

Oregon Military Department

SAFETY LINE

May 2011

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

Up Coming Training Opportunities and Events

JOINT Training Classes
(State, Federal & Contractors)

Fire Extinguisher Training

For anyone who is interested in learning how to operate a Fire Extinguisher, Salem Fire Department will be here on Tuesday, June 14th at 1:30 PM to provide free training. Training will commence in the FMS parking lot here at JFHQ. If you are interested in attending or have questions, please contact Robin at 503-584-3581 or by email at robin.m.webb@mil.state.or.us

Safety Committee Training

Due to our increase in workers compensation costs over the last several years, the Executive Safety Committee decided to institute a Safety Committee training class. This class consists of OSHA materials and review of OSHA Division One. All safety committee members are required to attend this training. One of the objectives of the class will be to review each Safety Committee's By-Laws and/or Charters. The class instructors are Marc Snook and Robin Webb. A list of training classes are as follows:

Location	Date	Class
JFHQ	July 12, 2011	Safety Committee
JFHQ	August 15, 2011	Safety Committee

Each class is currently scheduled from 8 AM to Noon, end time is really determined by the number of questions or concerns the class materials might raise. These classes are open to everyone so if you are interested in attending either classes or missed a class and need to make one up, please contact Robin Webb at 503-584-3581 or by email at robin.m.webb@mil.state.or.us

Employee Guide: This is a two hour presentation in which topics such as teamwork, customer service, stress, health, workplace violence and discrimination will be covered. This class is a great time for employee's to gather and share information for personal development and is open to everyone. Date for next class is yet to be determined.

If you are interested in attending, log into iLearn or contact Paul Geck at 503-584-3815.

For other available training opportunities, check out iLearn. There are many online classes offered in the iLearn course catalog such as SAIF training, software courses for Microsoft Office, and other useful classes. Registering for classes through iLearn automatically updates your State Training Transcript which contains your list of training accomplishments. For more information and a list of classes, check out our website at <http://www.oregon.gov/OMD/AGP/Training.shtml> or contact Paul Geck in AGP at 503-584-3815 for more information.

Ladder Training: The American Ladder Institute has devised on-line ladder safety training. You can access this training on-line at <http://www.laddersafetytraining.org/> This training is free to everyone.

Oregon OSHA: Oregon OSHA has lots of Safety training opportunities both in a class setting and on-line. Check out their website at <http://www.cbs.state.or.us/osha/education.html> for in class sessions and <http://www4.cbs.state.or.us/ex/osha/training/training/workshop/> for on-line classes. Classes are free to State Employees.

FEDERAL Training Classes

For current schedule of Federal Technician training, contact HR at 503-584-3839. For current schedule of training for AGR's, contact DCSOPS at 503-584-3617.

Worker's Compensation Statistics



Workers Compensation Claims for 2011 – The Oregon Military Department has had 22 injuries/incidents filed so far this year. Out of that 22, 19 are workers compensation claims. So far, Strains/Sprains are again our largest percentage of injuries with 10 so far. Lacerations share the second spot with Hearing loss, tooth fractures, and contusions/bruises coming in third. 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. In these tough economic times it is extremely important to make sure we are working smarter and safer.

Safety Awards and Recognition



Safety Break Day

Oregon OSHA designates a "Safety Break" day each year in which they encourage employers to come together with employees and discuss safety and health related issues. This year, the Oregon Military Department participated by sponsoring a Safety and Health Trivia quiz in which all employees/soldiers were encouraged to participate. 42 responses were received and although everyone who participated won a "small" prize, here are the lucky "big" winners:

1. Two 100% winners, Nancy Pine and SSE Jason Obersinner both received Safety Coins
2. Rachel Burke won the \$25 gift card
3. Six stainless steel coffee mugs were given to the first 6 people to respond. They were as follows:
 - a. Kevin Nygren
 - b. Mark Ronning
 - c. Christina Rock
 - d. Tracy Gill
 - e. Troy Danielson
 - f. John Mort
4. Only one person missed one question – LTC Brad Klippert
5. Only one person missed two questions – John Unger

Great job to all of you! It was a tough quiz. The feedback received on this was extremely positive so watch your emails for another quiz this fall.

