

AGENDA

Executive Safety Committee Meeting

Location: Room 200

Date: Tuesday, February 3, 2009

Time: 10:00 AM

1. Approval of Prior Minutes - All
2. Training Plans – Marc
3. Federal Safety Committee Update – MAJ Deckert
4. Ladder Information – Marc & Robin
5. Safety Knife - Robin
6. Injury Update for 2008 - Robin
7. Fire Evacuation Plan – Robin
8. Safety Committee Updates – Robin
9. Eye Wash Station – Tabled - Robin
10. Calendar future meeting dates – All (please bring your calendars)



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
1776 MILITIA WAY
P.O. BOX 14350
SALEM, OREGON 97309-5047

AGP

4 February 2009

MEMORANDUM FOR RECORD

Subject: Executive Safety Management Committee Meeting for February, 2009

The Oregon Military Department Executive Safety Management Committee met on 3 February, 2009, at the Military Department in Room 200. The meeting was convened at 10:00 AM. The status of the Member attendance was as follows:

Mike Caldwell	AGDD	Chairman	Absent
Rock Chilton	AGI	Member	Absent
Roy Swafford	AGI	Alternate	Present
Dan Radabaugh	YCP	Member	Present
Steve Petit	AGP	Member	Absent
Ron Kessinger	DASA	Member	Present
Mark Rathburn	Cmp Wity	Member	Present
Karl Jorgenson	AGC	Member	Absent
Robin Webb	AGP	Safety Officer/Recorder	Present
John Sneed	OEM	Member	Present
Tim Deckert	SSO	Member	Absent
Marc Snook		Guest	Present
Ron Kinsley	Rilea	Guest	Present

1. Minutes from the last meeting in December were reviewed and approved.
2. **Training Plans** – Marc passed out an Executive Safety Committee Charter and an Accident Investigation hand out. He indicated he has added a section called Accident and Investigation to each one of the training plans we talked about in the last meeting. Robin has put them into a power point presentation, looking at starting training around the first part of May. The Executive Safety Committee Charter, he has made some changes to the current one based on the meetings we have had. This one provides focus and clarity. The Accident Investigation would be put on a card which they could use to assist them to do an investigation. The person who uses this will still need training as this is designed to help them remember to do certain things. It does not drill down to the specifics. He indicated he has training on Accident Investigation completed. This class would be in conjunction with OSHA training, not in lieu of and is open to all employees, both federal and state. It should at least consist of your Safety Committee members. This program can work in conjunction with any Accident Investigation program you have currently. This is just a tickler in a sense of what you should do if something happens.

3. **Federal Safety Committee Update:** Tabled as MAJ Deckert was not in attendance.
4. **Ladder Information:** Robin brought with her the “demo” model of the Safe T Climb Inc. ladder anti-fall device she received. She also passed around the “Angle Rite” which is used to verify the correct angle of your ladder. She stated the ladder device is currently on GSA contract and has just been added to State Contract under Saffron. The cost on state price agreement is \$250. She also provided members DVD’s she received from Safe T Climb and brochures for further information.
5. **Safety Knives:** Robin also passed around two self-retracting Safety Knife’s. Considering our 2nd highest injury is lacerations so these might help. The larger knife is \$7.69 and the small one is \$6.44 from Granger. That puts them on price agreement. The blades are easy to change out.
6. **Injury Update:** Robin stated we ended 2008 with 47 workers comp claims and 15 near misses for a total of 62 injuries. We finished 2007 with only 35 total claims. Biggest percent of injuries for 2008 was stains and sprains at 35% with lacerations at 13%. Not sure if the increase is due to education with Theresa and I doing training or if people are just not working safer. The total cost for 2008 with sprains and strains was \$32,949.29 and the total agency cost was \$204,641.73. Robin also passed out a 300 log showing we already have 8 entries for this year and it’s only the 3rd of February.
7. **Fire Evacuation Plan:** The committee indicated they reviewed the plan and see no problems. It was decided that Robin can go ahead and send to COL Bond for review and implementation.
8. **Safety Committee Update:** Robin indicated there was no formal safety meeting in January. Her, Tim Gilbert and Frank Wallace meet to discuss what programs did the agency need to have in writing before we contact the OSHA Consultant to come in. Robin indicated she just completed a Confined Space and a Bloodborne Pathogen plan for review.
9. **Eye Wash Station** – Tabled until next meeting. Robin is still gathering information.
10. **Next Meet Date:** The next meeting is scheduled for Tuesday, April 14, 2009 at 10:00 AM in conference room 200 here at JFHQ.

