

*Oregon Army National Guard*

**STATE SAFETY & HEALTH COUNCIL**

Third Quarter FY-08

1 May 2008

**AGENDA**

- |      |                              |          |
|------|------------------------------|----------|
| 0900 | Opening Remarks              | Chairman |
| 0905 | Review Minutes of 2nd Qtr 08 | Council  |

**OLD BUSINESS**

- |      |  |     |
|------|--|-----|
| 0910 | Motorcycle Safety Program Update           | SSS |
| 0920 | OWCP/FECA Regional LNO                     | HRO |
| 0935 | OR Safety Plan / NGB Update FY-08 feedback | SSM |

**NEW BUSINESS**

- |      |                               |                 |
|------|-------------------------------|-----------------|
| 0940 | Health Issues/ Update         | DSS             |
| 0950 | Unit Safety Coordinator class | SSM             |
| 1000 | Other Issues                  | Council Members |
| 1015 | Next Meeting / Comments       | Chairman        |
| 1030 | Adjourn                       |                 |



**OREGON ARMY NATIONAL GUARD**

1776 Militia Way SE

P.O. Box 14350

Salem, OR 97309

SAO-S (385)

17 March 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Minutes of the State Safety and Health Promotion Council, Second Quarter FY-08

1. The FY 2008 Second Quarter State Safety and Health Promotion Council meeting was convened at 0900, 14 February 2008 at the Oregon Military Department main conference room. The following personnel were present:

BG Byrne	AAG-A	Chairman
COL Bond	J CoS	Co-Chairman
LTC Woodward	SSM	Council Secretary
LTC Farmer	SAAO	Member
CPT Ottaway	DCSPER- OH	Member
ILT Nelson	41 SIB (E)	Representative
CW4 Swartwout	SAO-S	Advisor
MSgt Myers	HRO	Representative
SGT Hernandez	USPFO	Representative
Ms. Sawvel	AGP	Member
Rick Coursey	AFGE	Representative
Tim Gilbert	AGI	Representative
JD Powers	DCSIM	Representative

Not represented were the following members:

82 BDE  
SOPSDC  
DCSPER  
DCSLOG  
State Surgeon  
State CSM  
CSMS

2. Previous minutes were reviewed and approved. LTC Woodward welcomed members and representatives.

SAO-S (385)

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3. Updates on old business issues were given:

a. Motorcycle Safety Program – a few people have been getting registered or attended the Basic Rider Course (BRC).

1. There are a few individuals registered for the Riders Couch Class in Apr. Rider Coaches will allow the ORARNG to provide BRC training to outlying areas of the state where the BRC is not available.

2. SSO requested the number of ORARNG personnel that are motorcycle riders from each BDE. LTC Farmer said that request could go out at the Strength Call meeting on Tuesday.

3. COL Stuckey and LTC Tanguy are encouraging the facilitation and coordination of the Motorcycle Safety Program from RTI.

4. Still an issue is the availability of adequate areas to set up the riding training course. LTC Farmer volunteered a portion of the aircraft parking area, with advanced coordination with the Facility Commander.

b. OWCP/FECA Update – MSgt Myers handed out draft charters for the FECA Council requesting feedback by 1 Apr 08. He also provided current technician accident statistics. It was also recommended that Technician accident statistics be added to the JSB-AR slides (AVS).

c. OR Safety Plan – no feedback has been provided to date. BG Byrne requested that it be staffed on an AGO 399, addressed to all staff.

d. ARAP Update – LTC Smothers was not available to provide status of his BN's progress. Need information from him prior to next meeting if he will not be present to brief.

4. The following new issues were discussed:

a. Health Issues/Update – An Army Retiree is recovering after employees at the Med Det utilized the AED successfully. Will push fielding of AED's to remainder of units this year. The ORARNG technician work force is still in need of training for utilizing AED, CPR, and First Aid to meet the OSHA requirements for full-time work places. HRO to schedule Technicians (Armory SMW are included when slots are available in tech classes. AGR's are not in this training loop. They may attend a class using normal training request. Check on Oregon Regulatory Statutes for additional requirements.

b. Unit Safety Coordinator Class – Currently only three students have signed up for the class. Have COL Bond put out USC class date.

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c. Changes in SSO – LTC Woodward, SSM will retire at the end of this calendar year. She has a meeting with TAG in April regarding potential replacements. Safety Office JFHQ TDA is going to change to reflect the GSO position returning to an O-5 and include authorizations as well as requirements for NCO's.