Do you know someone out there who has done an exceptional job and deserves some recognition? Send me an email with all the information and see if it shows up in the next newsletter. Robin.m.webb@mil.state.or.us

Emergency Exit Routes – Do You Know Where to go?



We see exit signs inside buildings all the time, but many of us don't give them a second thought. If there was a fire or other emergency and you had to make a quick exit from a building, would you know where to go?

As you look around your home or office, you might think that you wouldn't have any problem finding your way to safety. But what if your normal exit is blocked by flames? What happens if you become disoriented in the heavy smoke? Will you still be able to make it out of this situation alive? Exiting a burning building can even challenge those who fight fires for a living. In 1993 six fire fighters who responded to a warehouse fire in Worcester, Massachusetts entered a burning building to search for homeless people. They became lost inside the maze of doors, hallways and windowless rooms. All six firefighters died. Here are six highly trained, career firefighters who fully understood the nature of the situation who were unable to exit a building they just entered minutes earlier.

Consider all the places you visit throughout the day – the office, supermarket, warehouse, supercenters, hotels, restaurants and motor pools. Do you always know where to find the closest exit? Do you know of an alternate exit if your first choice is too crowded or blocked? Pay attention to your surroundings where ever you go, you never know when your life or someone else's may depend on it.

Forklifts – Slow But Deadly

While forklifts make work easier, operators and bystanders can be seriously injured or killed if the proper safety protocol is not followed. Because of that, it is vital that forklift operators remain completely inside the cab while operating the equipment. Operators who stick their heads from beneath overhead guards run the risk of being hit by falling objects or striking their head against something outside the cab. And it's not just noggins that are in danger. Forklift drivers also need to keep their hands and feet inside the cab. Protruding limbs are liable to get caught on objects as the forklift passes by, pulling the driver out of the cab and causing serious injuries.



Another important element of forklift safety is operators knowing how much weight the forks can safely handle. Some operators might assume if the forks can lift the weight, it's safe to do so. This is not true and could lead to serious injury if the weight causes the forklift to lose its balance and topple over. Bystanders could also be crushed if the cargo falls off the forks. In addition, forklift operators need to be aware of their surroundings at all times. Sudden drop-offs, hills, potholes, walls and other obstructions could lead to disastrous consequences for the operator. Bystanders and forklift drivers also need to stay out of each other's way because a collision could be unforgiving.

Operators must receive site-specific training, as well as instructions on the particular forklift they will be driving. This training must be documented and copies of lesson plans kept on file. In some circumstances, such as an accident or near miss incident, refresher training should be provided to operators. Otherwise, the performance of operators must be evaluated at least every three years. **DID YOU KNOW?** It is a violation of federal law for anyone under 18 years of age to operate a forklift or for anyone over 18 years of age who is not properly trained and certified to do so?

For more information, check out Oregon OSHA's website at http://orosh.org/subjects/powerd_industrial_trucks.html

Current News Releases/Alerts

Keep up on current Public Health news releases and alerts by checking out the Oregon Health Authorities website at <http://public.health.oregon.gov/NewsAdvisories/Pages/index.aspx> There you will find topics that may be of interest to you. You can also sign up for free email alerts.

Confined Spaces

Do you have confined spaces in your work areas? If so, please send me an email with a list of sites, whether they are permit required or not and if they are signed. We are trying to document all confined spaces our Agency has. Send me an email at robin.m.webb@mil.state.or.us or call me at 503-584-3581.

Boater Safety Reminder



With Summer fastly approaching, it's a great time to brush up on Boating safety. Safe boating takes practice and preparation, but it's not complicated. Did you know 90% of Oregon's boating fatalities occur because the victim wasn't wearing a life jacket? Check [this link](#) for information on choosing a life jacket and wearing it properly. Not convinced? Check these [accident statistics](#) and see for yourself!

Drinking and boating is also a major contributor to boating accidents. [Check here](#) for information on Oregon's State Marine Board campaign against Boating Under the Influence of Intoxicants.

Oregon's [Mandatory Boater Education Program](#) also requires Oregon resident powerboat operators to complete a basic boating safety course. Their [law enforcement program](#) is constantly working to enforce marine laws and assist boaters. To help understand and address the safety issues facing Oregon's boaters, they track and analyze boating accidents each year. For more information, check out the Oregon Marine Board's website at: <http://www.boatoregon.com/>

Summer Safety Reminders

Did you know?

