



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD  
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AGP

26 December 2007

MEMORANDUM FOR RECORD

Subject: Safety Meeting for December, 2007

The Oregon Military Department Safety Committee met on 10 December, 2007, at the Military Department in the VTC Conference Room. The meeting was convened at 10:10 hours. The status of the Member attendance was as follows:

Dennis Farley	SMW	Chairman	Present
Timothy Gilbert	AGI	Member	Deployed
Darrell Neet	AGI	Acting Member	Absent
Robin Sawvel	AGP	Safety Manager/Recorder	Present
Bryce Dohrman	AGC	Risk Manager	Absent
Bruce Vollstedt	AGI	Member	Absent
Paul Geck	AGI	Member	Present
Terry Larson	SMW	Member	Absent
Terri Kroeker	DS-Air	Member	Absent
Frank Wallace	SMW	Member	Absent
John Unger	Region 5	Member	Present
Owen Pence	Region 6	Member	Absent
Mike Wiley	Region 4	Member	Present
Jack Cassity	Region 7	Member	Absent
Ken Long	Region 8	Member	Absent
Mike Wilson	AGI	Member	Absent
Randy Luketmeyer	AGI	Member	Absent
JoAnn Manson	AGI	Member	Absent
Cherie Zastoupil	OEM	Member	Absent

1. The first order of business was to review the Safety Meeting minutes for the November, 2007 meeting. The minutes were approved as recorded.

**2. Welcome New Members:** Because there were only 2 new members in attendance the welcome was tabled (except for the two attending) until the next meeting.

**3. Review of Evacuation Plan:** The plan is currently in the 2<sup>nd</sup> stage of revisions. All committee members were given the 2<sup>nd</sup> revision for review by the next safety meeting. A poster has been posted throughout the building for volunteers to be Evacuation Coordinators. As of the date of this meeting, there was no volunteers. Robin will have Tracy do a voice message if no response by December 31<sup>st</sup>.

**4. Accident Report Review:** There was one injury at HQ for the month of November. An employee slipped on the stairs outside the cafeteria. This was employee error, not

related to anything preventable. Employee indicated missed step. A SAIF Claim was filed. There were no other injuries reported for the month of November.

**5. Anonymous Safety Risk Report Form:** The only suggestions for changes to the Anonymous Safety Risk Report form were to increase the font size and maybe provide a suggestion box in armories in Region 4 through 8. It was also recommended the form be put on the AGP website. The suggestion box idea will be tabled to the next meeting. Robin will work with Pete Senser to have the anonymous form put on the website.

**6. Review of Fire Drill on 10/30/07:** Paul has submitted a work order for the 3 alarms that did not work well. The service should be conducted before the next meeting. Will put on agenda for follow-up.

**7. Review SAIF visit to Camp Withycombe:** GEN Mike Caldwell has bought off on the idea of instituting the Safety Program at the RSMS shop at Camp Withycombe. COL Sears is working with Robin and SAIF to get the program started. The state shop has been asked to join in. Training will commence some time in January. Robin will keep the committee updated to the status of the program as all managers will be attending throughout the agency.

**8. New Date and Time for Committee Meeting:** The committee feels it would be better served by having meetings on Tuesdays. It was determined that Monday's are not a good day to try to get everyone to attend. Therefore, it was decided by the committee to move the Safety Committee meetings to the second Tuesday of each month at 1:00 PM to be held in the VTC conference room when possible. Robin has scheduled this with Dennis Ruth as of January 2008. Please make a note of the new date and time.

**9. Fundraiser Feedback:** Robin spoke with Karl Jorgenson about fund raising ideas. Karl indicated there are rules and regulations regarding fundraisers and what the money can be used for. His suggestion was to find another avenue as raising money would create new issues with DAS. Robin ordered a certificate CD to encourage employees receiving awards for safety. She will address this issue again as an update at the next safety meeting.

**10. Safety Newsletter:** The first official safety newsletter titled "Safety Line" is scheduled to go out with the January 2008 timesheets. The safety committee members reviewed the newsletter and suggestions a couple of updates. This newsletter will go out quarterly to all employees attached to their timesheets.

**11. First Responder Training:** Robin has not heard back from Mike Myers yet as to the status of this training. She will follow-up and report back to the committee at the next meeting.

**12. Safety Plan and Safety Committee By Laws:** Robin brought a copy of the OR-OSHA Safety Committee Bylaws to the meeting. It was determined by the committee to

incorporate some of these bylaws into our own. Therefore, Robin will type up a draft bylaw for the committee to review at the next meeting.

**13. New Business:**

- a. Eye Wash Stations – John Unger asked whether the squirt bottles meet the criteria set forth by OSHA as they do not squirt for 15 minutes. John indicated he has looked through Granger to see what they have that meets the requirements and found one for \$68.70 before the discount. Paul indicated John should put in a work order for one.
- b. AED's – Mike Wiley asked if the Eugene armory was getting an AED. Robin has sent a message to Marilyn Woodward asking for an updated AED placement list. She will report back at the next meeting.
- c. A suggestion came up for training of new employees at the Custodian/Facilities level. Each employee should be walked around the facility and alerted to where the asbestos is located.

There being no further business, the meeting was adjourned at 10:55.

/s/  
Robin Sawvel  
Safety Officer & Recorder