



Oregon Military Department

SAFETY LINE

January 2008

WHATS NEW?

Safety Newsletter – Hi, my name is Robin Sawvel and I am your State Safety Officer for the Oregon Military Department. I have been seeking new ways to pass on safety related information to you, our employees, and thought a newsletter would work best as not everyone has access to a computer. Therefore, this newsletter will go out quarterly with timesheets and will also be 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. I'm also looking for a catchy phrase to call this newsletter. If you come up with any ideas, please let me know. You can reach 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 feel that you don't want to give 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 or on the AGP website.

WORKERS COMP STATISTICS

Workers Compensation Claims for 2007 – As of December 1, 2007 our Agency has received 35 workers compensation claims. For all of 2006, we had 36 SAIF claims. Sprains and Strains for 2007 seem to be our biggest percentage of injuries at 43%. Sprains and Strains for 2006 were at 47%. These numbers indicate we need to think safety when bending, twisting and lifting heavy items.

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.

NEW LAWS AND REGULATIONS

Fire Extinguishers – Effective November 8, 2007 changes were made to the Portable Fire extinguisher rules as they pertain to maintenance and inspection. PER OAR437-002-0817, Portable Fire Extinguishers, Section (4) Do a full annual maintenance check on each extinguisher. NOTE: A maintenance check includes inspecting and/or testing external and internal parts, checking the quantity and quality of the contents and assuring operational capability. A qualified person must do the maintenance check.

Section (4) (a) states “Use only persons deemed qualified by the Oregon Office of State Fire Marshal or local fire authorities to do maintenance checks. Contact them for details.” The old rule stated annual inspections could be performed by a “trained” person.

If you are unsure if the person who is doing your yearly inspections on your fire extinguisher is qualified by the Oregon Office of State Fire Marshal or your local fire authorities please contact them. The link for the Oregon State Fire Marshal’s office is http://egov.oregon.gov/OSP/SFM/contact_us_directory.shtml

This link will provide you with contact personnel and phone numbers for designated areas through out the state.

QUARTERLY SAFETY TOPIC

Ladder Safety

- * **CHOOSE** a ladder tall and strong enough for the job.
- * **CHECK** that ladders have all parts in good condition, including:
 - ~Slip – resistance steps or rungs
 - ~Braces, bolts, screws, and spreaders
 - ~Rope
 - ~Safety feet
- * **TAG and TURN IN** any damaged or defective ladder.
- * **POSITION** the ladder for steadiness with:
 - ~Ground surface level
 - ~Feet parallel to the wall at a distance that is equal to one-fourth the ladder length
 - ~At least three feet above top support with top anchored, and bottom tied or held
- * **WORK** cautiously on a ladder to prevent falls. Remember to:
 - ~Allow one person only on a ladder, wearing shoes with clean, nonskid soles
 - ~Face the ladder and hold both rails while climbing
 - ~Carry tools on a belt or rope or hoist
 - ~Stay below the top two stepladder steps or four top ladder rungs
 - ~Work with body centered, one hand on rail, and tools in hanger or holder
- **WARNING: Don’t use a metal ladder around electricity!!**

SAFETY EVENTS/TRAINING OPPORTUNITIES

OSHA - Oregon OSHA provides free safety training to all state employees. Check out the OSHA website at <http://www.cbs.state.or.us/osha/pdf/pubs/catalogs/3447a.pdf>

LOOKING FOR VOLUNTEERS

The Oregon Military Department HQ is 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 premise 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 HQ 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	Dennis Farley	2nd Tuesday each month	10:00 AM	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