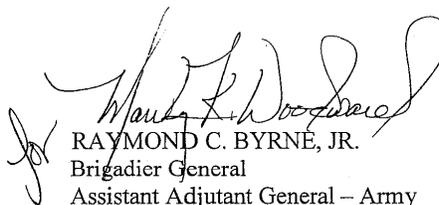
d. Indoor Firing Ranges (IFR) Issues – Half of the facilities with IFR's have no qualified/appointed custodian. Recommend primary and alternates to be designated and trained for each location to help facilitate AGR transfer losses. Recommended that we find out "who" owns IFR's (DCSOPS or AGI), then have TAG set policy through J CoS (S: 1 Apr 08). Occupational Health Nurse (OHN) will provide the custodial training and medical surveillance.

e. AGP – Robin Sawvel reported that there were 35 SAIF claims (see H.O.), and only 2 SAD for 2007. Also, there are currently only 2 personnel volunteering as OMD Evacuation Coordinator POC's (need a total of eight). Establish policy which designates the First Line Supervisor or Assistant Directorate for each section.

f. Farewell to BG Byrne – He was given a ORARNG Safety Office Coin. He is staying busy SAFELY working on his property.

g. Hearing no further input from anyone else present, the meeting was adjourned.

5. The next meeting is 1 May 2008 at 0900, in the main conference room at the OR Military Department. Need to notify BG Yriarte or COL Enyeart, as one will be the next AAG-A.

  
RAYMOND C. BYRNE, JR.  
Brigadier General  
Assistant Adjutant General – Army

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NGB-J1-TN

19 September 2007

MEMORANDUM FOR The Adjutant General of all States, Puerto Rico, the U.S. Virgin Island, Guam, and the Commanding General of the District of Columbia

SUBJECT: Federal Employee's Compensation Act (FECA) Workgroup (TN-07-63)

1. References include: DOD 1400.25M DOD Civilian Personnel Policy Manual Sub Chapter 810 Injury Compensation Policy and President Bush's SHARE Initiative Memorandum of January 9, 2004.
2. Recent changes to the FECA Manual mandate the appointment of a FECA Council at all installation level organizations. The establishment and effective implementation of a FECA Workgroup is not only a critical tool in managing workers' compensation claims but also in meeting the goals of the President and Secretary of Defense's SHARE Initiative to reduce costs by 50%.
3. The Working Group presents a unique opportunity to bring together all shareholders, both Army and Air managers and supervisors to review and discuss injuries, illnesses and trends that are adversely affecting their Agency's readiness and fiscal bottom line.
4. In the past, the establishment of a FECA Workgroup was optional based on your chargeback costs exceeding 1 million dollars. However, this requirement has changed and the following information is provided to assist you in establishing your Workgroup.
  - a. Each state should have a charter signed by The Adjutant General. The charter establishes the Workgroup, identifies key members and outlines the basic tasks for the Workgroup. A sample Workgroup charter is attached for your use.
  - b. Workgroups should meet quarterly or at the least semi-annually. Joint meetings with Safety and Occupational Health are encouraged as long as separate minutes are maintained and the topics outlined in the charter are covered.
5. Reduction of injuries and illnesses as well as their associated costs remain a topic of high interest. I have instructed my Regional OWCP Liaisons to assist you wherever possible in establishing and implementing your Workgroups. They are available to attend your meetings and will review your workgroups during their state visits. I urge you to join me in reducing workers' compensation injuries and costs.

NGB-J1-TN  
SUBJECT: Federal Employee's Compensation Act (FECA) Workgroup (TN-07-63)

6. This memorandum will expire 1 year from date of publication unless sooner rescinded or superseded.

7. Should you have any questions or have requests for additional information, please do not hesitate to contact Ms. Brenda DeCruise at 703-607-1478 or [Brenda.DeCruise@ngb.af.mil](mailto:Brenda.DeCruise@ngb.af.mil).

Encl  
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WILLIAM F. KOLBINGER  
Colonel, USAF  
Chief, Office of Technician Personnel

CF:  
HRO's

**D R A F T**

**CHARTER**

**FOR THE OREGON NATIONAL GUARD**

**FEDERAL EMPLOYEE COMPENSATION ACT (FECA) COMMITTEE**

**NAME**

The name of the committee shall be the "Federal Employee Compensation Act (FECA) Committee".

**PURPOSE**

The purpose of the Federal Employee Compensation Act (FECA) Committee is the review compensation claims, identifying accidents, occupational diseases, and safety violations by employee/supervisors or equipment failure. The FECA Committee complements the efforts of safety councils etc.

