



Oregon Military Department

SAFETY LINE

May 2010

Welcome to our Agency's quarterly Safety Newsletter. The goal of this newsletter is to provide you with Safety related information and topics on a quarterly basis. As the agency's Safety Manager, I encourage you to participate by providing me with topics or ideas you may have as they relate to Safety. I will try to share some of that information with other employees within our agency through this link. You can contact me at 503-584-3581 or email me at Robin.M.Webb@mil.state.or.us

UPCOMING EVENTS – DATES TO REMEMBER

FREE Health/Wellness & Job Fair



The Oregon Military Department is hosting a Health/Wellness and Job Fair on October 6th. The event will be held at the Salem Auditorium located at 2310 17th St NE, Salem. This event will run from 11:00 AM to 6:00 PM and is FREE and OPEN TO THE PUBLIC.

As it stands right now, Get a Flu Shot.com is scheduled to be in attendance and provide low to no cost flu shots between 3:00 PM and 5:00 PM to those with certain health care plans.

More to come on this event as it gets closer. For more information please contact Robin Webb at 503-584-3581 or by email at Robin.M.Webb@mil.state.or.us

Safety Committee and Manager/Supervisor Training

Due to our increase in workers compensation costs over the last several years, the Executive Safety Committee decided to institute a Safety Committee and Manager/Supervisor training class. Both of these classes consist of OSHA materials and review of OSHA Division One. All safety committee members are required to attend this training which consists of a review of their Safety Committee By-Laws or Charter. The Manager/Supervisor training is a more in depth review of OSHA Division One and the Oregon Safe Employment Act. The class instructors are Marc Snook and Robin Webb. A list of up coming classes are as follows:

Location	Date	Class
PANG	May 18, 2010	Manager/Supervisor
PANG	May 19, 2010	Safety Committee
K-Falls	May 25, 2010	Manager/Supervisor
K-Falls	May 26, 2010	Safety Committee
Camp Withycombe	June 22, 2010	Manager/Supervisor

Camp Withycombe	June 23, 2010	Safety Committee
JFHQ	PENDING	Manager/Supervisor
JFHQ	PENDING	Safety Committee

Each class is currently scheduled from 8 to 5 PM, end time is really determined by the number of questions or concerns the class materials might raise.

Both of these classes are open to everyone so if you are interested in attending either or both classes, please contact Robin Webb at 503-584-3581 or by email at robin.m.webb@mil.state.or.us

AED/First Aid/CPR Training



There are currently three AED/First Aid and CPR classes scheduled for state and federal employees of the Oregon Military Department and Oregon National Guard. The cost of the classes are free so if you are interested in attending one, please contact Robin Webb at 503-584-3581 or by email robin.m.webb@mil.state.or.us to get signed up. At this point in time, we can only register employees and soldiers.

Location	Date	Time
Coutes – Redmond	June 8, 2010	10:30 AM
Camp Rilea – Warrenton	July 22, 2010	10:00 AM
Camp Rilea – Warrenton	July 22, 2010	1:00 PM

Fire Extinguisher Training



Salem Fire Department will be here at JFHQ on June 8, 2010 at 1:00 PM to provide employees with Fire Extinguisher training. All Safety Committee members and Evacuation Coordinators are encouraged to attend. Other who are interested in learning the proper use of a fire extinguisher are also welcomed. For more information please contact Robin Webb at 503-584-3581 or by email at robin.m.webb@mil.state.or.us

WORKERS' COMPENSATION STATISTICS

Workers Compensation Claims for 2009 – The Oregon Military Department ended 2009 with 48 workers compensation claims and 16 near miss incidents that only required first aid for a total of 64 injuries. We finished out 2008 with 47 SAIF claims. Our biggest percent of injuries for 2009 was strains and sprain at 39% with lacerations (cuts) at 20%. These numbers indicate we need to think safety when working around sharp objects, bending, twisting and lifting heavy items. The 2009 cost associated with sprains and strains were \$49,601.95 compared with 2008 at \$32,949.29. Our total agency costs associated with SAIF Claims for 2009 was \$220,261.00. 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, training and new hires. Our agency's cost for workers compensation insurance coverage for the 2011-13 biennium has increased to \$2,136,608 which is based on past workers compensation claim costs. This is an increase of \$1,054,339 over the 09-11 bienniums. Because of our recent loss history, our costs increased more than the statewide average.

