



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD  
1776 MILITIA WAY  
P.O. BOX 14350  
SALEM, OREGON 97309-5047

AGP

5 December 2008

MEMORANDUM FOR RECORD

Subject: Safety Meeting for November, 2008

The Oregon Military Department Safety Committee met on 4 November, 2008, at the Military Department in the VTC Conference Room. The meeting convened at 1:30 PM. The status of the Member attendance was as follows:

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

1. **Member Attendance:** Let the record show we are still encountering difficulty related to VTC and telephone connections with outlying areas. The lack of attendance for the Region areas has not been due to member's unavailability but our inability to connect on this end.
2. **Review of Minutes:** The first order of business was to review the Safety Meeting minutes from the September, 2008 meeting. There was no October meeting due to the safety committee's involvement in the Salem Auditorium Quarterly Inspection. Minutes for September were approved as recorded.
3. **Review Findings of Quarterly Inspection:** Robin passed out the minutes from the Quarterly Inspection as the Salem Auditorium. Frank asked if there were any issues. Tim indicated Doug was working on getting the list accomplished. The issue related to the boiler was an expense the agency could not expend right now so it was deferred.

Tim indicated there should be a check off list associated with this so that as things are completed they can be checked off and signed by the completer with the date.

4. **Review of Accident/Illness Report for September/October:** Robin indicated there was only one incident and it was not an employee. This was a lady who came to pick up a prize she won at the Health Fair when she slipped in the lobby at the front desk and went to the floor. She indicated she was not hurt, Robin followed up with her since the incident occurred in this building, thought it was a good idea to bring it to the committee. There is nothing the committee needs to do.

5. **Hazard/Non Hazard Log Review:** No new issues have been added to either log.

6. **New Business:** Bruce indicated he received a copy of the NGR 385-10 in which he states almost all of this federal and not state related. Should we look at doing some training? Robin indicated this came up in a question and she only sent this document to Bruce. No need to do any training. Tim indicated it's more of an FYI only.

Mike Wiley asked if the new building in Springfield would require their own safety committee. Tim indicated because of the mix of agencies, they should form their own safety committee. Mike should sit in on it and report back to this committee any concerns or comments.

Bruce indicated all ladders were replaced in Regions 6, 7 & 8 and AGI purchased 14 new ladders from a 6' step ladder to a 24' extension ladder. Also, they were standardized on "Type 1A extra Heavy Duty 300 lb rating" for safety.

Tim asked if there was any information on Winter Safety. Robin indicated in the Safety Newsletter that just went out to all the employees it talks about winter driving tips, fire safety with the holidays, child safety seats in cars etc. Also, sent out a Health and Wellness Newsletter also.

7. There was no further new business; the meeting was adjourned at 2:01 PM. Next meeting is December 9, 2008 at 1:30 in JFHQ conference room 200.

/s/  
Robin Webb  
Safety Manager & Recorder

AGENDA

JFHQ & Readiness Centers, Region 2 thru 8

Safety Committee Meeting

Location: Conference Room 200

Date: Tuesday, November 4, 2008

Time: 1:30 PM

1. Review and approve September meeting minutes – All
2. Review findings from Quarterly Inspection
3. Review of Accident/Incident Reports for September/October 08 – Robin
4. Hazard Log Review/Non Hazard Log - Robin
5. New Business

Quarterly Inspection  
Salem Auditorium  
10/14/08

This quarterly inspection was done in lieu of the HQ Safety Committee meeting for October 2008. The following safety committee members participated in the inspection process:

Tim Gilbert  
Mike Wilson  
Frank Wallace  
Terry Sevey  
Terri Kroeker  
Robin Webb  
Kingsley Cheng

The safety committee members were accompanied by Gary Stewart, Custodial Services Coordinator and Doug McClellan, Facility Maintenance Specialist.

Here are the findings of the committee:

Electrical Room:

1. Housekeeping issues. Items placed in front of and around boilers and asbestos jacket need to be protected from damage. No items are to be stored around boilers.
2. Ladders leaning against door way to the outside need to be placed against a wall and secured.
3. Lack of backflow device on sink.
4. Flammable liquids need to be stored in flammable storage cabinets. Not on the shelf containing other chemicals.
5. Light over sink needs to have protective cover
6. Proper labeling of Electrical box
7. MSDS Book not up to date, need to correct and put in proper binder

North Wall outside Mens' Bathroom (Outside of Office) and through out facility

1. Several Receptacles incorrectly labeled with 30 AMP

Vendor Area (North side)

