



Oregon Military Department

SAFETY LINE

April 2008

WHATS NEW?

Executive Safety Committee – The creation of the Executive Safety Committee stemmed from the agency's increase in workers compensation claims and costs over the last several years. It was determined that in order to cut costs and continue to provide a safe and healthy worksite for employees, we needed a committee consisting of upper management officials. This committee's function is to review safety policy, related issues, safety trends and make recommendations as they relate to agency performance. All agency safety committees will continue to send the State Safety Manager their monthly safety committee minutes for her review and briefing to the Executive Safety Committee.

REMINDERS/NOTES FROM THE SAFETY MANAGER

Safety Newsletter – The feedback I received on our first newsletter was very good. My goal is to continue to bring you information through this newsletter that will help you look at safety in a new light. You can find this and previous newsletters posted on all Safety Bulletin Boards and on the AGP website located at <http://www.oregon.gov/OMD/AGP/index.shtml>. Because this is your newsletter, I encourage you to provide feedback or topics that are safety related issues you would like to see addressed. If you come up with any suggestions or ideas, please contact me at 503-584-3581 or email me at Robin.M.Sawvel@mil.state.or.us.

Safety Bulletin Board – As of December 1, 2007 JFHQ has acquired a new bulletin board for Safety related items. This board is located outside of AGP. Check it out!

Suggestion Box, Location & Forms – There is a Safety Suggestion Box located just off the Drill Floor at JFHQ in which you can suggest, comment or report safety violations. There is also an anonymous form in which you can use to report safety issues if you are uncomfortable with giving your name. This form can be found on the Safety Bulletin Board or on the AGP website. All safety concerns will be reviewed by the Safety Committee at the next scheduled Safety Committee Meeting the month following the receipt of the concern. The results of such review will be indicated in the safety minutes which are posted on the Safety Bulletin Board and on the AGP website.

WORKERS COMP STATISTICS

Workers Compensation Claims for 2007 – The Oregon Military Department ended 2007 with 35 workers compensation claims. This is one less claim than 2006 in which we had 36 SAIF claims. Sprains and Strains for 2007 seem to be our biggest percentage of injuries at 51%. Sprains and Strains for 2006 were at 47%. These numbers indicate we need to think safety when bending, twisting and lifting heavy items. The total dollar amount spent on SAIF claims pertaining to sprains and strains for 2007 was \$53,660. This cost is eventually passed on to each programs operating budget within our agency. This means fewer dollars available to be spent on other program operating needs such as new equipment and training. Our agency's cost for workers compensation for this biennium was \$635,279 which is based on past workers compensation claim costs.

DID YOU KNOW?

Safety Committee Minutes – All Safety Committee Minutes should be posted to a bulletin board or to a website that all employees can access?

Safety Committee Members – Do you know who your safety representatives are? See Safety Meeting Schedules and Chairpersons located at the end of this newsletter. If you are still unsure, please contact me and I will find out for you.

Safety Committee Member Training - All safety committee members are required by OSHA to attend at least three training programs to include Hazard Identification, Accident Investigation and Safety Committee Basics Training. If you are a Safety Committee member and have not attended any of these classes, please talk with you supervisor or call me to get you signed up. You can find a list of OSHA classes on their website at <http://www.osha.org/pdf/pubs/catalogs/3447b.pdf> . All OSHA classes are free to state employees and are available all over the state.

UP COMING EVENTS

Earthquake Preparedness Month – The Governor has proclaimed April as Earthquake Preparedness month. All state agencies with 250 or more employees are required to participate in an earthquake drill. Therefore, an earthquake drill will take place agency wide sometime in April.

Do you know what to do in the event of an earthquake?

* If you are indoors when an earthquake strikes, stay there. Drop, cover, and hold, protecting your eyes by pressing your face against your arm, until the shaking stops. If unable to drop, cover, and hold because there's no table or desk nearby take other protective action. For example, sit on the floor against an interior wall away from windows, skylights, doors, and things that could fall.

* If you are outdoors, move quickly and safely into the open, away from electrical lines, trees, and buildings. Drop to the ground and wait for the shaking to stop.

* If you are driving, carefully and slowly bring your vehicle to a stop at the side of the road away from traffic. Do not stop on or under bridges, under power lines or near roadway signs that might fall. Once the shaking has stopped, you can continue driving, but watch carefully for possible damage to the roadway.

Safety Awareness Day – The Agency has designated Wednesday, May 21st as “Safety Awareness Day” in which the agency will host safety related ideas and or events. Further information on this will be attached to your May timesheets.

