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JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
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AGP

17 October 2008

MEMORANDUM FOR RECORD

Subject: Executive Safety Management Committee Meeting for October, 2008

The Oregon Military Department Executive Safety Management Committee met on 17 October, 2008, at the Military Department in Room 200. The meeting was convened at 10:00 AM. 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	Present
Karl Jorgenson	AGC	Member	Absent
Robin Webb	AGP	Safety Officer/Recorder	Present
Marc Snook		Guest	Present

1. Minutes from the last meeting in September were reviewed. A motion was made to approve the minutes by Rock Chilton and seconded by Mark Rathburn.

2. Marc Snook indicated there are two handouts, one is Safety Management and the other is State Safety Committee. They are proposed training modules for our managers and supervisors with a preface letter by General Caldwell. Each handout has a table of contents which gives an idea of what's in each module. In the Safety Management there are seven sections and about nine hours of training. Depending on the size of the group it and the number of questions, it could take less time. The packet contains all the regulations needed to know at a minimum. For this committee and its level, it's just a general understanding of what the rules say. The last page is "Other Items" which are helpful handout information.

Spring would be a good time to start delivering training so the Directors will need to decide what groups to start with. This training should be mandatory for all managers/supervisors to go to. Marc stated both he and Robin are mobile so they can go where ever the training needs to happen. A suggestion was given to give handouts the day before so that employees can come to the training prepared and speed up the training process. Marc indicated employees should be somewhat familiar with the information in

this training. It should be just a refresher course to cover what they already and may not already know.

General Caldwell indicated there needs to be a Bio for both trainers so that employees know they have credential people training. Marc indicated he is going to use this training to set up a knowledge base with the supervisors/managers, a resource to go to. General Caldwell indicated a three ring binder needs to be given so they have it as a resource.

Rock indicated we should start with the group who has the most injuries. The group reviewed the first nine months of 2008 injury charts. Camp Withycombe had more injuries when all the sections were combined together. Rock indicated he would like to do his people all in one day versus trying to scatter the training. General Caldwell suggested YCP or Camp Withycombe go first. Marc indicated it would be next spring timeframe before the training can get started.

General Caldwell suggested training at Rilea be split between two days and K-Falls maybe two or three days. Marc suggested AGR and Federal Tech also be allowed or encouraged to attend the training as it doesn't matter if you're state or federal, the rules are the same.

The other handout was the draft proposal for Safety Committee training. Marc indicated he looked at what OSHA offered for Safety Committee training and reviewed the list from Robin on what safety training employees have received. The Table of Contents shows about five hours of training, less than one day. It provides safety committee members pretty much everything they need to know to be successful. This training will be interactive and will involve discussion on their By-Laws so it will be a semi-workshop and a refresher. This will help them look at their committees and how they are being run. Some committee members who are chairpersons will have to relinquish their title as they are not permitted by regulation to hold that title. It provides the committee member with all the information they need to be a safety committee member and some additional information with regards to Division one which they need to understand.

The Executive Committee reviewed the list of Incident Report Injuries for 2008. A comment was made that some of these injuries were not reported until someone had to seek medical treatment. Marc indicated if a Supervisor/Manager knows about an injury and tells the employee to seek medical treatment and the employee decided not to, this is a discipline issue. If one employee receives a verbal reprimand and other employees find out it's because they didn't report something, other employees are going to start thinking differently about some of the things they do.

A good safety committee is your first line of defense. If you want to effect positive change in the workplace, you can get it done there. The more you allow them to become a good functioning unit by giving them responsibility and authority and setting up the line of communication to resolve issues, the more that group is going to do for you. It will spill over and people will want to be on the safety committee.

General Caldwell asked if any one was doing Risk Assessment cards. It was suggested that maybe a safety reminder be posted in general areas such as the bathroom. This could be as easy as a safety poster on the wall. Marc indicated this would be a great topic for safety committees to work on. They could come up with a monthly safety tip to keep things energized.