**FUNCTIONS**

The functions of the FECA Committee are to:

1. Review all compensation cases for the purpose of identifying trends or correctable safety violations.
2. Upon completion of review, issue recommendations to the management of the worksite for corrective action.
3. Recommend appropriate corrective action to rectify violations or situations that endanger personnel or result in additional costs to the agency.
4. Reduce the loss of individual services and at the same time reduce the escalation costs associated with accidents and injuries.

**MEMBERSHIP**

The FECA Committee shall consist of the following:

1. Director Human Resources (Chairperson)
2. Chief of Staff
3. Executive Support Staff Officer, JFHQ
4. DOL/SMM
5. DCSOPS, J3
6. DCSLOG, J4

7. USPFO
8. SAO
9. CSMS Representative
10. 142 FW Safety Officer
11. 173 FW Safety Officer
12. OWCP Liaison Specialist (HRS)
13. Labor Relations Specialist
14. Classification Specialist (HRC)
15. State Safety Manager
16. Occupation Health Nurse
17. Union Representative
18. Recorder (HR Representative)

#### **MEETINGS**

The FECA Committee shall meet quarterly, normally, immediately following the State Safety and Health Promotion Council regularly scheduled meetings closest to the last month of the Fiscal Year quarter (i.e., December, March, June, September). Additional meeting will be limited to council members and invited participants. The agenda for the meetings shall be set in advance of the meetings by the chairman.

#### **ADMINISTRATION**

1. The FECA Committee is appointed by The Adjutant General.
2. Subcommittees – The Chairman of the FECA Committee shall have broad latitude to appoint subcommittees, chaired by a member of the committee, to study issues or perform tasks determined to be necessary. Membership on such committees may be augmented by individual's external to the committee, as required, based on the nature of the tasking and the areas of expertise necessary. Unless designated as a "standing committee" by the chairman, all subcommittees will be dissolved upon completion of their tasking.
3. Issue Action Papers – Issues accepted by this committee will be put into Issue Action Paper format. The Issue Action Paper will be used to record tasking actions and monitor the status of the issue until completion.

#### **REPORTS**

1. Minutes of the FECA Committee shall be recorded by a HR representative who is designated the executive secretary of the committee. A copy of the minutes will

be provided to each committee member upon approval of the minutes by the chairman, with information copies furnished to TAG, AAG-Air and Army. Distribution will be accomplished within 2 weeks following the committee meeting.

2. Report of subcommittee meetings - The subcommittee chairman shall furnish a written report of the subcommittee's findings and recommendations to the FECA Chairman within 20 calendar days following completion of the subcommittee's task.

**Amendments:**

The charter may be amended by majority vote of the committee.

This charter for the Oregon National Guard FECA Committee is approved this date.

RAYMOND F. REES  
Major General  
The Adjutant General

**OREGON ARMY NATIONAL GUARD  
SAFETY PLAN FY-08**

**PURPOSE:** The SECDEF goal to reduce accidents by 75% from FY-02 presents real challenges to Oregon Army National Guard (ARNG). The key to success is recognizing that safety is a command issue, not Safety's issue.

The OR Safety Plan provides tasks and targets to support the Army National Guard Safety OPLAN supplement to the Army Safety and Occupational Health Strategic Plan. It focuses on actions related to four goals and 13 objectives.

**MISSION:** Reduce accidents by ensuring compliance of statutory and regulatory requirements, and increasing the use of Composite Risk Management under the new guidelines, to reduce costs associated with injuries and equipment damage. Thus contribute to Oregon's overall mission accomplishment through protection of both personnel and equipment assets.