QUARTERLY SAFETY TOPIC
Slips, Trips & Falls

* DO's:

- ✓ Pay attention to where you're going and what's in the way
- ✓ Walk, don't run
- ✓ Wear sturdy shoes with nonskid soles
- ✓ Keep aisles, stairs, and walkways clear of tools, materials, cords, etc.
- ✓ Fix or report broken flooring, stair rails or steps, ladders and burned-out lights
- ✓ Clean up leaks and spills promptly
- ✓ Block off and mark floor areas being cleaned or repaired
- ✓ Dispose of trash promptly and properly
- ✓ Close drawers
- ✓ Stay away from dock and platform edges
- ✓ Walk slowly, sliding your feet, on slippery surfaces

* DON'Ts:

- ✓ Wear baggy pants you could trip over
- ✓ Use chairs or boxes instead of a ladder to reach high places
- ✓ Carry loads you can't see over, especially on stairs
- ✓ Jump on or off platforms and loading docks
- ✓ Tilt back in a chair

Test your slips, trips and falls knowledge with this Quiz. (answers at end of newsletter)

1. Keeping walkways, aisles, and stairs clear helps prevent slips, trips, and falls. True or False?
2. If you're cleaning up or repairing a floor area, you should: a) Do it quickly; b) Mark and block off the area; c) Assume others will notice the problem.
3. When you're carrying a load up or down stairs, you should: a) be sure you can see over it; b) carry as much as possible so you only need to make one trip; c) carry a flashlight.
4. When you have to reach a high place, you should stand on: a) a chair; b) boxes; c) a ladder.
5. Shoes that will help prevent slips, trips, and falls have: a) felt heels and nonskid soles; b) steel toes; c) lightweight uppers.
6. When you walk across a slippery surface, it's best to: a) Move as quickly and directly as possible; b) move slowly, sliding your feet; c) move slowly, lifting your feet.
7. To get the best balance, you should walk with your hands: a) at your sides; b) in your pockets; c) straight out in front of you.
8. When you climb a ladder, you should: a) have your back to it; b) face it and hold onto the rails; c) wear heavy boots.
9. You're always safe from falls when you're sitting on a chair. True or False?
10. To reduce the chances of serious injury when you fall, roll with the fall or: a) put your arms out; b) close your eyes; c) bend your elbows and knees.

** Answers at the end of this newsletter.

SAFETY EVENTS/TRAINING OPPORTUNITIES

OSHA - Oregon OSHA provides free safety training to all state employees. Check out the OSHA website at <http://www.orosha.org/pdf/pubs/catalogs/3447b.pdf>

LOOKING FOR VOLUNTEERS

The Oregon Military Department JFHQ is still looking for Emergency Evacuation Coordinators. These employees would be responsible for coordinating with Office Coordinators in the parking lot of this building in the event of an emergency. The person who would take on this role should be someone who is on the premises most of the time. A back up person will be provided in the event you are absent. If you are interested in taking on this challenge or have more questions and you work in the JFHQ building, please contact Robin Sawvel at 503-584-3581. You can reach her by email at robin.m.sawvel@mil.state.or.us

SAFETY MEETING SCHEDULES & CHAIRPERSONS

LOCATION	CHAIRPERSON	MEETING DATES	MEETING TIMES	CONTACT NO.
JFHQ & Readiness Ctrs Region 2 thru 8	Dennis Farley	2nd Tuesday each month	1:30 PM	503-838-8578
Camp Withycombe – CSMS	Mark Peavy	Monthly	9:00 AM	503-557-5238
Camp Withycombe – State Shop	Frank Wallace	End of Month	8:00 AM	503-557-5970
Portland Airbase CE	Scott Lusted	Monthly		503-335-4482
Portland Airbase FD	Paul Looney	Monthly		503-335-4888
Camp Rilea	Ken Klee	Monthly		503-861-4178
Klamath Falls FD & CE	Gene Hurst	Monthly		541-885-6381
JFHQ Federal Safety Committee	Marylyn Woodward	Quarterly		503-584-3222
Youth Challenge Program (YCP)	Karen Rawnsley	Quarterly	2:30 PM	541-317-9623 ex 226

Answers for Slips, trips and falls Quiz

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|---|---------------------------------------|
| 1. a. True | 2. b. Mark and block off the area |
| 3. a. Be sure you can see over it | 4. c. A ladder |
| 5. a. Flat heels and nonskid soles | 6. b. Move slowly, sliding your feet |
| 7. a. At your sides | 8. b. Face it and hold onto the rails |
| 9. b. False. Tilting back on two chair legs can cause falls | 10. c. Bend your elbows and knees |