



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
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SALEM, OREGON 97309-5047

AGP

15 August 2008

MEMORANDUM FOR RECORD

Subject: Safety Meeting for August, 2008

The Oregon Military Department Safety Committee met on 12 August, 2008, at the Military Department in Conference Room 200. The meeting convened at 1:30 PM. The status of the Member attendance was as follows:

Frank Wallace	SMW	Chairman	Present
Timothy Gilbert	AGI	Member	Present
Robin Webb	AGP	Safety Manager/Recorder	Present
Bryce Dohrman	AGC	Risk Manager	Absent
Bruce Vollstedt	AGI	Member	Present
Vacant	AGI	Member	Absent
Terry Larson	SMW	Member	Present
Terri Kroeker	DS-Air	Member	Present
Mike Wiley	Region 4	Member	Absent (Tele)
John Unger	Region 5	Member	Present (Tele)
Owen Pence	Region 6	Member	Present (Tele)
Jack Cassity	Region 7	Member	Present (Tele)
Dan Hinkley	Region 8	Member	Present (Tele)
Mike Wilson	AGI	Member	Present (Tele)
Randy Luketmeyer	AGI	Member	Present
Cherie Zastoupil	OEM	Member	Present

- 1. Review of Minutes:** The first order of business was to review the Safety Meeting minutes from the July, 2008 meeting. Minutes were approved as recorded.
- 2. Review of Evacuation Plan Status:** Tabled until next meeting.
- 3. Review of Accident/Illness Report:** There was one incident report for HQ that was reviewed. An employee sat on one of the new metal benches located in the men's locker room when it collapsed due to loose bolts. Apparently, the benches were put together by hand and the bolts were hand tightened. These benches were not assembled by our Maintenance people but by the Federal Supply employees. Maintenance has gone through and tightened all the bolts.
- 4. Hazard/Non Hazard Log Review:** Issues surrounding both the benches in the men's locker room and the White Board in AGC have been addressed per maintenance. Both Logs will be updated to reflect this.

5. **Evacuation Committee Update:** Robin indicated she reminded Ramona Treat that she was still waiting for information from the Chief of Staff as he is assigning delegates. Tabled until next meeting.

6. **New Business:**

- a. Quarterly Inspections: It was recommended that the Safety Committee split up and do the Quarterly Inspections within their areas in October. This will be discussed more in detail at the September meeting.
- b. Update on Executive Safety Meeting: Robin passed out minutes from the last Executive Safety Meeting in July. Group reviewed minutes and will wait further outcome from Executive Safety Committee.
- c. Safety Training: The 7-Minute Safety Trainer on “The Right Attitude Towards Safety” was passed out. The Chairman spent a few minutes going over the handouts. All members then completed the Safety Attitude Quiz.

Other Business:

- d. AED Update: The Medical Department on the Federal side is buying and ordering batteries. Seems some of the AED batteries are at expiration.
- e. Safety Process: A question was raised as to the process for ordering safety equipment. The process is to put a request through facilities maintenance.
- f. Speed Limit Signs: It was reported that the speed limit signs for HQ have been ordered.
- g. It was asked if there is a list of Military employees through out the state who have a First Aid or CPR certification. Currently there is no list, suggestion was anytime someone is having medical issues, you should immediately call 911.

7. There was no further new business; the meeting was adjourned at 2:20 PM. Next meeting is scheduled for September 9th at 1:30 in TAG Conference Room.

/s/
Robin Webb
Safety Manager & Recorder

AGENDA

JFHQ & Readiness Centers, Region 2 thru 8

Safety Committee Meeting

Location: Conference Room 200

Date: Tuesday, August 12, 2008

Time: 1:30 PM

1. Review and approve July meeting minutes – All
2. Review of Evacuation Plan Status – Tabled until September Mtg
3. Review of Accident/Incident Reports for July 08 – Robin
4. Hazard Log Review/Non Hazard Log - Robin
5. Evacuation Committee Update – Robin
6. New Business
 - a. Quarterly Inspections – Robin
 - b. Update on Executive Safety Meeting
 - d. Safety Training – The Right Attitude Towards Safety – Robin