SAFETY REMINDERS



Do It Yourself Projects

Spring is upon us and with that comes the season of home improvements. When attempting to improve the value or look of your home, keep in mind your skill level as it relates to the task at hand. Do you have the necessary experience and the right tools to do the job? If not, hire someone who does. If you decide to do the job, identify the potential hazards and risk factors so you can take steps to complete the job safely. According to the Home Safety Council, nearly 21 million people suffer injuries in their home every year. The three most common causes of injuries are falls, poisoning and burns. Given that ladders, power tools and chemicals are common to home repairs you will want to take a close look at your safety level in these areas. How many times have you used a ladder without giving thought to your own personal safety? Each year, there are more than 164,000 emergency room treated injuries in the US relating to ladders. The US consumer Product Safety Commission (CPSC) offers the following safety precautions to help prevent ladder injuries:

1. Make sure the weight your ladder is supporting does not exceed its maximum load rating. There should only be one person on the ladder at a time.
2. Use a ladder that is the proper length for the job. Proper length is a minimum of 3 feet extending over the roofline or working surface. Never stand on the three top rungs of a straight, single or extension ladder.
3. All metal ladders should have slip-resistant feet.
4. Metal ladders will conduct electricity. Use a wooden or fiberglass ladder in the vicinity of power lines or electrical equipment. Do not let the ladder make made of any material make contact with live electric wires.
5. Be sure all locks on extension ladders are properly engaged.
6. The ground under the ladder should be level and firm. A good practice is to have a helper hold the bottom of the ladder in place.
7. Keep your body centered between the rails of the ladder at all times. Do not lean too far to the side while working.
8. Do not use the ladder for any purpose other than that for which it was intended.
9. Do not step on the top step or bucket shelf or attempt to climb or stand on the rear section of a stepladder.
10. Never leave a raised ladder unattended.

While working on a home-improvement project, power tools help save time and usually make the job easier, making them indispensable to the do-it-yourselfer. However, negligence, boredom and overconfidence can lead to mishandled tools and serious injury. Keep these guidelines in mind before you plug in the cord:

1. Wear Safety Glasses to prevent dust, debris, wood shavings, shards from fiberglass, etc. from getting in your eyes.
2. Protect your ears from power tools that can generate a lot of noise, which may sound louder in closed areas.
3. Use the right tools for the right job and the right way
4. Dress appropriately as loose clothing and hair can get caught in tools and machinery.
5. Inspect your tools periodically for exposed wiring, damaged plugs and loose plug pins.
6. Keep it clean – uncluttered work areas can go along way toward reducing accidents.

Always take time to read the instructions on products and tools and do not undertake work beyond your skill level. The time to realize you should've called a professional is not when your spouse is frantically flipping through the Yellow Pages looking for a plumber or carpenter – even worse, dialing 911.

EVER HEAR OF WORKPLACE SAFETY?



Workplace safety is about preventing injuries and protecting the health of employees and soldiers by ensuring safe and healthy workplaces. It's about protecting the Oregon Military Department's most valuable asset – you! By protecting OMD personnel, workplace safety programs assist you in getting the job done and completing the tasks. Each duty day brings its own set of unique hazards to the workplace. Because of daily routines, it's easy to get complacent and not recognize hazards. A proactive workplace safety program reduces risks by identifying hazards and developing control measures before accidents occur. It also looks at the relationship between employees, their duties, equipment and tools, and working environment.

REMINDERS/NOTES FROM THE SAFETY MANAGER

Update Safety Webpage – The AGP website has been updated to include a separate Safety Committee and Safety page. This site includes all safety related information such as policies, minutes, and safety information. Check it out!
<http://www.oregon.gov/OMD/AGP/index.shtml>

Safety Newsletter – You can find this and previous newsletters posted on your Safety Bulletin Boards and on the AGP website at <http://www.oregon.gov/OMD/AGP/safety2.shtml>. Because this is your newsletter, I encourage you to provide feedback or topics that are safety related you would like to see addressed. If you have any suggestions or ideas, please contact me at 503-584-3581 or email me at Robin.M.Webb@mil.state.or.us

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 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.

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 below. 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. 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.

SAIF Corporation also offers FREE group training on safety related items 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 facilitate that training.

SAFETY MEETING SCHEDULES & CHAIRPERSONS

LOCATION	CHAIRPERSON	MEETING DATES	MEETING TIMES	CONTACT NO.
JFHQ & Readiness Ctrs Region 2 thru 8	Vacant	2nd Tuesday each month	1:30 PM	503-584-3581
Camp Withycombe CSMS & State Shop	Aaron Hochstrasser	Monthly	10:00 AM	503-557-5425
Portland Airbase Civil Eng., Fire Dept. & Security Forces	Steve Mezzanatto	3 rd Wednesday each month	9:00 AM	503-335-4458
Camp Rilea	Ken Klee	Monthly		503-861-4178
Klamath Falls Fire Dept., Civil Eng. & Security Forces	Gene Hurst	2 nd Wednesday each month	10:00 AM	541-885-6381
JFHQ Federal Safety Committee	MAJ Timothy Deckert	Quarterly	9:00 AM	503-584-3222
Youth Challenge Program (YCP)	Karen Rawnsley	Quarterly	2:30 PM	541-317-9623 ex 226

