

AGENDA

JFHQ & Readiness Centers, Region 2 thru 8

Safety Committee Meeting

Location: JFHQ Conf. Room 219

Date: Tuesday, August 9, 2011

Time: 1:30 PM

1. Review and approve ^{July} June meeting minutes – Not yet sent by Robin
2. Review of Accident/Incident Reports – Not yet sent by Robin
3. Hazard Log - MOS to provide update
4. August Safety Topics
5. Safety Committee Trng date reminders - 15 Aug 11
6. Due Outs:
 - a. AED Status & Maint. update – Jeff
 - b. Confined Space list update – Jeff
 - c. Quarterly Safety Inspections - Jeff
7. New Business
11. Next Meeting Date (Tuesday, September 13, 2011)



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AGP

September 13, 2011

MEMORANDUM FOR RECORD

Subject: Safety Meeting for August 9, 2011

The Oregon Military Department Safety Committee met on 9 August 2011, at the Military Department in room 219. The meeting convened at 1:30 PM. The status of Member attendance was as follows:

Jeff Beck	AGI	Chairman	Present
Tim Gilbert	AGI	Vice Chair	Absent
Robin Webb	AGP	Safety Manager/Recorder	Absent
Bryce Dohrman	AGC	Risk Manager	Absent
Bruce Vollstedt	AGI	Member	Present
Terri Kroeker	DS-Air	Member	Present
Ted Thornley	Region 4	Member	Present
John Unger	Region 5	Member	Absent
Russell Turner	Region 6	Member	Present
Mark Fillman	Region 7	Member	Absent
Vacant	Region 8	Member	Absent
Terry Sevey	RTI	Member	Absent
George Wilson	Camp Withy	Member	Present
David Stuckey	OEM	Member	Absent
Cherie Cline	OEM	Alternate for OEM	Absent
Ryan Palmer	FED	Member	Absent
Dave Provost	AGI	Member	Present

1. Review of Minutes: Jeff indicated the first order of business would be to normally review the July meeting minutes. Robin is unable to attend due to a family emergency and I don't believe the July meeting minutes went out. Will approve those minutes next month.

2. Review of Accident/Incident Reports for August: Jeff indicated again Robin did not send those forward as of yet so there is nothing to review.

3. Hazard Log: Jeff indicated that we need to have supervisors start providing updates. He was in a meeting earlier today but did not have a chance to get to this topic. What the intentions are is to have those folks work through this log. Hope to have these items on the list taken care of in the next three to four months, it's been difficult due to time constraints.

4. August Safety Topics: Jeff indicated Safety Topics for August are Machine Guarding; Company Vehicle Safety Inspections and Heat Related Illnesses and Injuries.

According to the news last night this has been the coolest summer we have had in 15 years. We all know that can change pretty fast so keep these tips in mind even when you are working in the yard at home. The safety topics were discussed in more detail.

5. Safety Committee Trng date reminders: Jeff reminded everyone that the next training class is scheduled for 15 August 2011 from 8:00 AM to Noon here at JFHQ.

6. Due Outs:

- a. AED Status & Maint. Update:** Jeff indicated that some of the pads were in so if you need them replaced, let him know. Also, the old pads you can use for training purposes, don't toss them.
- b. Confined Space list update:** Jeff indicated there has been some Facilities Maintenance Specialists that have been moved around to different locations. Therefore, there has been several "different sets of eyes" that have seen things others have not. He has sent that information to Robin.
- c. Quarterly Safety Inspections:** Jeff indicated again there will be a different set of eyes in several locations. Right now Mr. Snook is traveling around to different sites doing his inspections. Once we get caught up on the Hazard Log with Mr. Snook's observations and recommendations we can start populating that spreadsheet with our own internal Inspections.

7. New Business: Russell Turner asked about AED's and what is the procedure for "checking" it. Jeff indicated that one, you want to make sure it's still there, want to check and make sure alarm works, and checking the expiration date on the pads and batteries. If you need either pads or batteries you need to send that info to your Supervisor and then they will forward that to Robin to send to the Federal side.

8. Next Meeting Date: The next meeting is scheduled for Tuesday at 1:30 PM, September 13, 2011 in the JAG Conference room 219. The call in number is 1-866-700-9253 and the PIN is 2280321. Meeting adjourned at about 1:30 PM.

/s/
Robin Webb
Safety Manager & Recorder

Machine Guarding Keeps You Safe

Machine guards are your first line of defense against injuries caused by machine operation. Each machine must have adequate safeguards to protect operators from the machine's hazards.