THIS SIDE TO BE COMPLETED BY SUPERVISOR

19. CONTRIBUTING FACTORS OF INCIDENT/ACCIDENT/ILLNESS:		
UNSAFE ACTIONS: <i>sitting down</i>		UNSAFE CONDITIONS: <i>a bench</i>
<input type="checkbox"/> DISTRACTION, TEASING, HORSEPLAY <input type="checkbox"/> OPERATING WITHOUT AUTHORITY <input type="checkbox"/> MAKING SAFETY DEVICES INOPERATIVE <input type="checkbox"/> TAKING UNSAFE POSITION <input type="checkbox"/> FAILURE TO USE PERSONAL PROTECTIVE DEVICES <input type="checkbox"/> OTHER: _____	<input type="checkbox"/> INADEQUATE SUPERVISION <input type="checkbox"/> DEFECTIVE TOOLS, EQUIPMENT, OR SUBSTANCE <input type="checkbox"/> HAZARDOUS ARRANGEMENT <input type="checkbox"/> SUB-STANDARD PHYSICAL CONDITIONING <input type="checkbox"/> UNSAFE CLOTHING <input type="checkbox"/> PREVIOUS INJURY <input type="checkbox"/> HAZARDOUS OBSTACLES <input type="checkbox"/> OTHER: _____	
20. BACKGROUND: ARE THERE ANY CONTRIBUTING FACTORS, SUCH AS LEVEL OF TRAINING, PERSONAL CHARACTERISTICS, HABITS, FAILURE TO ADHERE TO SAFETY POLICIES, ETC. THAT CAUSED THE INCIDENT/ACCIDENT/ILLNESS?		
<i>loose bolts on metal benches</i>		
GUIDES TO CORRECTIVE ACTION		
21. IF AN UNSAFE ACTION AND/OR CONDITION WAS IDENTIFIED, LIST CORRECTIVE ACTION TAKEN:		
<i>The metal benches are fine, but were assembled poorly. They need to have lock washers, or lock-tight ones.</i>		
22. ADDITIONAL SUPERVISOR COMMENTS:		
<i>the bolts to keep them from working loose, and someone will actually get injured eventually.</i>		
23. SUPERVISOR NAME (PRINT):	24. SUPERVISOR SIGNATURE:	25. DATE:
SAFETY COMMITTEE REVIEW		
26. SAFETY COMMITTEE RECOMMENDATIONS:		
<i>Benches have been fixed. Apparently they were hard fastened when put together by Federal Supply.</i>		
27. SAFETY CHAIR SIGNATURE:	28. DATE:	
<i>Frank W. Wallace</i>	<i>12 AUG 08</i>	



Goals: This safety session should teach employees to:

- Recognize the need to take safety seriously.
- Know how to demonstrate the right attitude towards safety.

Applicable Regulations: General Duty Clause Sec. 5 (b)



1. Take Safety Seriously

Every employee must take safety seriously in order to:

- Avoid accidents that can cause fires, explosions, or other dangers
- Avoid accidents that can cause job-related injuries
- Avoid exposure to hazardous substances that can lead to serious illness
- Comply with OSHA safety and health regulations
- Comply with company work rules, policies, and procedures

2. A Positive Safety Attitude Makes the Most of Company Safety Tools and Training

When you take safety seriously, you take advantage of the protections available on the job. The safety procedures, equipment, and information employers provide include:

- Engineering controls such as ventilation
- Work procedures such as lockout/tagout
- Personal protective equipment (PPE) such as gloves, hard hats, and protective eyewear
- Emergency planning and response programs such as alarms, evacuation plans, and eyewashes
- Safety information such as chemical labels and material safety data sheets
- Training on how to do your job safely

3. Carelessness Is the Most Common Cause of Workplace Accidents

Unsafe acts are often a factor in accidents. They result when people take attitudes like these toward safety:

- **Complacency.** After performing a job many times without an accident, you may believe you're experienced enough to skip safety procedures or steps. That's exactly when an accident happens.
- **Being upset or angry.** You can't let emotions get in the way of doing your job correctly. Distraction can be dangerous.
- **Fatigue.** Being tired can slow down your physical and mental reactions, causing your mind to wander.
- **Recklessness.** Taking chances with tools, machinery, chemicals, or work procedures is foolish and dangerous.
- **Being afraid to ask questions.** Training and work procedures cover a lot of ground—sometimes too much to remember. Always ask when you're not sure what to do or how to do it. It shows you're smart enough to know what you don't know.



4. Take a Positive Attitude Towards Safety

- Take personal responsibility for your own safety and that of your co-workers.
- Pay attention to training.
- Follow every step in every job every time.
- Know and follow safety rules.
- Use required personal protective equipment.
- Give work your full attention.
- Keep an eye out for hazards. Always ask, "What could go wrong here?"
- Put your personal feelings and problems aside while you're working.
- Urge your co-workers to follow safety procedures.
- Know what to do in an emergency.
- Ask questions about any procedure or precaution that's not clear.
- Report any safety hazards you can't fix.
- Save fooling around for your personal time.

