



Oregon National Guard
Youth Challenge Program
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Minutes 02-08-2011
Youth Challenge Program
Safety Meeting

Those in attendance:

Karen Rawnsley, Steve Wolfe, Neil Rossiter, Ken Olsen, Dave Nolte - scribe.

Procedures Dedicated:

1. Issues of importance brought to this meeting were as follows:
2. The next meeting will occur on March 8, 2011 in the Teachers Conference room at 1430. Future meetings will be held in the teacher's conference room each month on dates/times denoted on the OYCP calendar. Committee Members are: Rawnsley - Chair, Rossiter, Forney, K. Olsen, Stanley, Wolfe, Scribe; Nolte. With Safety Representatives being: Peterson, Martinez, and Sutterfield.
3. All agenda items of concern for future meetings need to be provided 10 days in advance, via e-mail, to Ms. Notary. Ms. Notary will then forward agenda items to the committee chair Ms. Rawnsley.
4. The committee chair will review all Safety meeting minutes. Minutes will then be e-mailed by Mr. Nolte, to include a copy to Salem Personnel Department. Mr. Nolte will post a copy of the minutes on the Board in the Information Hall in the Safety Minutes area.

Old Business:

- Emergency Evacuation – Drills will continue on a random basis.
- Requirement of Earthquake drills – Curriculum for monthly instruction for Cadets by Mr. Rossiter is in final draft for Mr. Butler to approve this month. Drills will occur once the procedure has been written and referenced within the evacuation SOP #208.
- SOP for Cadet Power tool use update by Mr. Olsen – Cadet letter and training summary were presented. Tool list will be presented at the next meeting.
- Hep B shots requirement and blood born pathogen procedure by Ms. Rawnsley – Health Dept. to deliver info on 2/14/2011
- Annual Inspection (M.Snook) – Safety chains/gates for mezzanine access to be reviewed by Mr. Forney and the Director – updated at next meeting.
- OYCP Safety Walk Through – update on pending items from Mr. Forney – defer to March meeting.

New Business:

- Incident/Accident reports – reviewed and signed (cadet and staff)
- January Minutes were approved
- Fire Drill Report (class #41) to be emailed to board members before next meeting
- OSHA 300 Report was discussed and is currently posted as required
- Articulated Ladder Safety Training – Ms. Rawnsley reminded board members to log-in and take the training. Several are already completed.
- OSHA Confined Space Reporting – Ms. Rawnsley gave brief overview of the project underway to identify, label and monitor all confined spaces at OYCP.
- February Safety Topics and Safety Newsletter from OMD were distributed

- **Reports from Areas:**
 - **Mr. Wolfe reports that fire alarm not audible in the male latrine and there may be other areas where sound is limited. We should do more testing to identify those areas.**
 - **Mr. Wolfe reports that the Pull Alarms are out dated. Ms. Rawnsley will add them to the Maintenance projects to-do list.**
 - **Ms. Stanley sent email on DFAC – indicating that all safety measures are in place and there are no injuries to report.**

**** Copies will be given to all members ****

**RECOMMENDATIONS TO MR. RADABAUGH
REGARDING
SAFETY MEETING
02-08-2011**

We inform Mr. Radabaugh that:

- 1) After discussion of Mr. Wolfe's report on the status of the Obstacle Course, it is recommended that:**
 - Mr. Wolfe will submit a proposal for all of the needed repairs and maintenance for your review and approval to proceed.**
 - Mr. Wolfe and Mr. Forney will identify all of the tasks that need to be added to our Scheduled Maintenance list in order to keep current on the Obstacle Course maintenance in the future.**
 - The Obstacle Course is currently off limits for Cadets and should remain that way until adequately repaired.**

- 2) After discussion of a situation this class where a Cadet went missing for an extended period of time, it is recommended that:**
 - The access door to the Maintenance Area (GA key) be kept locked in the future.**
 - The Maintenance Shop (#50 key) continue to be kept locked whenever Mr. Forney is not present.**