- Nearly half of a little more than 12,000 kids up to age 19 who died as a result of unintentional injuries did so in June, July and August, according to the Centers for Disease Control and Prevention.
- Each summer, about 2.7 million children visit the ER as a result of injuries around the pool or backyard. About 200,000 children under 14 wind up in the ER for playset-related injuries every year.
- Barbecue grill fires result in about 8,000 home fires annually, according to the National Fire Protection Association.

Whether you're planning a staycation or an outdoor bash, exercise your safety muscles and take stock of play equipment, grills, pools and other potential hazards. Some tips from UL (Underwriter Laboratories), the mark you should look for, by the way, if you'd like to make sure flotation devices are worthy.

GRILLING

Charcoal can heat to a temperature of 1,000 degrees. Don't bury embers in sand or a corner of the backyard before dousing them with a hose or buckets of water first. Its likely people are running around barefoot.



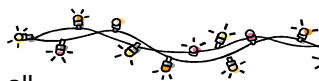
Yikes, it's raining! It's not a good idea to drag your grill into the garage or plop your hibachi in the sink. Never grill indoors or near garages or porches. In fact, stay at least 10 feet from any structures.

Keep a spray bottle or fire extinguisher within reach. Flare-ups can't always be anticipated. You get a flare-up and you're not there, your whole garage can be engulfed. Spray at the base of the flames. It won't ruin your food.

Don't use gasoline or kerosene to light a charcoal fire. Andrea Branagan, who lives in rural Christmas, Fla., outside Orlando, no longer thinks lighter fluid is a good idea, either. One humid night Branagan and her family tossed some on a pile of sticks in their fire pit with a disastrous outcome. "I lit it with a little piece of newspaper and it had a weird mushroom cloud explosion," she said. "There was an immediate flare that stretched out across the ground and caught my leg on fire." The mother of three dropped and rolled in the grass and was left with a third-degree burn.

If you've got a new gas grill, make sure all its parts are tight. For older grills, check hoses for cracking, brittleness or leaks.

LIGHTING

 Looking to add a little ambiance to your lawn party? Don't connect more than three strings of midget lights. Light strings with screw-in bulbs should have no more than 50 bulbs. Not all lighting is created equal. Check for the UL mark or other indications that samples have been tested responsibly.

POOL SAFETY



Warm-weather parties can mean a dozen or more kids running around as the grown-ups gab. Good pool supervision means scanning the area every 20 seconds when children are in the water, with an adult no more than 10 seconds away. Good pool supervision is NOT telling the 12-year-old to keep an eye on the little ones, no matter how strong a swimmer the older child might be.

A 4-foot fence around a pool with a self-closing, self-latching gate and locks beyond a child's reach are recommended. Don't stack chairs, other furniture or pool equipment near a fence to avoid children climbing. The same goes for leaving toys in the pool that can entice kids back into the pool area after water playtime is over. Cut back tree limbs extending over a pool fence to discourage climbing. Keep in mind; Pool deaths are called the silent killer. Sometimes kids just slide under the water with hardly a splash and they never come out again. If a child goes missing and there's a pool around, head there first. Not there? Head to the neighbor's pool and the other neighbor's pool. Many drowning accidents happen when children have been missing for less than five minutes.

Empty small wading pools when not in use. Infants can drown in as little as an inch of water. Inflatable toys aren't safety devices. "They can snag an edge of a pool and deflate. They're not substitutes for parental supervision."

Cover drains in pools and spas. The suction can be dangerous to children.

PLAYSETS

Kids grow. Play structures don't, so take heed of older daredevils looking to climb and swing higher than the structure was built to withstand when you got it years ago.



According to the Consumer Product Safety Commission, 70 percent of all playground-related deaths occur on home playground equipment. Make sure equipment is anchored safely in the ground, all pieces are in good working order, S-hooks connecting chains to swings or ladders are entirely closed and all bolts are not protruding.

Lay down mulch, sand or a rubberized surface around a play structure.

If all of this feels like common sense, it should, but this is the time of year when many of us are antsy for summer to begin and might be looking to cut corners. "We're in a hurry. That happens in parts of the country that have been waiting for nice weather much of the year. "All of a sudden you're getting out the grill and the wading pool and its hurry up before fall."

