not secured. Ladders are required to be secured for access egress. When the employee attempted to climb down, the ladder slid and he went down. If it had been secured, we wouldn't have this claim. If we can weed out those types of issues and the employees get the right type of equipment, then we start directly impacting injuries because we won't be having them.

Mike indicates the more important thing is behavior. If you look at what is driving this dollar amount up, is it behavior or issue? It's a cultural issue, the employee didn't ask for the right equipment because they probably felt there was no money. There is always a push and pull. We need to change the behavior. If we can't do it safely, we either rent the equipment or I don't do it at all. We need to encourage employees to give us that feedback. If the boss says I don't care you need to get it fixed, then we have a conflict that comes to this committee.

Marc indicated this committee needs to send a message to employees that we are interested and we care. Sometimes the employee feels management doesn't care. If an employee is not being provided the proper equipment but is expected to make due and fix it, it's not a behavior issue. That's a lack of management action issue. You need to be willing to take the hit, the buck stops with the supervisor, not the employee. If we haven't given the employee the right equipment or training we can't necessarily be angry at the employee when we have a problem.

Mike indicated he would like to have a line item for Safety issues for our employees in front of the Legislature next year. He would like to show them we have initiated a safety education program and need some help to invest in order to keep our workers compensation costs down instead of going up.

Marc stated Robin will be working with the other safety committees to gather their By-Laws or Charters and as a group may want to look at those to see if there are any inconsistencies and put them into a standard format as Division 1 rules on Safety Committees contains a lot of implied paths.

Robin indicated under the tab titled Executive Safety Committee, AGP's policy on Safety Committee's was changed to reflect the addition of the Executive Safety Committee. It's been run through the Safety Committee in this building so she would like feedback from this committee before sending it to the TAG for signature. A one week suspense date was given.

In closing Mike indicated he feels there are behavior issues and are directly related to knowledge or lack thereof. I think it's more of an education system and how you create

a culture in employees feeling comfortable in bringing up an issue and have it adequately addressed as opposed to "sorry we can't do that". It is our moral obligation to provide a safe work environment for our employees. This group needs to figure out how often do we do training of our employees and where. Maybe we do a risk analysis as it reminds employees what the risks are. Marc reminded everyone that one of OSHA's requirements is that all employers do a hazard assessment and document all hazards associated with work, processes and equipment they use. The idea behind it was to make sure the right equipment was in place and working properly.

Ron indicated he is interested in doing this as not only is there an incentive to save money, but the real incentive is to make sure we have a safe work environment for our folks. What kind of training do we provide, what do we require of our supervisors? On the federal side we screen all training, after action reports are done and we tend to reduce injuries because of that. Rock indicated he sends his folks to all kinds of OSHA training. He is spending almost \$500,000 a biennium on training, not all is for safety but a percentage is. Mike indicated he was not sure what the status of training was at the Air Bases as they both show a high percentage on injuries on the charts.

Marc asked "what type of safety training have our employees received over the last 3 or 5 years?" "What specific types of safety training have our supervisors/managers below you received?" He is suspicious that there is a lot of training of employees but not managers/supervisors. Managers tend not to attend training.

Ron indicated he is sending an email to his Commanders to find out what kind of Safety Programs they have in place and how often are they attended. Rock indicated sometimes priorities come in to play so their maybe times when those priorities don't get done due to managers/supervisors attending safety training. Mike indicated he concurs, we expect employees to do training because they are directed to. Managers/supervisors get other priorities placed on them, so they end up not being able to attend. What we probably fail to do is repetition. We fail to look at bands of training, what should a manager have? What are our reasonable expectations? Take our Fire Fighters for instance, we have a plan in which they continue to work and eventually become certified and then one quits or retires and we have a new guy and start all over again. We need to figure out what the fundamental base line is that we want every manger to have. There will be times when a manager/supervisor is scheduled for training and other priorities come up. That's a given. We need to do more than we are doing.

5. Future Meeting Dates: Mike suggested a monthly meeting for the first three to four months and then revert to every three or four months. He suggested we look at the first week of June. Mike tasked Marc to look at what training programs should we be giving our employees? What are the mandatory courses, the nice to have courses, things that are important? Maybe a review of what is out there; what does OSHA provide, what can we contract for; whatever those are. Based on your judgment and experience, what would you have all managers trained in? Also, a list of what we are already doing. Maybe we could adopt that as our training program.

Marc requested everyone read through Division 1 and Oregon Safe Employment Act. It may be helpful to know where your managers are so we can make some decisions. Mike indicated the objective is to have a list of classes/training that is considered mandatory; you have to have them at some point. There needs to be a certain number of refreshers, so let's decide at this level what that is and what we expect to happen. Robin, gather what training the safety committees are providing, who, when and what date.

5. Next Meet Date: The next meeting is scheduled for July 29th at 10:00 AM in conference room 200 here at HQ.

/s/
Robin Sawvel
Safety Manager & Recorder

**EXECUTIVE SAFETY COMMITTEE (ESC)
CHARTER**

Mission Statement:

To review and make recommendations on any issue(s) that will improve safety and to elevate the awareness of safety throughout the Agency.

Purpose:

The purpose of the Executive Safety Committee (ESC) is to review safety policy, related safety issues, safety trends and make recommendations as it relates to agency performance. The ESC compliments the Agency's Safety Committees.

Goals and Objectives:

The goals and objectives of the ESC are to:

1. Provide a safe work environment for all employees
2. To ensure safety and health is integrated into all aspects of our work
3. Reduce the number of work related injuries
4. Identify and analyze safety trends
5. Set safety budgets related to safety issues
6. Issue and/or approve recommendations for corrective actions
7. Reduce the escalation costs associated with accidents and injuries

Membership:

The ESC shall consist of the following:

1. Director of State Affairs
2. Director of AGP
3. Director of AGC
4. Director of AGI
5. Director of YCP
6. General Foreman of Camp Withycombe
7. Director of Staff for Air Guard (PANG & KF)
8. State Safety Manager, non voting

Meetings:

The ESC shall meet quarterly (January, April, July and October). Additional meetings may be called if necessary. Agendas for the meetings shall be set in advance of the meetings by the State Safety Manager.

Administration:

1. The ESC is appointed by the Director of State Affairs who will also serve as the Chair.
2. Subcommittees – The Chairman of the ESC shall have broad latitude to appoint subcommittees, chaired by a member of the committee to study issues or perform tasks determined to be necessary. Membership on such committees may be augmented by individuals external to the committee, as required, based on the nature of the tasking and the areas of expertise necessary. Unless designated as a “standing committee” by the chairman, all subcommittees will be dissolved upon completion of their tasking.

Reports:

Minutes of the ESC shall be recorded by the State Safety Manager who is designated the executive secretary of the committee. A copy of the minutes will be provided to each committee member upon approval of the minutes by the chairman, with information copies furnished to Agency Safety Committees.

Report of subcommittee meetings – The subcommittee chairman shall furnish a written report of the subcommittee’s findings and recommendations to the ESC chairman within 20 calendar days following completion of the subcommittee’s task.

Amendments:

The charter may be amended by majority vote of the committee.

This charter is approved as of May 1, 2008.