5. Look for Opportunities to Improve Workplace Safety

Demonstrate that you have the right attitude towards safety by:

- Volunteering for safety committees
- Taking an active role in safety meetings and training sessions
- Proposing safety improvements through the suggestion system
- Cooperating with safety inspections and monitoring
- Setting an example of a good safety attitude for others, especially new employees

Discussion Points:

- ! – Ask for (and provide) examples of positive safety attitudes demonstrated in your workplace.

Conclusion: The Right Safety Attitude Prevents Accidents, Injuries, and Illnesses

When you take safety and your safety responsibilities seriously, you protect yourself and others from accidents that can cause injury and illness on the job.

Test Your Knowledge



Have your employees take the safety attitude quiz. By testing their knowledge, you can judge their ability to take safety seriously and whether they need to review this important topic again soon.



Check Your Safety Attitude

Do you:

YES NO

- | | | |
|-------------------------------------------------------------------------------|-------|-------|
| ● Take safety seriously? | _____ | _____ |
| ● Feel a positive safety attitude helps to prevent accidents? | _____ | _____ |
| ● Recognize safety as a legal and company requirement? | _____ | _____ |
| ● Make full use of safety procedures, equipment, and information? | _____ | _____ |
| ● Avoid becoming complacent about tasks you've done many times? | _____ | _____ |
| ● Pay full attention to work? | _____ | _____ |
| ● Refuse to let emotions get in the way of your work? | _____ | _____ |
| ● Try to get enough sleep—and avoid risky tasks if you're tired? | _____ | _____ |
| ● Avoid fooling around or behaving recklessly on the job? | _____ | _____ |
| ● Pay attention to safety training? | _____ | _____ |
| ● Understand and follow all parts of all job and safety rules and procedures? | _____ | _____ |
| ● Try to get co-workers to follow safety procedures? | _____ | _____ |
| ● Know what to do in an emergency? | _____ | _____ |
| ● Fix or report safety hazards? | _____ | _____ |
| ● Ask questions about procedures you don't understand? | _____ | _____ |
| ● Volunteer for safety committees and demonstrations? | _____ | _____ |
| ● Look for and suggest safety improvements? | _____ | _____ |
| ● Cooperate during safety inspections? | _____ | _____ |
| ● Try to set a good safety example? | _____ | _____ |



SAFETY ATTITUDE QUIZ

- 1. If you don't take safety seriously, you don't hurt anyone but yourself.**
 - a. True
 - b. False
- 2. Having a positive attitude toward safety includes:**
 - a. Using the personal protective equipment provided
 - b. Taking shortcuts to complete a job
 - c. Fooling around on the job
- 3. Most work accidents are caused by:**
 - a. Unsafe equipment
 - b. Careless, unsafe acts
 - c. Unlabeled chemicals
- 4. If you've done a job many times without an accident, you can skip steps without any risk.**
 - a. True
 - b. False
- 5. Being upset or angry can create a poor safety attitude because:**
 - a. It distracts you from your job, making risky mistakes more likely
 - b. You annoy other people
 - c. It might cause you to take time off from work
- 6. Every employee should take personal responsibility for every employee's safety.**
 - a. True
 - b. False
- 7. An example of taking the right attitude toward safety is to:**
 - a. Know which safety rules aren't important
 - b. Indulge in horseplay only when your supervisor isn't around
 - c. Know and follow safety rules and work procedures
- 8. When you can't remember a particular safety procedure, you should:**
 - a. Guess
 - b. Ask
 - c. Leave work
- 9. If you spot a possible safety hazard, you should:**
 - a. Assume someone else will handle it
 - b. Ignore it
 - c. Fix it or report it
- 10. One way to demonstrate a positive safety attitude is to:**
 - a. Volunteer to serve on a safety committee
 - b. Take safety posters home
 - c. Criticize people who follow safety rules

When you have completed this quiz, turn it in to your supervisor.

Name: _____ **Date:** _____



ANSWERS TO SAFETY ATTITUDE QUIZ

- 1.** b. False. You're just as likely to cause injuries or dangerous exposures to others.
- 2.** a. Using the personal protective equipment provided.
- 3.** b. Careless, unsafe acts.
- 4.** b. False. It's always dangerous to skip safety steps.
- 5.** a. It distracts you from your job, making risky mistakes more likely.
- 6.** a. True.
- 7.** c. Know and follow safety rules and work procedures.
- 8.** b. Ask.
- 9.** c. Fix it or report it.
- 10.** a. Volunteer to serve on a safety committee.