Safety Websites

If you have not had a chance to check out our Safety and Health websites yet, here is your opportunity. Go to <http://www.oregon.gov/OMD/AGP/safety.shtml> to see the Safety Committee page. This page holds all of our agency's safety minutes, both federal and state. Our Safety page, <http://www.oregon.gov/OMD/AGP/safety2.shtml> offers all of our newsletters, monthly safety topics and monthly training material. Our Health and Wellness page, <http://www.oregon.gov/OMD/AGP/health.shtml> contains all our newsletters and other health and wellness information.

You can also find the "Federal – State" safety page at http://inside-01.or.ng.ds.army.mil/portal/page?_pageid=36,219680,36_219821&_dad=portal&_schema=PORTAL for federal safety related items.

101 Critical Days of Summer – 2011

Just a reminder that with Memorial Day, comes the 101 Critical Days of Summer (CDS). This years CDS runs from May 27 to September 6, 2011.

Safety and Health Policy Reminders

Just a reminder that you can find all of our AGP/OMD policies on our website at http://www.oregon.gov/OMD/AGP/agg_policies.shtml . If you have not taken the time to become familiar with them, please take a moment and review what is available.



familiar with

Some policies of interest you will find on the AGP website are: policies related to Workforce Occupational Health and Safety, Filling Positions, Training and Development and Classification Compensation. For Dept. of Administrative Services (DAS) policies which govern other areas within our agency, go to <http://oregon.gov/DAS/HR/rules.shtml> .

Management, of

For ORNG policies, regulations, memorandums, forms, etc., go to http://inside-01.or.ng.ds.army.mil/portal/page?_pageid=153,1,153_240119&_dad=portal&_schema=PORTAL

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 in your area? See Safety Meeting Schedules and Chairpersons below.

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 (or the classes that Marc Snook and I have put on), 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/education.html#schedule> . 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	Jeff Beck	2nd Tuesday each month	1:30 PM	541-584-3532
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	Chris Eckert	2nd Tuesday of each month	9:00 AM	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	LTC Timothy Deckert	Quarterly	9:00 AM	503-584-3222
Youth Challenge Program (YCP)	Karen Rawnsley	Quarterly	2:30 PM	541-317-9623 ex 226

Key Safety Points for Kids

Everybody out!



- Does your family have a home fire escape plan? If not, make one today; it's easy! Start by walking through your home and identifying two ways out of every room. (One way out might be the door; the other could be a window). Then draw out your escape plan, so you can post it where everyone in the family can see it.
- Clean up your room! Make sure that doors, stairways and other exits out of your home are clear of toys, furniture, and other clutter.
- Does someone in your home need help getting around (like a grandparent, or an infant)? A grown-up should make sure that they have someone to assist them in case of a fire. Be sure to assign a backup person in case the assistant isn't home.



Follow these safety tips to make your home safe.

Work with a grown-up and follow these tips from Sparky® to make sure that candles are used safely in your home.

- Make sure a grown-up is always in the room when a candle is burning.
- If a grown-up does leave the room, make sure he or she puts out the candle first.
- Never burn candles in bedrooms.
- Don't let teenage brothers and sisters burn candles in their rooms.
- Set up a 'kid-free' zone around burning candles: no playing with or near candles, with candle wax, or with things that could catch fire near candles.
- Keep candles at least a foot away from anything that could catch on fire.
- Don't put candles in windows or doorways where the wind could knock them over, or blow things into them that could catch on fire.
- Keep matches and lighters up high, out of children's sight and reach, preferably in a locked cabinet.
- Make sure to use candle holders that are sturdy and won't tip over easily, and are big enough to catch any wax that drips from the candle.
- Don't let kids light candles (and grown-ups should be careful to keep hair and any loose clothing away from the flame).
- A grown-up should put out candles by using a snuffer or by blowing softly. Be careful of splattering wax. It is hot and can burn you.
- Grown-ups shouldn't leave the room until wicks have stopped glowing.
- Kids should always make a wish before they blow out -- CAREFULLY -- their birthday candles.
- Sometimes grown-ups use candles because the power has gone out in a big storm, or because there is no electricity in the home. But Sparky wants to make sure that you and your family are safe from fire — even during an emergency. If the power does go out, use flashlights and lights that use batteries. Make sure to have extra batteries on hand.



Make sure a grown-up is always in the room when a candle is burning.



