



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD  
1776 MILITIA WAY  
P.O. BOX 14350  
SALEM, OREGON 97309-5047

AGDD

1 May, 2008

MEMORANDUM THRU Brigadier General J. Michael Caldwell, Deputy Director

FOR: All State Managers/Supervisors

SUBJECT: Safety Expectations

1. As of April 1, 2008, the Executive Safety Committee was created to review safety related issues and policy direction within the organization.
2. Managers/Supervisors will work with the Executive Safety Committee in coordination with the Safety Manager in an effort to reduce the number of injuries and illness our employees are experiencing and increase safety and health at every level of the organization.
3. Managers/Supervisors are accountable and responsible for the safety and health of those they manage/supervise. Failure to ensure all employees are equipped with the proper safety equipment and trained properly on equipment use may result in discipline and/or dismissal.
4. Your goal is to ensure our employees are not injured on the job. By meeting that goal, our high costs for those injuries/illnesses will be reduced significantly.

/s/

J. MICHAEL CALDWELL  
Brigadier General  
Deputy Director