Marc stated he would also like to look at doing an accident investigation training class as we are required by regulation to investigate injuries and near misses. This would be an internal investigation as to why we might be having this issue. It could be a one day class that anyone can go to and anyone who works at an armory should get trained. That way when something happens, employees will know that they at least need to get a picture and document the incident. The employee also needs to know what constitutes an investigation. It was suggested this be added to the Safety Management training. Marc stated he has a handout that he will make into a laminated pocket investigation card that tells a person what needs to be done. Having the training will help them understand the card and get through the process. It was suggested this training be added to the Safety Committee training as most of the employees on those committees are the front line person in their areas. General Caldwell suggested putting together a training binder with a tab that indicates Accident Investigations so that an employee can grab that to jog their memory on what it is they are supposed to do.

Another suggestion came up to keep someone on retainer who can be called at a moments notice to go investigate severe accidents. General Caldwell suggested to Steve to research the cost.

Marc stated there needs to be some type of follow-up piece after we complete the training. He suggested in a year or two we meet with people again for a shorter amount of time to talk about where we are. General Caldwell suggested 18 months. He asked if Robin is receiving a copy of everyone's safety minutes each month. She indicated generally yes. Rock stated Robin should review the minutes and any issues or accidents that continue to happen be brought to this committee. It's important to get information out to all safety committees so that they can make better decisions. This way employees are aware of what is happening in other locations.

General Caldwell asked if there are any issues that keep coming up in the safety minutes. Rock indicated there seems to still be an issue as it relates to Eye Wash Stations. AGI is being told they need to buy fixed eye wash stations. This does not work for a guy who is moving around in the armory. Marc stated the idea behind the squirt bottles is that it's used in the interim to get you to a station that can do a 15 minute flush. The bottle is a temporary fix to prevent long term damage to your eyes. Robin stated the chemicals we use require a 15 minute eye flush. The squirt bottles only provide a six minute eye flush. They are designed to use to get you to a permanent station or in a situation where you are being driven to an emergency room. Rock stated he better understood the issue, Robin indicated she would send him the information she has researched on the subject. General Caldwell indicated we need to let safety committees know that if they have questions in those types of areas they need to push those issues up to this committee. If they are not

getting the answer down at their level, push them up and we will make the decision here. That way we are not relying on the program manager saying I can't buy this because we don't have the money. We can say yes we are, because it's important. This is the kind of thing this group can make an impact on and make it easier on everyone below us.

Robin indicated a trend she is seeing in the safety committee minutes is that employees are not bringing subjects to the committee. She is hoping the safety committee training will help alleviate that issue. Once employees see safety committees are actually getting results that it will open that line of communication. For every injury, there is an Incident Report form filled out. All safety committees should be reviewing those each month for their areas and signing off at the bottom of the form indicating what the issue was and how it was resolved. Those forms are then supposed to be shipped to her but she's not getting them. General Caldwell suggested when she receives the safety committee minutes if there is no mention of the report, she contact the chairperson and state they need to review it in their next meeting. He also stated this committee could look at those each meeting (as there are not very many of them) to see what the trends are.

Robin also stated she has started a Safety and a Health & Wellness newsletter which in the past has been stapled to timesheets. For October, she is going to be sending those to home addresses instead so that information is shared with families. If there is safety related information from this committee, it would be a great avenue to post it. Marc suggested that the results of investigations could generically be posted in the newsletter that way other employees would be aware of issues that may also be happening in their area.

3. Next Meet Date: The next meeting is scheduled for Wednesday, November 12, 2008 at 9:00 AM in conference room 200 here at HQ.

/s/

Robin Webb
Safety Manager & Recorder

AGENDA

Executive Safety Committee Meeting

Location: Room 200

Date: Wednesday, October 17, 2008

Time: 10:00 AM

1. Approval of Prior Minutes
2. Status review of prior taskings
3. Review of Safety Management Training
4. Review of State Safety Committee Training
5. Calendar future meeting dates – All (please bring your calendars)