Kids should always make a wish before they blow out -- CAREFULLY -- their birthday candles.

Sound the alarm

Your home should have smoke alarms on every level (even the basement). It's especially important to have them outside of each sleeping area.

- If you sleep with the door closed, have grown-ups consider having interconnected alarms installed. These alarms (installed by a qualified electrician) are connected so that if one sounds, they all sound.
- Smoke alarms should be mounted high on walls or ceilings. Remember: smoke rises.
- Check to make sure the batteries in the smoke alarms work. Have a grown-up test them once a month. Batteries should be replaced once a year, or when you hear the alarm "chirp"—that means that the battery is low.
- How old is that alarm anyway? Smoke alarms should be replaced every 10 years. And if no one can remember how old it is, it's probably time to replace it.
- Consider installing smoke alarms with "long-life" (10-year) batteries.
- Never "borrow" a battery from a smoke alarm.
- Never paint or decorate a smoke alarm (even with stickers!) because this could keep it from working properly.
- Make sure that everyone in your home knows the sound of the smoke alarm, and knows exactly what to do if the alarm goes off. Have a grown-up sound the alarm at night to make sure that everyone wakes up. If they don't, make sure to factor that into your escape plan.
- When the alarm sounds, get out. Always assume that the alarm means a real fire and follow your escape plan.
- Pick an outside meeting place where everyone can gather after they've escaped safely (a neighbor's house, a mailbox, or even a tree will do). Make sure that you mark the spot you've picked on your escape plan.
- Memorize the emergency phone number of the fire department. Remind everyone that they should get out first, then call for help from outside, or at a neighbor's home.
- Be ready for the real thing. Put your escape plan to the test with a fire drill at least twice a year. That way if a real fire ever happens, everyone in the family will know what to do.
- Always choose the escape route that is safest. Practice crawling low under smoke in case you must go through it to get out. Smoke is nasty stuff — even worse than fire itself. To keep from breathing it in, crawl low under the smoke on your hands and knees. Your head will be in a "safety zone" of clean air about knee high.
- Close the door behind you. Closing the doors as you leave can slow the spread of fire and smoke.
- If anyone in your home smokes, make sure that they put water on any butts or ashes before throwing them away. Be sure they use large, heavy, non-tip ashtrays.

Keep fires from starting

- If food is cooking on the stovetop, make sure that a grown-up is always in the kitchen.
- Keep the stove clear of anything that could catch on fire: paper, towels, curtains, or potholders.
- Make the area around the stove a "kid-free zone." No kids or pets within three feet of the stove when grown-ups are cooking!
- Grown-ups should always turn off portable space heaters when they leave the room or go to sleep. Keep heaters three feet from anything that can burn like walls, bedding, and clothes.
- Keep matches and lighters out of sight and reach of kids — the best place for them is in a locked cabinet.
- Remind grown-ups to make sure that electrical cords are in good condition, with no cracked or frayed areas.



Any fuel or liquid that can catch on fire, like gasoline, propane, or kerosene, needs to be kept in a safe container, outside the home in a garage or shed. If any of these are in your home, a grown-up should move these items outside immediately, and keep them in a locked shed or garage.

Safety Committee Updates from Around the Agency

What's new in your area? Look for future updates and information happening in your locations via your safety committees or if you know of a special event or happening and would like to see it posted, please let me know and I will add it to our newsletter.

PANG: No report

Camp Rilea: No report

K-Falls: Participated in Safety Break day by briefing employees and guests with safety related themes. A one to two hour safety training event was also provided with guest speakers talking about safety topics. Those topics were fire safety, household cleaning, chemical safety, driving and cell phone/texting, electrical safety, industrial safety and also motorcycle safety.

YCP: No report

Camp Withycombe: No report

Federal Safety Office: No report

JFHQ – Besides participating in Safety Break Day on May 11, JFHQ participated in an Earthquake drill on May 24th. Everyone was instructed to “Drop, Cover and Hold” until after the shaking (alarm) stopped at which time they evacuated the building for a headcount. It took a total of 8 minutes for the building to be evacuated and all accounted for once the alarm stopped. Although 8 minutes is fairly quick, it only took 5 minutes for the same process after the last fire drill. This tells us we have room for improvement!

Safety Break at the Oregon Military Department 2011....

