



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
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AGP

10 September 2008

MEMORANDUM FOR RECORD

Subject: Executive Safety Committee Meeting for September, 2008

The Oregon Military Department Executive Safety Committee met on 3 September, 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	Absent
Rock Chilton	AGI	Member	Absent
Dan Radabaugh	YCP	Member	Present
Steve Petit	AGP	Member	Present
Ron Kessinger	DASA	Member	Absent
Mark Rathburn	Cmp Wity	Member	Absent
Karl Jorgenson	AGC	Member	Absent
Robin Webb	AGP	Safety Officer/Recorder	Present
Marc Snook		Guest	Present
Jerry Elliott	AGI	Sit In for Rock Chilton	Present

1. A short meeting was conducted due to scheduling conflicts of members.
2. Robin created and passed out three spread sheets talked about in the last meeting. The first was a Managers/Supervisor –Training list. This list contains all the managers/supervisors in our agency. The supervisors are grouped by level with “1” being Director level and “2” being one step below. The columns across the top were the training titles Marc talked about in the last meeting. The next list is Safety Committee Training. This list has all the safety committee members and locations. Listed are the three OSHA required trainings with dates off the certificates that are on file with AGP showing the training has been completed. The third list is titled Committee information. This list shows the Chairperson for each location along with the last set of safety committee minutes in AGP and if they have a Charter (By-Laws).

Marc passed out two documents, Safety Management, State Managers Safety Training Outline and the other is called State Safety Committee, Refresher Training. Based on the last meeting he wrote up both draft documents. There is a Preface at the front of each module that General Caldwell will need to look at and make a decision on whether this is what he wants to say.

On the Safety management document, there are seven (7) modules or sections that vary in length from one to two hours for a total of about nine hours of instruction. The first section is the "Furnish Safe Employment Act", which will talk about regulations that are significant. The second session is out of the same law, Employer Liability Law 654, significance of that is we have a huge liability for being sued. If you have an employee who dies on the job and you are sited a willful violation, they can get around the workers comp law. If they are a contractor working for us and one of their employees dies from a safety related hazard and are sited for willful violation, they can come after us as a third party. The next module is out of Division 1 of OR-OSHA, stuff we need to know as owners and managers/supervisors. It contains a lot of information about safety committees, hearing conservation and posting requirements, etc

Then we get to safety committees, there is a lot of rules that govern safety committees. Within those rules are a lot of implied requirements which is how we end up with By-Laws. There will be handouts to cover information also, such as an outline for when you're training a supervisor in what their job responsibilities. I had one hour dedicated for "Other Items" which may not take an hour but contains some good information. It includes a quick reference guide and a quick reference checklist. Then we have a guide to Safety Management, an article for Supervision of Safety, Supervisor Safety Responsibility and 30 Things we know for sure about adult learning.

Marc stated he and Robin reviewed the SAIF Loss Control Program put on at Camp Withycombe and determined it is not the same training we are looking at here. Theirs is more of a survey type, blanket behavior training. What we are doing here is more in depth as it relates to OSHA rules and regulation on safety.

3. Next Meet Date: The next meeting is scheduled for Friday, October 17, 2008 at 10:00 AM in conference room 200 here at HQ.

/s/
Robin Webb
Safety Manager & Recorder

AGENDA

Executive Safety Committee Meeting

Location: Room 200

Date: Wednesday, September 3, 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)