/s/

Robin Webb
Safety Manager & Recorder

Sign up

Dan Radabaugh	OYCP
Roy Scuffor	AGI
Mark Rathburn	OSMS
Ron Kessinger	ANG/JFHQ
John Sneed	OEM
Robin Webb	AGP
MAce Snooks	Contract

DRAFT

EXECUTIVE SAFETY COMMITTEE (ESC) CHARTER

MISSION STATEMENT:

“Actively work to improve safety and health performance within the Agency to Prevent Injuries, Illness and Accidents”

PURPOSE:

- 1) Eliminate barriers to improved safety and health performance within the Agency.
- 2) React to safety and health problems not being corrected/responded to at lower levels of the organization, or their safety committees, for whatever the reason.

GOALS and OBJECTIVES:

1. Ensure a safe work environment for all employees
2. Ensure safety and health is integrated into all aspects of work
3. Reduce work related injuries and illnesses
4. Identify safety and health trends
5. Ensure there are safety budgets to prevent safety and health issues from not being reacted too
6. Take corrective action on those safety and health related issues that are not corrected at lower level management or the safety committees
7. Reduce the escalating costs associated with accidents and injuries.

MEMBERSHIP:

1. Director of State Affairs
2. Director of AGP
3. Director of AGC
4. Director of AGI
5. Director of YCP

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6. General Foreman of Camp Withycombe
7. Director of Staff for Air Guard (Pang & KF)
8. Assistant Director of OEM
9. Federal State Safety Manager
10. State Safety Manager, non voting

NOTE: Each member shall designate an alternate who has the authority to speak and vote on their behalf if they are unable to attend.

MEETINGS:

The ESC shall meet at least quarterly (Jan, Apr, July, and Oct). Additionally meetings may be called as needed to ensure all safety and health issues are addressed timely where employees are at risk. Agendas for the meetings shall be set in advance by the State Safety Manager.

PROCESSES:

1. ESC members:
 - a. Review, with subordinate managers, all safety and health issues identified by staff and safety committees for action planning for correction.
 - b. If, for whatever the reason, there are items they are unable to resolve at their level they will be brought to the ESC for determination and action.
 - c. All issues will be provided to the State Safety Manager for inclusion in the agenda to include who is bringing it forward.
2. Safety Committee Chairman:
 - a. Provide a list of those items still needing corrective action to include recommendations for correction. It should also include their rationale for the correction and any interim measures to prevent exposure to injury until the item can be corrected.
 - b. The list will be provided to the State Safety Manager to be included in the agenda for the ESC meeting.

3. State Safety Manager:
 - a. Obtains the list of items from the ESC members and the Safety Committee Chairman and reconciles that list to ensure duplicates are combined under one item and added to the agenda.
4. ESC Chairman:
 - a. Leads discussion and brainstorming on issues to determine best courses of action on each item brought to the committee.
 - b. Determines which solution will be used and authorizes disbursement of funds as needed to correct the safety and health issue.
 - c. Ensures timelines for correction are determined for each issue brought before the committee and they are met.
 - d. Ensures the minutes for each meeting are widely distributed throughout the organization (through the State Safety Manager) and in particular to the Safety Committees and all managers.
5. Accountability:
 - a. ESC members are directly accountable for the correction of all safety and health issues brought forth to the committee.
 - b. ESC members are directly accountable to ensure:
 - i. Realistic timelines are established for the correction of each item
 - ii. That those timelines are met
 - iii. To report any problems in implementing corrective action to the Chairman and the State Safety Manager so further action can be brainstormed and what interim measures are being taken to protect workers.
 - iv. All managers and safety committee members are kept informed of the decisions of the ESC.