1. Electrical cords being used as permanent wiring
2. CO2 tanks not secured to wall

Vendor Area (West side)

1. CO2 tanks not secured to wall
2. Sink leaking water on floor

Ladies Restroom (West side)

1. Receptacle in between sinks is loose

Kitchen Area:

1. Open ground on Receptacle in foyer area of kitchen (west wall)
2. Heater in foyer area needs to have guard attached to blade area
3. Need a GFCI Receptacle near sink area

Ice Machine Area:

1. Lack of backflow device on sink
2. Light fixture loose over sink area
3. Need ground on floor buffer or tagged out of service

Stage Area:

1. Weight load signs needed in both loft areas to the right and left of the stage
2. Kick plate on bars and safety chain around door area on loft area on west side
3. Broken Exit light on North side of stage
4. Cable or railing instead under loft on North side (instead of caution tape)
5. Data and communications panel at back of stage area on North side needs cover attached

Dressing Rooms on Stage:

1. Both restrooms, ladies and men's, both need light fixtures between the mirrors removed.
2. Both restrooms need lockers secured to wall or floor to prevent tipping hazard

Stage area:

1. Develop standard operating procedures for moving overhead curtains above bleachers to limit employee exposure to working from an elevated position.

There were several other issues that were recommended fixes but not part of the safety inspection. Those were:

1. Tighten toilet seats in all bathrooms
2. Repair sanitary napkin holder in ladies bathroom on North wall
3. Attach hardware to all bathroom stall doors so they shut
4. Repair broken sink in ladies bathroom on North wall
5. Repair broken urinal in men's bathroom on North wall
6. Replace burnt out aisle lights in rows G & I in Auditorium area

7. Put sanitary napkin boxes in ladies dressing rooms so not flushed down toilet
8. Have inmates check all chairs in Auditorium area to assure they are tightened to floor or not broken.

The inspection moved outside, no safety hazards were noted. The inspection concluded at 3:20 PM.

REPORT OF INCIDENT/ACCIDENT/ILLNESS FOR PUBLIC EVENTS AT MILITARY FACILITIES

\*\*Please type or print information. Send completed form to Oregon Military Dept., Attn: AGP, PO Box 14350, Salem, OR 97309  
Form needs to be completed within 48 hours of incident. Questions, contact AGP at 503-584-3581

1. NAME OF INDIVIDUAL: [REDACTED]		2. MAILING ADDRESS: [REDACTED]		3. CONTACT PHONE NUMBER: [REDACTED]	
4. EMERGENCY CONTACT NAME & PHONE NUMBER: [REDACTED]			5. NAME OF EVENT AND CONTRACT NO. [REDACTED]		
6. TYPE OF EVENT: Pick up Prize from Health Fair			7. RELATIONSHIP TO EVENT - STAFF OR PATRON Participant		
8. TYPE OF INJURY & EXTENT OF INJURY (Body part or location of pain):					
9. LOCATION WHERE INJURY OCCURRED: OMD - HQ					
10. DATE & TIME OF INCIDENT/ACCIDENT/ILLNESS: 10/3/08 - PM					
11. DATE REPORTED: 10/1			12. REPORTED TO WHOM:		
13. WITNESS (attach statement if necessary) RELATIONSHIP: Carolyn Leja NAME: Front Desk PHONE: 0			WITNESS (attach statement if necessary) RELATIONSHIP: None NAME: Tracy Gill PHONE: 3911		
14. DESCRIBE INCIDENT/ACCIDENT/ILLNESS FULLY (Include how it occurred, conditions when it occurred (weather, clothing, safety equipment, etc), and describe how it felt to the individual when it occurred): Shoe stuck to floor when came in. Floors are waxed so high her shoe stuck & she felt. Scars same thing.					
15. DESCRIBE FIRST AID/MEDICAL TREATMENT: None - had hand under breast. Hurt breast. Has not bothered last couple of days. Had breast cancer & its that side. Was @ Dr. facility & forgot to mention.					
16. WHERE WAS INDIVIDUAL SENT (IF TRANSPORTED): N/A			17. MEANS OF TRANSPORTATION: N/A		
18. INJURED INDIVIDUALS WRITTEN COMMENTS:					
19. PARTY COMPLETING FORM SIGNATURE: Robin Webb		20. PRINT NAME: Robin Webb		21. DATE: 10/10/08	
22. ARMORY RENTAL MANAGER SIGNATURE:		23. DATE:			
24. SAFETY MANAGER SIGNATURE: Robin Webb		25. DATE: 10/10/08			
26. RISK MANAGER:		27. DATE:			

see back side