Hazards Involved with Machine Operation

Each machine has its own unique mechanical and non-mechanical hazards. Machines can cause severe injuries: amputations, fractures, lacerations, or crushing injuries. Machines can also cause minor injuries: bruises, abrasions, sprains or strains, burns, or cuts.

Examples of mechanical hazards that can hit, grab, crush, or trap an operator are:

- Hazardous motions-rotating machine parts, reciprocating motions (sliding parts or up/down motions), and transverse motions (materials moving in a continuous line-a power transmission belt).
- Points of operation-the areas where the machine cuts, shapes, bores, or forms the stock being fed through it.
- Pinch points and shear points-areas where a part of the body can be caught between a moving part and a stationary object.

Examples of non-mechanical hazards that can injure operators, or other people in the area, include chips, splashes, sparks, or sprays that are created as the machine is running.

Methods of Safeguarding

There are five general types of safeguards that can be used to protect workers:

- Guards-These are physical barriers that prevent contact. They can be fixed, interlocked, adjustable, or self-adjusting.
- Devices-These limit or prevent access to the hazardous area. These devices can be: presence-sensing devices, pullback or restraint straps, safety trip controls, two-hand controls, or gates.
- Automated feeding and ejection mechanisms-These eliminate the operator's exposure to the point of operation while handling stock.
- Machine location, or distance-This method removes the hazard from the operator's work area.
- Miscellaneous aids-These methods can be used to protect both operators and people in the area.

Examples include shields to contain chips, sparks, or sprays; holding tools that an operator uses to handle materials going into the point of operation; and awareness barriers to warn people about hazards in the area.

Operating Instructions

Following the machine's operating instructions ensures that the machine is being run correctly and safely. Understand how the machine works, and reduce your risk of injury, by following the instructions. Each machine should have its own set of operating instructions that outline:

- What to look for during the pre-start-up inspection.
- The location of the machine's control panel(s), and how each control functions to operate the machine.
- How to adjust the machine (including how to adjust any adjustable guards), and how to feed stock into the machine during the job set-up.
- How to start, run, and shut-down the machine under normal operations.
- How to perform emergency shut-down procedures.

The pre-start-up inspection procedures include an inspection of the machine's safeguards. Check that fixed guards are secure, in proper alignment, and intact. Check adjustable guards for proper operation and damage. Test trip cables, electrical sensing devices, safety tripods, interlocks, etc. to make sure that they are functioning properly before you start the job.

Missing or Damaged Guards

Report a machine that is missing a guard. It is unsafe to operate the machine until the guard is replaced. If your inspection shows a damaged guard, also report it. The damaged guard may not be providing adequate protection. If a guard becomes damaged while you are operating the machine, stop the machine and have the guard inspected. It may need to be replaced or repaired before you can continue to work safely.

Maintenance Allowed During Normal Operation

Routine adjustments or lubrication that can be done without removing or bypassing a guard may be done without taking any extra precautions.

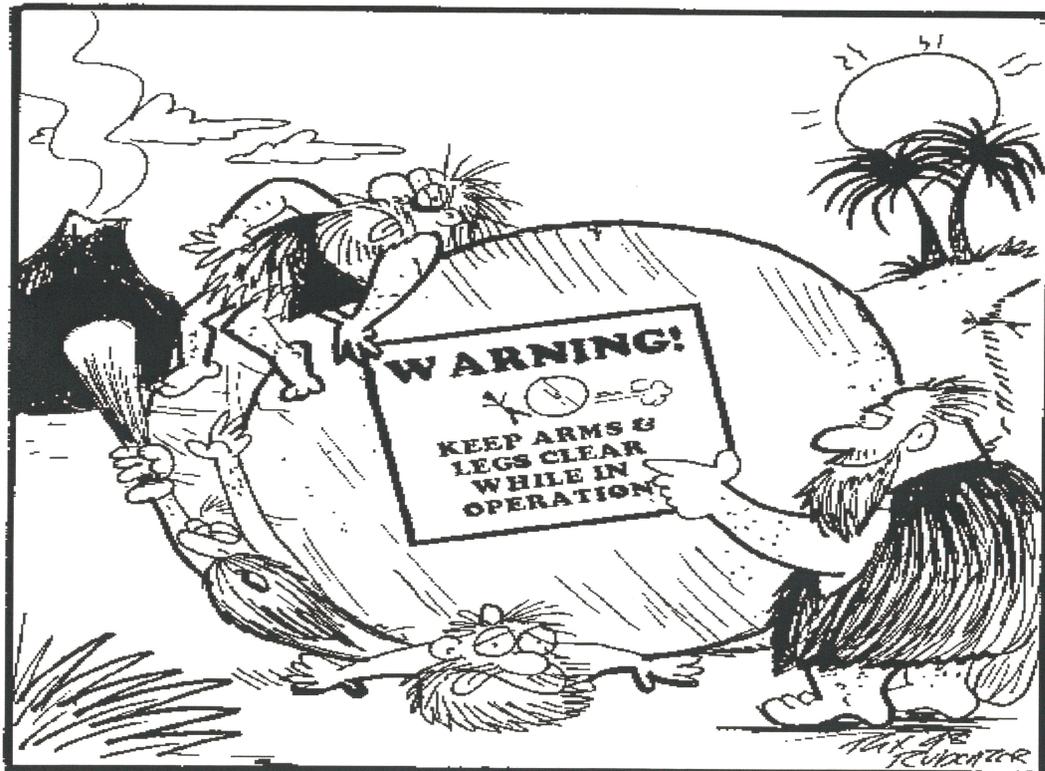
Ask your supervisor about extra precautions that need to be taken if routine or repeated adjustments, tool changes, or other minor work requires that a guard be removed or bypassed.