ADMINISTRATION:

1. The ESC is appointed by the Director of State Affairs who will also serve as the Chair.
2. Subcommittees: Shall be appointed by the Chairman to study issues and/or perform tasks determined to be necessary to prevent injury and illnesses.

Membership on such committees may be augmented by individuals external to the committee, as required, based on the nature of the tasking and areas of expertise needed. Unless designated as a "standing committee" by the Chairman, all subcommittees will be dissolved upon completion of their tasking.

REPORTS:

Minutes of the ESC shall be recorded by the State Safety Manager who is designated the Executive Secretary of the committee. A copy of the minutes will be provided to each ESC member, all safety committees, Managers, Chief of Staff, and TAG. In addition, they will be posted on the Web.

Reports of subcommittee meetings: The subcommittee chairman shall furnish a written report of the subcommittee's findings and recommendations to the ESC chairman within 20 calendar days following completion of the subcommittee's task.

REPORTS:

The charter may be amended by a majority vote of the committee.

This charter is approved as of _____

ACCIDENT INVESTIGATION

“STEP ONE”

DOCUMENTING THE SCENE

- 1) Secure the immediate scene/area (preservation of evidence).
- 2) Collect the names, phone #s, and addresses of any witnesses or interested parties.
- 3) Photograph the scene. 360 degrees, close, midway, distance shots. Hint: take some type of panoramic photo if possible.
- 4) Identify, mark and photograph individual pieces of evidence. Close, midway, distant photos in relationship to scene.
- 5) Collect individual pieces of evidence and tag and bag them.
- 6) Sketches: make a rough sketch of the scene oriented to north or some other compass direction. Include various parts/items scattered about as a result of the accident. Make as detailed as possible. Include approaches, exits, sizes, machinery, rooms, angle of slope, and heights.
- 7) Identify any work practices/process's that may have been involved in the accident.

NOTE: Have everything explained and assume nothing, take notes on everything.

- 8) Determine the required way/normal way it should be done and compare to how it was being done. What are the differences and why.
- 9) Examine or have examined all machinery or other equipment that contributed or may have contributed to the accident.
- 10) Analyze all the evidence obtained to determine what happened. This will assist in developing leads to determine why it happened and what the causes were.

“STEP TWO”

INTERVIEWING

- 1) Initial interview: Conduct as soon as possible after accident, all involved in accident; or who observed the accident, or some portion of the accident; and all first responders on the scene.
- 2) Locate the position of each person who has, or may have observed or been involved in the accident, on your rough sketch to include direction of view.
- 3) Investigative interview: It is a in-depth interview of all witnesses and interested parties (those who may have information related to any issue you are investigating related to the causes of the accident) to assist in determining the causes of the accident.
 - a. Conduct at a convenient time and place;
 - b. Try for as much privacy as possible;
 - c. Do not interview witnesses in a group and ensure they do not share information;
 - d. Explain the purpose of investigation (prevention or punitive);
 - e. Ensure you obtain their full name, address, phone (work/home/cell), job title, experience and years of the same;
 - f. Listen, do not argue, let them speak freely, be calm, courteous, considerate and unhurried at all times.
 - g. Take notes and do not rely on tape recorders;
 - h. Ask follow-questions to seek clarification of facts;
 - i. **Do not ask Yes and NO Questions**, Always ask open ended questions using such words as **“Describe” or “Explain”** ;
 - j. Try and get exact facts and only ask one question at a time;
 - k. Allow them to qualify their answers;
 - l. Do not react to their answers, especially if you do not agree, they will see it in your face, body language, or tone and will prejudice their answer;