**Goals, Objectives, and Actions (see ARNG OPLAN for NG Expectations)**

AR Goal	AR Objective	ORARNG Actions and Targets
Goal 1 Incorporate SOH into culture.	Objective 1.1 Increase awareness of the value and necessity of SOH.	a. ATAG requires participation and scheduling of quarterly State Safety & Health Promotion Councils (SSHC). b. State Safety Office (SSO) attends Conferences or provides safety information for commands to use during their conferences. c. SSO Support the AV Safety Stand-downs and other Safety activities. d. Leaders review unit safety calendars or YTC for safety briefings during visits.
	Objective 1.2 Ensure accountability for leader, individual and organization responsibilities in SOH.	a. * Coordinate with HRO, DCSPER and Commands to include safety in every leader's performance appraisal, both military and civilian. b. * Provide emphasis to commands on the Commanders Safety Course. (Publish additional articles in Sentinel newspaper, and ATAG memo). Brigades to ensure accomplishment. c. * Implement the Additional Duty Safety Officers online Course for new ADSOs in conjunction with the state Unit Safety Coordinator course for NGR & OR information for new Safety Coordinators.
	Objective 1.3 Improve the integration of SOH principles and programs in policy, doctrine, training and operations	a. Identified safety officer(s) at 41 BCT, 82 TC Brigade, and JFHQ to pursue ASI /SI 6Q requirements. Goal in next 5 yr for GSO at BNs. b. Provide information to HRO on mandatory OSHA training to supervisors, managers and employees to complete through OR-OSHA, OSHA for FLS classes, or on-line courses. c. Continue emphasis in TAG memos on the use of Composite Risk Management and emphasize new on-line courses with requirements IAW FM 5-19. d. Implement AR Accident Avoidance (for new drivers & those who are over four years since last training-DDC). Initiate the Motorcycle Safety (Basic Rider) training classes with Cape Fox, Inc.

	<p><b>Objective</b> 1.4 Establish a SOH Plan at every level down to brigade level to improve workplace SOH and promote accident reduction.</p>	<p>a. Establish an OR Safety plan with goals, objectives and initiatives. b. SSO forward safety materials (poster, videos, presentations) to commands through mail, All-OR email, etc. for unit safety programs. c. Continue to update our Safety webpage with new guidance and information.</p>
<p><b>Goal 2</b> Ensure systematic management of risk.</p>	<p><b>Objective</b> 2.1 Improve processes for the identification and quantification of hazards.</p>	<p>a. SSO complete workplace inspection of all maintenance facilities, and 90% of unit armories annually. And as necessary for facilities/units identified with high mishap rates or from employee reports of alleged hazard. b. Continue unit Annual Training visits to spot check standards and safety oversight.</p>
	<p><b>Objective</b> 2.2 Ensure timely reporting, investigation and after action review of all reportable accidents and loss.</p>	<p>a. * Report and investigate all on and off duty accidents IAW AR 385-40, Accident Reporting and Investigation. b. Capture reported on, off, and near miss accidents in RCAS SOH. c. Check that JEOC or G-3 forward Serious Incident Reports (SIRs) for all fatalities to ARNGWatch. d. Follow up with MED Det. on LODs and USPFO-T on GSA repairs.</p>
	<p><b>Objective</b> 2.3 Mitigate the effects of hazards and reduce losses through effective application of composite risk management.</p>	<p>a. Review DA Form 7566, Composite Risk Management Worksheet, for planning all operations, when visiting units. Work with commands to ensure they review CRM often. b. Risk decisions will be approved at the appropriate level IAW Policy (update/republish the 2001 TAG memo to ensure awareness). c. ARNG 100-14-2, Hasty Risk Management Card may be used when appropriate (not for pre-planning operations and activities). Utilize the hazard abatement process IAW AR 385-10 / FM 5-19.</p>
<p><b>Goal 3</b> Manage SOH Program efficiently and effectively.</p>	<p><b>Objective</b> 3.1 Improve business processes.</p>	<p>a. * Market the Army Readiness Assessment Program (ARAS) to Brigade and Battalion level commanders to assess safety climate through memos and Sentinel article. b. Publicize and Communicate our safety plan to all levels through mail and webpage. c. Exchange best practices with other states (attend National, Regional conferences and correspond as needed with other SSMs, and Safety Specialist continues to attend local ASSE meetings).</p>
	<p><b>Objective</b> 3.2 Ensure appropriate safety manning and organization structure, and improve professional development of SOH personnel.</p>	<p>a. Gather Appointment memos of Unit and Facility Safety Officers and record in RCAS SOH. Training will be through state USC class, online ADSO, and OR-OSHA as appropriate. b. Full Time Safety Manager/Specialist have completed training requirements per ARNG. Determine Refresher course requirements and schedule available classes. Attend the Governor's Occupational Safety and Health Conference to further education. c. Request HRO to review personnel authorizations. Or request additional support by Temp Tech, ADSW (Admin Spt), or Contract Safety personnel. d. Coordinate with CoS to promote alignment of the State Safety Office under the Chief of Staff or identify as a special staff officer to the first general officer thereby ensuring a direct line of communication for safety issues.</p>
	<p><b>Objective</b> 3.3 Improve communication and</p>	<p>a. Request BDEs, SMM, and SAO to forward minutes of unit and facility quarterly safety meetings to the State Safety Office through chain of command. b. Reemphasize the requirement for commands to bring issues</p>

