



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
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AGP

11 March 2008

MEMORANDUM FOR RECORD

Subject: Safety Meeting for March, 2008

The Oregon Military Department Safety Committee met on 11 March, 2008, at the Military Department in Conference Room 200. The meeting was convened at 1:00 PM. The status of the Member attendance was as follows:

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

1. The first order of business was to review the Safety Meeting minutes from the February, 2008 meeting. There was one correction to the minutes. Terri Kroeker was not counted as an Evacuation Coordinator. Minutes will reflect the change from one volunteer to two. Remainder of minutes was approved as recorded.

2. **Review Draft Safety Committee Bylaws:** Robin passed out a rough draft with highlighted areas reflecting add in language from the last meeting with the exception of Objective 5: Meetings. Tim indicated Objective 2, second paragraph states "Safety Committee Chairperson will brief Deputy Director of State Affairs and AGP Personnel Director if there are other potential areas/activities" What did we see the brief being and was this necessarily the correct person to be doing it? Robin indicated bottom of page 2, Objective 3, states "Safety Committee Chairperson states (hazards/issues unresolved at local levels). This is what would be briefed. Tim asked if we foresaw

problems with getting people to volunteer to be the Chair of this committee if they have had to or potentially would have to brief General Caldwell and/or the Director of AGP. Robin stated the By Laws were directly from OSHA and the only thing changed was reporting to the Agency Head, in this case, it would be the TAG, so it went to Caldwell and Director of AGP. Dennis stated he did not have a problem briefing either person as long as he was prepared. Tim questioned if the chairperson was the right person or should it be the safety officer who would make those briefings as it's part of the Safety Officer's job. Robin indicated she would accompany the Chairperson to any briefings. Tim questioned whether it would be better to have a professional brief these people on a regular basis. Robin indicated hopefully there will not be any unresolved issues to have to meet on. Robin suggested a change be done to the last line on page 2 stating "Safety Committee Chairperson and/or Safety Officer (hazards/issues unresolved at local levels.)"

Terry indicated a typo on page 3, number b, the word disrupted needs to be changed to distribute.

Tim questioned what would be voted on by the committee that would not be resolved by a vote that would have to be directed to the Deputy Director of State Affairs. Robin indicated everything addressed in the minutes that would require a vote should be voted on. Again, this is out of OSHA's By Laws. Terri stated "what if a supervisor thinks something is not a hazard and wouldn't deal with it?" John indicated "maybe if there isn't a consensus?" Mike Wilson stated there may be a situation in which the committee takes a vote and a Director takes exception to it, in that case, the Deputy Director would make the final determination. Tim indicated a Safety Committee is not a governing or a ruling body, it's a recommending body so when would there be disagreements in votes? If one person on the committees says it's a safety hazard, it gets channeled up to the appropriate manager to be dealt with and analyzed. Robin indicated sometimes those things sent up the chain don't get dealt with. The safety committee is responsible in assuring all safety concerns brought to the committee are resolved in a sense. Tim asked if it was the committees responsibility to override management if an issue wasn't being dealt with. Robin stated if management can't repair something, then the committee has addressed it but there needs to be follow up on safety hazards to be corrected in one form or another. In an OSHA inspection they are going to look at our Safety Minutes. If someone gets hurt because a hazard brought up to the committee wasn't addressed or was addressed and tabled, it would come back at the safety committee as to why this issue was not followed up on. Telling them it was given to the supervisor is not sufficient.

Terry indicted Objective 3 states "if some hazards are not corrected within 60 days, notify Safety Committee Chairperson." If you completed a, b, c, d, and e, and things are still the same, on page two, under inspection report, it would go further up the chain. Tim indicated safety committee members don't negotiate solutions for hazards but identify and forward hazards and concerns. Robin stated the committee is not negotiating; Caldwell would make the ultimate decision. Tim stated Objective 3, c. states "negotiates/coordinates..." Robin suggested taking the word negotiate out and leave coordinate. The committee agreed the word negotiate would be taken out.

Approved with four corrections to By Laws as stated: Frank, Robin, Dennis, Terri, Owen, Terry, Mike Wilson, Mike Wiley and John – YES. There were no “NO” votes.

3. **Review of Evacuation Plan Status:** Robin stated this was tabled as she is working with several other agencies to see how involved their Safety Committees are. She received an email back from DCBS indicating their Evacuation Coordinators are the biggest part of their plan but their Safety Committee still approves and reviews their evacuation plan periodically. She will make those changes and resend TAB A and TAB C so the committee can take a look and discuss at the next meeting.

4. **Review of Accident/Illness Report:** Robin passed out the 2007 workers compensation graphs showing the types, cost and age groups of last years claims. Tim asked if last years numbers were lower and Robin indicated they were fairly close. There were approximately 36 claims in 2007 and 35 in 2006. There were no incident/accident reports for this building in February.

5. **Status of Fire Alarm System Fix:** Tim indicated a testing of the alarms was scheduled today and all but one was fixed. Robin stated the alarm sound was monitored in AGP with a decibel meter and it registered at 95 on the 3rd test. Tim indicated if this was a problem AGI could look at having it mounted outside the office door. Tim indicated this problem has been taken care. Let the minutes reflect this.