- m. Provide sketches, blueprints, diagrams, contracts, manuals, SOPs, etc as needed to assist witness;
 - n. Label hearsay accordingly;
 - o. Compare information from one witness with that from others;
 - p. Analyze all information carefully;
 - q. Thank them for assisting you through the interview.
- 4) Interview Note preparation:
- a. Review and categorize the information, example:
 - i. Hiring
 - ii. Job experience
 - iii. Experience of others referenced in any given interview (not interviewed)
 - iv. Experience in significant areas from which you are interested
 - v. Work layout where accident occurred, to include work practices prior, during, and after the accident
 - vi. Any other topics which you may want information such as training, supervision, job safety analysis info, disciplinary procedures, job observation process, etc
 - b. By witness, write down all you have found out about each category. This will also assist in determining any information that was missed so you may go back and obtain it. Without organizing your notes it will be difficult to determine your findings and be able to support them in your report.
 - c. Organize and write up your notes, you may need to re-interview some witness's or revisit portions of your investigative material obtained during the investigation. This is done to confirm or clarify information for findings.

“STEP THREE”

Preparing the Report

- 1) **Heading:** Type accident, date, location;
- 2) **Pertinent details:** Name, age, rank/title, of person(s) injured, years of experience, any machinery/equipment or work processes involved;
- 3) **Witnesses:** names, titles, experience, involvement, etc;
- 4) **Interested Parties:** titles, experience, involvement, etc;
- 5) **Description of the job process involved in the accident or what was going on at the time of the accident (just prior, during, and after the accident);**
- 6) **Describe the accident itself;**
- 7) **What happened just after the accident and who was involved;**
- 8) **Findings:** List findings by most important to least important with a short explanation to show how that finding was based. (interviews, scene evaluation, and what was discovered out of any documents examined);
- 9) **Findings should be in relation to “Direct, Indirect and Basic Causes (root cause)” ;**
 - a. **Direct Cause:** Non-energy absorbing event, direct contact that causes injury or damage;
 - b. **Indirect Cause:** Unsafe act or condition or both that causes the direct cause;
 - c. **Basic Cause (root cause):** Those factors that set up a chain of events that caused the indirect cause such as poor management policies, supervision, environmental factors, personnel issues, training, etc.

“DOCUMENTS”

- 1) Fact Finding:
 - a. Copies of relevant reports;
 - b. SOPs;
 - c. Manuals;
 - d. Memo's
 - e. Training documents;
 - f. Safety and health material;
 - g. Blueprints;
 - h. Maintenance records and charts;
 - i. Reports;
 - j. Flow Diagrams;
 - k. Anything else you feel is needed to assist in the investigation.

“EQUIPMENT”

- 1) Camera, preferable a digital with at least a 2mg card;
- 2) Grid lined paper for sketching with pencil, compass and ruler;
- 3) Flash if not attached to camera;
- 4) A 50 foot tape measure;
- 5) Small stakes and hammer;
- 6) Some type of tag and bags for small evidence gathering;
- 7) Caution tape to tape off the accident area;
- 8) Hearing and eye protection;
- 9) Adhesive labels;
- 10) Flashlight with batteries;
- 11) Clip Board, paper;
- 12) Various sized zip lock bags;
- 13) Florescent vest;
- 14) Other materials depending on weather and conditions at scene.

Works on ALL types of roofs

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Parapet Wall



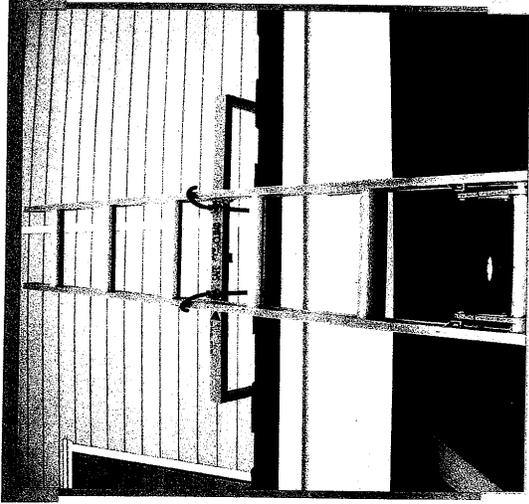
Rails and Balconies



Rakes



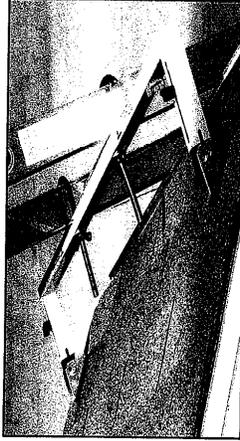
Ladder Jacks



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The Safe T Climb® Ladder Anti-Fall Device is the only safe way to ensure proper ladder angle and to prevent ladder kick-out or slippage.

