

Oregon Military Department

SAFETY LINE

July 2008

REMINDERS/NOTES FROM THE SAFETY MANAGER

Safety Newsletter – You can find this and previous newsletters posted on all Safety Bulletin Boards and on the AGP website 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.Webb@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.

AFTER ACTION REPORTS

Safety Awareness Day

JFHQ had its first Annual Safety Awareness Day on May 21, 2008. SAIF Corporation put on a lunch presentation on Slips, Trips and Falls. Mike Wolff, SAIF Loss Control Consultant, talked about slipping hazards and ladder safety. About 20 employees were in attendance. This 45 minute presentation was video taped so if you are interested in seeing a copy, please let me know. Feedback on this training was very positive.

Camp Withycombe also held a Safety Awareness Day on April 17, 2008. SAIF did the same presentation on Slips, Trips and Falls. The day was broken down into training sections in order to allow all employees to attend.

Loss Control Program

Managers/Supervisors at Camp Withycombe just completed an 8 week training session put on by SAIF Corporation on Loss Control. All employees completed an anonymous 68 question survey on their perceptions of their jobs and their workplace. That information was then used as a training basis for the managers/supervisors in looking at behavioral safety process, costs and reducing workplace losses by changing attitudes, behaviors and organizational culture.

Camp Withycombe is the first in our agency to do this training. LTC Mark Rathburn stated “The SAIF Training was well worth our time.” I would like to see this training instituted throughout our agency and will be suggesting that at our next Executive Safety Committee meeting.

WORKERS COMP STATISTICS

Workers Compensation Claims for 2008 – The Oregon Military Department has 21 workers compensation claims for 2008 to date plus 14 Incident Reports (Near Misses). We finished out 2007 with 35 SAIF claims. Sprains and Strains continue to be our biggest percentage of injuries at 56%. Sprains and Strains for all of 2007 were at 55%. These numbers indicate we need to think safety when bending, twisting and lifting heavy items. The second biggest percent of injuries was Laceration (cuts) at 22%. The cost associated with Lacerations so far for 2008 is \$67,099. Our total costs associated with SAIF Claims for the first half of 2008 is \$74,794. This cost is eventually passed on to each program 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 the 09-11 biennium is going to be \$1,045,656 which is based on past workers compensation claim costs. This is an increase of \$446,990 over the 07-09 biennium.

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 your supervisor or call me to get you started up. You can find a list of OSHA classes on their website at <http://www.osha.org/pdf/pubs/catalogs/3447a.pdf>. All OSHA classes are free to state employees and are available all over the state.

SAIF Corporation offers group training on safety items you may encounter. Such as fork lift training, ladder safety, confined spaces, etc. If you are interested in having a Loss Control Consultant provide some training at your facility, please contact me at 503-584-3581 or send me an email at Robin.M.Webb@mil.state.or.us and I will work with SAIF to put something together.

QUARTERLY SAFETY TOPIC

Office Safety

Cubicle clutter is a common event that occurs in most offices. The usual clutter consists of personal items plus computers, monitors, staplers, pencil holders, phones, printers, cables, files, file cabinets and other office equipment that might be required to perform our jobs. Additional clutter consists of boxes, files and extra equipment stored on the floor in the cubicle. By the time all personal and office items are placed within the cubicle, we start wishing we had more space. This type of environment can contribute to office injuries to you and your co-workers.

Prevention Tips:

1. Keep the floor and walkway clear of electrical, telephone and computer cables, boxes, etc. They are tripping hazards waiting to happen.
2. Store supplies inside cabinets, not on top of them. Store heavy items in lower drawers or on low shelves.

3. Always store sharp pointed objects with the point downward or away from yourself.
4. Close the drawer in your desk before getting up and close file drawers before walking away from the file cabinet. This prevents the danger of people walking into an open file drawer or desk drawer.
5. When too many files and papers are stacked too high for safety, one bump can scatter the whole stack causing rippling hazards. Store files and papers safely and in the proper place.

When it comes to being safe in the office setting, there are several good resources to assist employees and employers to help prevent injuries. Following are a few links of resources to get you started.

Avoid Cubicle Catastrophes! National Safety Council, Itasca IL
http://www.nsc.org/cubicle_safety.aspx

File Cabinet safety Tips, Staples
http://www.dhs.state.or.us/admin/hr/safety/docs/file_cabinets.pdf

Don't forget to check out the Oregon State Fire Marshal Oregon Fire Code technical Advisory No. 07-01, Subject: Regarding the Use of Small Electrical Cooking Appliances in Non Residential Occupancies.
http://www.oregon.gov/OSP/SFM/docs/Codes/TA07_01.pdf

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/3447a.pdf>

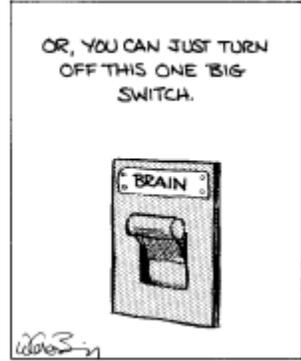
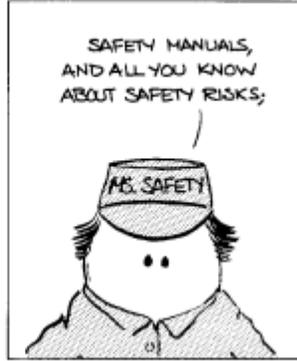
GOSH Conference (Governors Occupational Safety & Health Conference) – The 2009 GOSH Conference is scheduled for March 9th through the 12th in Portland at the Oregon Convention Center. More details will be available in future months.

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 Webb at 503-584-3581. You can reach her by email at robin.m.webb@mil.state.or.us

Safety Funnies

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NOTICE

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UNLESS YOU'RE ON FIRE**

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SAFETY MEETING SCHEDULES & CHAIRPERSONS

LOCATION	CHAIRPERSON	MEETING DATES	MEETING TIMES	CONTACT NO.
JFHQ & Readiness Ctrs Region 2 thru 8	Frank Wallace	2nd Tuesday each month	1:30 PM	503-557-5970 or 503-472-5449/62
Camp Withycombe CSMS & State Shop	Steve Courtain	Monthly	9:00 AM	503-557-5425
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 Rawsley	Quarterly	2:30 PM	541-317-9623 ex 226