



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
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AGI-O

13 September 2007

MEMORANDUM FOR RECORD

SUBJECT: Safety Meeting for September, 2007

1. The Oregon Military Department Safety Committee met on 10 September, 2007, at the Military Department in Conference Room 200. The meeting was convened at 1100 hours. The status of the Member attendance was as follows:

Timothy Gilbert	AGI	Chairman	Deployed
Darrell Neet	AGI	Acting Chairman	Present
Robin Sawvel	AGP	Safety Manager	Present
Bryce Dohrman	AGC	Risk Manager	Absent
Bruce Vollstedt	AGI	Member	Present
Paul Geck	AGI	Member	Present
Terry Larson	SMW	Member	Present
Dennis Farley	SMW	Member	Present
Terri Kroeker	DS-Air	Member	Present
Frank Wallace	SMW	Member	Absent
Dennis Bjarnson	AGI	Recorder	Absent
Marygold Chase	AGI	Acting Recorder	Present

2. The first order of business was to review the Safety Meeting minutes for the August, 2007, meeting. The minutes were approved as recorded. It was suggested that the minutes be sent out to all members at least a week prior to the next meeting to solicit input for the agenda. It was also suggested that the tentative minutes be sent to the AOT email group in order to solicit feedback to the Supervisors to bring to the Safety Committee.

3. Because there was no Agenda for this meeting, Darrell asked the Safety Committee Members what they felt the purpose/goals of the Safety Committee are:

- a. Bruce: employees need to be comfortable that safety issues are being addressed prior to becoming a problem or tragedy. In the event of an incident, the Committee should piece it out and brainstorm the issues in order to avoid reoccurrences. The chair suggested we cover each incident. Robin indicated we are currently doing that with Incident Reports.
- b. Terri: the Committee should be identifying hazards and providing education in the field.
- c. Dennis: Solve any problems we might have.

- d. Terry L: Improve our follow-up on issues. Examples given were the evacuation plan/fire drill. Too many items continue to be on the safety agenda month after month with no progress.
- e. Robin: Safety Committee members need to know what the goals of the Committee are. Therefore, she is working on putting together a Safety Policy and bylaws which she will have drafted for the next meeting. It was also brought up that the Safety Committee members should be rotated annually and that the Chair Person should also change. It was mentioned at an OSHA conference that a management person should not be the Safety Chairperson. The safety team should be heavy on represented employees.
- f. Paul: The Committee should be responsible for education and ensuring proper PPE are provided to in the field.

4. Other issues: It was mentioned that safety glasses, ear plugs and ear muffs should be provided as extras to the field. The Chairperson indicated there should be no reason employees do not have access to these items and that they should be routine on work orders. It was also brought up that safety flares should be standard in all fleet vehicles. The Chairperson indicated the fleet manager will ensure required safety kits are provided as it's less expensive than an accident.

Ladders, electrical wiring and safety inspections were also brought up. It was mentioned there were 37 violations on the HQ Inspection list. The Committee should be reviewing the safety inspections that fall within the Committee's authority. It was suggested that perhaps safety inspections should be done by someone from outside this building as employees who are here all the time may tend to overlook something because it's common place.

It was brought up that no employee should be lacking for safety equipment. It is the law that if an employee uses a chain saw that they should have chaps and a face mask. Tools that are a hazard, i.e. frayed cords etc., should be taken out of service. It is each supervisor's responsibility to check PPE at each facility and document and retain findings.

The Governor's OSHA Conference was a great success and provided a lot of good safety information. It was suggested that members of the Safety Committee be allowed to attend next year, if possible.

It was mentioned that an injury last year to an employee was charged on the OSHA 300 log against the facility he works at part time. Robin will contact OSHA for a decision as to what facility that injury should be charged against and why.

Safety Inspection trips were brought up. There should be a "train the trainer" program to cover things like CPR, lock out tag out, electrical training, AED training, etc.

There was a question as to if there should be a federal person attending our safety meetings. It was noted that Robin and Tim were meeting with the federal side after their federal safety meetings in order to brief them. It was suggested that another person on the state Safety Committee be appointed as a representative to attend the federal meetings if Robin or Tim were unavailable.

There was discussion on the fire drill issue. There was a 100% motion for Robin to contact the Fire Department to see if they can come over and set the alarm and then tell us what they see as possible issues. Robin also indicated she will get the POC list of supervisors in the building, for both federal and state, to Paul. A fire drill will be attempted before the next safety meeting, depending on the schedule of the Fire Department. Robin, Paul and Darrell will discuss a plan. It was suggested that they do a “dry run” and get a feel for who might be POC’s in each area of the building.

The question arose as to who is responsible for administering a fire drill at the ARC. Paul indicated he is only responsible for testing the equipment. He will bring this issue up at the next tenant meeting at the ARC and report back.

It was suggested that at each Readiness Center, where classes or training are held, that there should be an exit plan posted and fire evacuation information should be provided at the start of the meeting, such as OSHA does with their training programs. This way, employees or tenants using the building would know where the exit routes are.

Robin noted that YCP just experienced an OSHA inspection and that it’s important that we get on board with safety documentation. At this point, she has no records on any testing of equipment, so if OSHA shows up she is sending them to AGI.

The best location for posting safety minutes was discussed. Robin suggested a Safety Bulletin Board and a Safety website, which she is currently working on with Pete Sensor. It was also brought up as to who are the other Safety Committee members within our agency. Are all the Readiness Centers covered under AGI??

It was suggested we consider using OSHA consultative services to continue the “preventative maintenance” and to solicit suggestions for improvement.

5. Next order of business: The Chair noted that a lot of information and suggestions were covered for the Committee to work on so “let’s make it happen”.

There being no further business, the meeting adjourned at 12:30 PM.

/s/
Darrell D. Neet
Facilities Operations Manager
Operations and Maintenance