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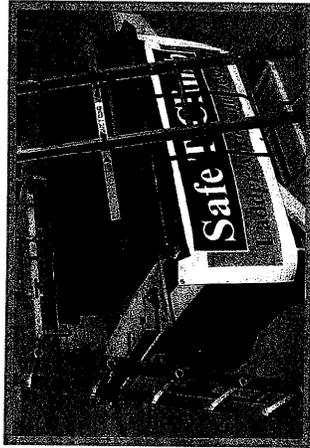
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■ Built-in bubble level easily determines correct ladder angle. Eliminating the 1-4 method

■ Attaches in less than 15 seconds

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The Ladder Angle Verification Device

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Ladder Anti-Fall Device

Safe T Climb Inc.

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Fax: (661) 269-8201

www.safetclimb.com

Webb Robin M

From: Freeman Robert W
Sent: Tuesday, January 13, 2009 7:50 AM
To: Webb Robin M
Subject: Ladder Anti-Fall Device

Good Morning Robin,

There is a state PA for ladders. PA # 4040 with the Saffron Supply Co. They do carry accessories for ladders. Although I am not sure if they would even carry this type of item. POC: Kathy Mathers @ 503-581-7501 in Salem. Is this something Installations Division should purchase? If so, Lori might be the one to see on the purchase of this item. Bob.

Robert "Bob" Freeman, OPBC
Procurement and Contract Specialist II
Oregon Military Department
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Attention Suppliers and Vendors: The Oregon Procurement Information Network (ORPIN) is the state's Internet-based e-procurement system. ORPIN provides access to procurement and contracting information issued by the State of Oregon, local governments, and political subdivisions. If you have not already registered on ORPIN, please go to the following Internet site: <http://orpin.oregon.gov/open.dll/welcome>. <http://www.oregon.gov/DAS/PFSS/SPO/eprocurement.shtml>

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Compact Self-Retracting Safety Knife

Hand Tools > Cutting Tools > Utility Knives

Compact Utility Knife, Self-Retracting Safety, Overall Length 3 1/8 In, Overall Width 5/8 In Thickness 7/8 In, Single Position, Knife Material Plastic w/Stainless Steel Blade Channel, Blade Change Slide Open, Blade Type Safety, Number of Segments 1, Handle Type Erg slip, Number of Blades Included 1

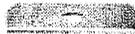
Grainger Item #	2FTY4
Your Price (ea.)	\$6.44
Brand	OLFA
Mfr. Model #	1077174
Ship Qty. <input type="text" value="1"/>	1
Sell Qty. (Will-Call) <input type="text" value="1"/>	1
Ship Weight (lbs.)	0.1
Usually Ships** <input type="text" value="Today"/>	Today
Catalog Page No.	N/A



Enlarge

Optional Accessories

More...



Safety Replacement Blades for SK-7,PK 10
 Grainger Item #: 2FTY6
 Your Price (pk.) \$5.06
 Brand: OLFA

Qty.

Qty.

See more like this below

We Also Carry More...



Knife, Safety

Grainger Item #: 5LC46
 Your Price (ea.) \$7.69
 Brand: OLFA

Qty.