6. **Update on Fundraiser Information:** Robin stated she talked with Caldwell who has given the committee the authority to raise money for a lunch and learn. She also spoke with Caldwell about OMD having a Safety Awareness Day once a year in which we dedicate a day to safety. Caldwell thought it was a great idea we just need to come up with a plan. Tim suggested we do like a 10 to 15 minute power point on safety. Robin stated a Safety Awareness day doesn't mean you have to spend the entire day talking about safety; you just do something that relates to safety. For instance we do the safety lunch and learn and have a speaker come in and talk to people while they are eating a lunch we provide. Robin indicated she would take the guys out in the field offices to lunch so they are a part of this when she visits the armories. Tim suggested making a power point to send out to the field so we are giving them the safety awareness. Robin indicated the committee needs to pick a date and what to do. John stated he would volunteer to do some preparation like a PowerPoint. Owen indicated there are videos that we can email to the field. Mike Wilson suggested incorporating this into the FMS conference as there are a lot of safety speakers out there. Dennis asked for suggestions on a date. Tim indicated right before Memorial Day, 101 days of Summer. Memorial Day is the 26th. Robin suggested no Friday or Monday. Tim suggested May 21st as Awareness Day, 101 Days of Summer. Type of stuff we could include needs to be safety related. Off work safety is as important as work safety which could include topics like heat exhaustion, etc.

May 21st was agreed upon by the committee. The decision on having it annually will depend on how this one goes. The what will be discussed at the April meeting.

7. Update on First Responder Training: Robin talked to Tina Villalobos who indicated she has gotten a list of training time from the medical unit but is waiting for the number of students they will accept. This training covers CPR, AED and First Aid.

8. Eye Wash Station Update: John indicated the eye wash station was in place and just received approval for purchasing the fittings. The eye wash station and faucet are all on the same piping. Should be completed by the next meeting.

9. AED Update: Robin indicated the federal side purchased enough AED's for every armory. There was some concern in the Federal Safety Meeting that not everyone had them yet. The question was raised as to whom was responsible for maintaining them. Robin indicated in her conversations with Richard Wirfs, the federal side has a trained person who part of his drill should be working on AED's. The federal side is therefore responsible for checking those and is working on putting something together in writing.

10. Status of federal computer in AGP: Tim explained this subject was brought up as to how Robin would have visibility to our Safety Inspections because he discouraged having employees send them to her. He indicated if the safety committee minutes reflect where those are kept electronically; it met the intent of the quarterly inspections. Mike Wiley asked if those reports were visible to everyone and Tim replied no. Robin is on a state computer and therefore can't access Share Point. Tim indicated what needs to be done is after a years worth on OKO, have region supervisors burn their inspections to a CD and add those as part of the official safety minutes. If Robin wants to review them, we can make arrangements. Mike Wiley asked why they can't be emailed to her. Terri asked why they can't be put on AKO or GKO? Tim indicated he was told it could not be done; the reports are on an internal SharePoint system. John asked why we can't email Robin a copy of the inspections and Tim stated copies should be posted on OKO so we follow the Director's guidelines on not emailing attachments, that was the whole intent. John asked if the Safety Officer needed copies of the inspections for review and Tim stated supervisors should bring those things to this committee if they are out standing, unwarranted or unrepairable but not the day to day stuff. It's only the outstanding ones that involve the federal side that the committee needs to intervene to get the appropriate people involved. If you have a broken receptacle, hopefully we just fix it; it wouldn't necessarily need to be reviewed by this committee, only a matter of record on the OKO website as part of the safety minutes that have to be retained for so many years. No federal computer will be provided.

11. New Business:

- a. Hazard Logs – Robin indicated OSHA states all Safety Committee's should have a Hazard Log to track Safety concerns brought up to the committee. The Fire Alarm system is listed on this. Tim stated he will make sure the alarm system was completed. Terri suggested listing a site on the log for each section. Mike Wilson asked if hazards listed on the log were strictly reported to the committee and FMS's or did it include all hazards reported to FMS's to their supervisor? Robin stated this is the committee's log, only items brought

to the committee would be reflected. Frank requested under description a slash and then location be listed. Robin indicated she will make changes.

- b. Safety Committee Training - Robin stated OSHA states all safety committee members shall receive training, as a minimum a) hazard identification in the workplace and b) principals regarding accident and incident investigations. Robin strongly suggested committee members also take safety committee basics and if anyone has certificates for previous safety training, to please send her a copy. Robin passed out the OSHA training schedule and reminded members all OSHA classes are free. Tim indicated the Facility Maintenance Specialists are required to attend four specific training classes every year. For FMS's that are safety committee members, they may take one of these in place of one of the required ones. Robin reminded members OSHA training locations are listed on their website.
 - c. Drivers Program – Robin indicated the Drivers Safety Program which used to be the Safer Driver has been resurrected through Chemeketa. She is still waiting to hear from DAS as to registration, cost and location. Should have more information by the next meeting. Everyone will need to start attending those classes again. Robin indicated her and Tim will resurrect the Driver Vehicle Policy that was tabled due to the driver check records issue.
12. There was no further new business; the meeting was adjourned at 2:30 PM.

/s/
Robin Sawvel
Safety Manager & Recorder