Know When to Use Lockout/Tagout

If unexpected machine start-up could cause injury, use a lockout/tagout program. Any major repair or tool change that would expose workers to the machine's hazards requires lockout/tagout. For example, if a machine gets jammed, and a guard has to be removed or bypassed in order to remove the jam, the machine needs to be locked out to protect the person who is reaching into the point of operation to clear it.

Responding to Injuries and Accidents

Machine entrapment injuries can be severe. Follow your company's procedures for reporting the injury to management and for calling emergency medical personnel.



Invention of the warning label

Company Vehicle Safety Inspections

Before you drive a company vehicle, make sure it's safe by conducting a vehicle safety inspection.

Check the vehicle to be sure:

- The vehicle does not have any visible damage that affects its safe operation.
- The tires are properly inflated (use the vehicle manufacturer's recommendations that are typically noted on a sticker inside the door, glove box, or trunk -- the pressures stamped on the tire are not specific to the vehicle). Check the pressure when the tires are cold.
- Tires have sufficient tread depth (tread depth should be at least 1/16 inch).
- The vehicle's fluid levels are correct (oil, brake, transmission, battery, and wiper fluids).
- Belts and hoses are free of blisters, cracks, and cuts.
- The vehicle has plenty of fuel.
- The windshield wipers are in good condition and are functional.
- You are familiar with the location and operation of all the vehicle's controls; and the seat, steering wheel, and mirrors are properly adjusted.
- Headlights, brake lights, turn signals, emergency flashers, and interior lights are working.
- The seat belt is properly adjusted, and it's in good condition.
- The vehicle is equipped with an emergency kit.
- Loose objects are secured so they won't shift to cause injury during a sudden stop or turn.

A safety inspection is only helpful if you report defects or unsafe conditions right away. Don't risk driving an unsafe vehicle.



Heat Related Illnesses and Injuries

When your body is unable to cool itself through sweating, serious heat illnesses may occur. The most severe heat-induced illnesses are heat exhaustion and heat stroke. If actions are not taken to treat heat exhaustion, the illness could progress to heat stroke and you could possibly die.

Heat exhaustion

What happens to your body?:

- headaches
- dizziness/lightheadedness
- weakness
- mood changes (irritable, or confused or can't think straight)
- feeling sick to your stomach
- vomiting/throwing up
- decreased and dark colored urine
- fainting/passing out; pale clammy skin

Heat stroke—A medical emergency

What happens to your body?:

- Dry pale skin (no sweating)
- hot red skin (looks like a sunburn)
- mood changes (irritable, confused or not making any sense)
- seizures/fits
- collapse/passed out (will not respond)



Things you can do to prevent difficulties from heat related illnesses and injuries:

- Learn the signs and symptoms of heat-induced illnesses and what you can do to help yourself or a fellow employee.
- Use the buddy system (work in pairs) when working in hot conditions.
- Drink plenty of cool water (one small cup every 15-20 minutes).
- Wear light, loose-fitting, breathable (like cotton) clothing.
- Avoid eating large meals before working in hot environments.
- Avoid caffeine and alcoholic beverages (these beverages make your body lose water and increase the risk for heat illnesses).

- Slowly build up tolerance to the heat and your work activity (usually takes about two weeks).
- Do your heaviest work in the coolest part of the day.
- Take frequent short breaks in cool shaded areas. This allows your body to cool down.

You are at increased risk when you:

- Take certain medications. Check with your doctor, nurse, or pharmacy and ask if any medicines you are taking affect you while working in hot environments.
- Have had a heat-induced illness in the past.
- Wear some personal protective equipment such as respirators or protective suits.