See more like this below

Tech Specs	Additional Information	Notes & Restrictions	MSDS	Required Accessories	Optional Accessories	Alternate Products	Repair Parts
Item							
Type							
Overall Length (In.)							
Overall Width (In.)							
Overall Thickness (In.)							
Position							
Knife Material							
Color							
Blade Change							
Blade Type							
Number of Segments							
Blade Material							
Handle Type							
Number of Blades Included							
Package Quantity							



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Knife,Safety

Hand Tools > Cutting Tools > Utility Knives

Safety Knife, Type Heavy Duty, Solid Two Point Blade, Spring Retractable

Grainger Item #	5LC46
Your Price (ea.)	\$7.69
Brand	OLFA
Mfr. Model #	SK-4
Ship Qty. <input type="text" value="1"/>	1
Sell Qty. (Will-Call) <input type="text" value="1"/>	1
Ship Weight (lbs.)	0.1
Usually Ships** <input type="text" value="Today"/>	Today
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Optional Accessories

More...



Utility Blade, Pk10

Grainger Item #: 5LC51
Your Price (pk.) \$5.76
Brand: OLFA

Qty.

Add to Order

Add to Personal List

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More...



Self-Retracting Knife

Grainger Item #: 3Q021
Your Price (ea.) \$4.55
Brand: STANLEY

Qty.

Add to Order

Add to Personal List

See more like this below

Qty.

Add to Order Add to Personal List Compare Alternates

Tech Specs	Additional Information	Notes & Restrictions	MSDS	Required Accessories	Optional Accessories	Alternate Products	Repair Parts
Item				Safety Utility Knife			
Type				Self-Retracting			
Overall Length (In.)				5 3/4			
Knife Material				Plastic w/Stainless Steel			
Color				Yellow			
Blade Change				Slide Open			
Blade Type				2-Sided Utility			
Blade Material				High Carbon Tool Steel			
Handle Type				Straight With Ribbed Grip			
Number of Blades Included				1			

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The "Usually Ships" reflects when an item is generally expected to ship from Grainger bas stocking location. Real-time availability information will be shown during the checkout prc e-mail order confirmation (for U.S. and Puerto Rico - US customers only). Please allow adt time for international orders.

We Also Carry

OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.7 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Establishment name

City

State

Identify the person			Describe the case				Classify the case				Enter the number of days the injured or ill worker was:						Check the "injury" column or choose one type of illness:					
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	(G) Death	(H) Days away from work	(I) Job transfer or restriction	(J) Other recordable cases	(K) Away From Work (days)	(L) On job transfer or restriction (days)	(1) Injury	(2) Skin Disorder	(3) Respiratory Condition	(4) Poisoning	(5) Hearing Loss	(6) All other illnesses					
09-1	[REDACTED]	Group Life Coordinator 2	1/7/2009	Obstacle course	Strain: chest; jumping from one obstacle to the other when falling/landing on log		x	X		0	1	x										
09-2	[REDACTED]	Temporary Employee	1/2/2009	outside	Contusion: left chest; Was helping truck drive unstrap load when binder snapped and hit in the chest				x	0	0	x										
09-3	[REDACTED]	Administrative Specialist 1	1/7/2009	outside	Fall on same level: ankle & back; took 3 to 4 steps, stepped up to curb when leg gave out and fell landing on back					0	0	x										
09-4	[REDACTED]	Facility Maintenance Specialist	1/8/2009	outside	Sprain: right hand and elbow; Was carrying pallet, stepped in mud and fell on top of right arm and hand				x	0	0	x										
09-5	[REDACTED]	Facility Maintenance Specialist	1/20/2009	ongoing	Laceration: pinky finger right hand; Was installing fluorescent bulb when it broke and sliced pinky finger		x	X		4	1	x										
09-6	[REDACTED]	Public Event Procurement & Contract Specialist 3	1/24/2009	ongoing	: leg and back; Customer was climbing up bleachers when foot got caught and fell backward				x	0	0	x										
09-7	[REDACTED]	Facility Maintenance Specialist	2/2/2009	storage	Overexertion: right & left wrists; Strain: low back; lifting 5 gal cans of paint and putting on hand truck, twisted and fell pain in back.				x	0	0	x										
09-8	[REDACTED]		1/22/2009						x	0	0	x										