



OREGON SUSTAINMENT MAINTENANCE SITE  
 Camp Withycombe  
 15300 SE Industrial Way  
 Clackamas, OR 97015



MEMORANDUM FOR RECORD

8 FEBRUARY 2012

SUBJECT: Safety Meeting for February 2012.

The OSMS (Oregon Sustainment Maintenance Site) Safety Committee met on 8 February 2012, in the conference room in building 6480. The meeting convened at 1000 hrs. The members in attendance were as follows:

Ross Rappe	CSMS Calibration	President
Aaron Hochstrasser	RSMS Automotive	President (outgoing)
Tyler Nitzke	RSMS Inspection	Scribe
Sarah Crawford	FMS#2	Member
Dena Byrum	Power Division	Member
Brad Parkinson	Power Division	Member
Danner Robbs	RSMS Automotive	Member
Michael Bays	CSMS Supply	Member
Charles Schulze	CSMS Armament	Member
Lamar Schleich	RSMS Supply	Member
Jason Hoygaard	Allied Trades	Member
Malia Childs	OSMS Front Office	Member
Dan Eggleston	Power Division Supervisor	Member
Charles Scantling	RSMS Electronics	Member
James Jones	CSMS Electronics	Member
Ronald McLeod	CSMS Auto	Member (incoming)
Scott Pastere	364 <sup>th</sup> CABDE	Member

**1. Review of Minutes:** Minutes from January were reviewed, no further input.

**2. Old Business:**

- **Confined space class** – The confined space class being put on by Hofman Consulting is taking place next week on FEB 14, 15 & 17. It is being held over at the AFRC building.
- **Safety boards** – Bays has sent out the contract for the safety boards. He used one of Mike Vickers' boards as an example for what items to include.
- **Weld shop ventilation** – There should be \$12K we can use from the Safety Office to install a ventilation system in the weld shop. Ross gave some paperwork on different systems to Hoygaard to look over and determine what would be the best fit.

**3. Report of Incident/Accident/Illness:** There was one incident to report since last meeting. Brad stated that a Power Division employee started a fire after heating a chemical beyond its flash point. Brad did not say anything about anyone being injured but that there are definitely some factors involved that need to be corrected. Incident report paperwork will be filled out and submitted to Ross.

#### **4. New Business:**

- **Quarterly walkthrough inspection** – Starting this month the safety committee will start doing the quarterly walkthrough inspections. We will be using the checklist that was recently compiled (ORQF 8.2.4-12) minus items #1-9. The inspection should take around an hour and be minimally invasive to work flow; this is basically for committee members to become acquainted with how to do the walkthroughs and what to look for. It would also behoove committee members to look over the checklist and pertinent SOP's beforehand. Committee members will get with the supervisors before the inspection to determine what areas will be looked at and talk about any other info they need to know. Here is a list of the areas being looked at and the members doing the inspection:
  - **ARM/ELEC/CAL** – Parkinson, Byrum
  - **CSMS AUTO** – Scantling, Jones, Schulze
  - **RSMS AUTO** – Bays, Hoygaard
  - **FMS** – Eggleston, Pastere
  - **POWER** – Crawford, Walstrom
  - **AT** – Hochstrasser, Robbs
  - **SUPPLY** – Nitzke, McLeod
  - **STATE** – Schleich
  - **FRONT OFFICE** – Childs
  
- **OSMS Supervisor's safety binder** – Still waiting on the safety binders, they should be in next week. Ross went over the different chapters and took suggestions for additions. One suggestion was to have a section for your completed quarterly inspections. This will not be an inspectable item in the upcoming quarterly walkthroughs.
  
- **Items not on the schedule** –
  - **Accident investigation class** – There was a question about whether or not there is an Accident Investigation Class coming up? Robin Webb is talking about putting one on but nothing has been scheduled yet.
  
  - **1<sup>st</sup> aid cabinets** – Question was brought up concerning where we are with the 1<sup>st</sup> aid cabinet contract? Bays said there hasn't been any movement on it lately but that we are the "#1 priority." One suggestion brought up was to look through what you have in your cabinets right now and see if you have stuff you don't use that you could donate to other sections.

**5. Next Meeting:** The next meeting is scheduled for 14 March 2012 at 1000hrs. Please bring your copy of the minutes with you to be able to discuss any issues or updates to previous concerns so we can do our job by keeping our agency safe!