	synchronization of SOH efforts.	forward to the SSHC. c. Key safety professionals will participate in Regional SOH meetings and annual safety conferences.
Goal 4 Reduce accident rate by 75% by FY08, using FY02 as the baseline.	Objective 4.1 Develop annual SOH objectives to support reduction of accidents.	a. Review OR accident rate for military and civilian (mil tech) accident, injury, and illness data. b. Coordinate with HRO to restart the FECA Council. c. Review trends quarterly and revise plan as required. d. Top levels of command will need to ensure accountability of unit support to the safety plan.
	Objective 4.2 Deploy system for accident reporting and analysis of Class A-D accidents (Soldier, civilian and contractor) to identify accident demographic and causal factors and trends and to develop countermeasures.	a.* Increase the use of SOH-RCAS Program to input all on-duty, and off-duty (non-duty when possible) accidents for military personnel. Federal military technician employee accidents as related to military equipment or operations will be collected (other data is in OWCP log). Meet all requirements of AR 385-40. b. Promote the use of the program at lower levels, not just the SSO and Facility ASOs. c. Continue to forward Headquarter reports to NGB-AVS-S on a monthly basis, or as required and requested. d. Improve the recording of hazards in the hazard database and monitor abatement. Train additional personnel to use CMAS and allow AGI personnel to view data and eventually they can enter abatement. e. Develop trends through analysis the SOH-RCAS data of recurring accidents & hazards.
	Objective 4.3 Develop and implement policies and procedures to reduce lost workdays resulting from employees injured at work so they may return to productive status as soon as possible.	a.* Safety Office will continue to communicate and collaborate with occupational health/industrial hygiene office, worker's compensation personnel, AGP Safety Officer, and AGI Safety Representative, and other team members as necessary. b. HRO is working with the NG Regional OWCP LNO to schedule assistance in development of a Return-to-work program.

\*Those expectations identified with an asterisk support the goals identified as Army "Must Do's". A complete list with the authoritative documentation is available on the Safety page of GKO.

### NG Performance Measurement Metrics

The RCAS SOH has been an ongoing development. It is disseminated to each State and every expectation is for it to be the system of record for all ARNG Safety data. The SOH captures information on accidents, aviation and ground, near misses, injuries, hazards, inspections, system defects, training, safety orders, awards, and identifies root causes or contributing factors that lead to accidents. This automated web-based program supports trend analysis, snapshot analysis as well as composite risk management. It is most important that it be fully implemented in the States and HQ reports received as required. Progress toward attaining the goals of the ARNG Safety OPLAN will be measured by the following metrics, most of which can be captured in RCAS SOH.

ARNG Safety Plan 2008 Metrics

<b>Metric 1</b>	Number/Percentage of States endorsed the ASSP and the ARNG Safety OPLAN.	
<b>Metric 2</b>	Number/Percentage of units enrolled / completed the Army Readiness Assessment Program (ARAP).	
<b>Metric 3</b>	Number/Percentage of ARNG military on/off duty fatalities.	
<b>Metric 4</b>	Number/Percentage of ARNG military on/off accidents.	
<b>Metric 5</b>	Number/Percentage of ARNG military technician fatalities. (OWCP)	
<b>Metric 6</b>	Number/Percentage of ARNG military technician accidents. (OWCP)	
<b>Metric 7</b>	Number/Percentage of ARNG Unit Safety Officers who completed the Ground Safety Officer Course (6Q).	
<b>Metric 8</b>	Number/Percentage of mandatory OSH training completed by managers, supervisors and employees.	
<b>Metric 9</b>	Number/Percentage of Composite Risk Management Basic Course training completed by all Soldiers and civilian (miltect) employees.	
<b>Metric 10</b>	Number/Percentage of Commanders completed the Commanders Safety Course	
<b>Metric 11</b>	Number/Percentage of Additional Duty Safety Officers completed online ADSO Course	
<b>Metric 12</b>	Number/Percentage of Soldiers who completed the Army Accident Avoidance or ARNG Defensive Drivers Training.	
<b>Metric 13</b>	Number/Percentage of Soldiers who completed Motorcycle Safety Training.	
<b>Metric 14</b>	Number/Percentage of workplaces inspected.	
<b>Metric 15</b>	Number/Percentage of hazard inventory log entries posted.	