



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

AGP

12 October, 2010

MEMORANDUM FOR RECORD

Subject: Executive Safety Management Committee Meeting for 27 August, 2010

The Oregon Military Department Executive Safety Management Committee met on 27 August, 2010, 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
Chris Rees	AGI	Member	Absent
Dennis Ruth	AGI	Alternate	Present
Dan Radabaugh	YCP	Member	Present
Steve Petit	AGP	Member	Present
Ron Kessinger	DASA	Member	Absent
Mark Rathburn	Cmp Withy	Member	Present
Karl Jorgenson	AGC	Member	Absent
Robin Webb	AGP	Safety Off/Rcdr	Present
David Stuckey	OEM	Member	Present
Anthony Tavoloni	SSO	Member	Present
Marc Snook		Guest	Present

1. Minutes from the last meeting in October 2009 were reviewed and approved with a motion from Dan Radabaugh and a second from Dave Stuckey.

2. **Welcome New Members:** Chris Rees who replaced Rock Chilton has appointed Dennis Ruth as his alternate for AGI. Dave Stuckey is now replacing John Sneed for OEM.

3. **Training Plan Update/Schedule:** Robin passed out the Safety Training Schedule showing what areas have completed training and who is still scheduled. There is still no commitment from AGI for scheduling their supervisors/managers. Robin indicated Mike asked for a list of who has not attended training here at JFHQ, she passed out a copy of the Manager/Supervisor list and a list of Safety Committee Members.

Marc indicated some formatting in the way the training has been set up has changed to doing more review of Division 1 and less power point. The Supervisor training covers the basic introduction to the Safety Rules and Requirements with regards to OSHA and the things they are responsible for, and what Employees are responsible for. There is also

conversation about the Safe Employment Act and what it says as that is where the rest of the Safety regulations flow out of and the Employer Liability Law. Each training class seems to get better as most people seem really interested in what is being covered, especially on the safety committee side as most have not had any training. There will be follow up training with the groups next year to answer questions that may come up and to see how the committee's are doing. We discovered that some safety committees were not aware of the internal resources they have available. Some committees even have the advantage of having their budget person on the committee so as things came up that need to be fixed, they are taken care of.

Marc indicated one of the other good things that have come out of this training is "how do we evaluate injuries?" When the injury reports go to the Safety Committee, they need to know how to write an accident investigation procedure for their work areas. They don't do the investigations but create a procedure on how they are done. Robin is working on putting together Accident Investigation kits to provide to safety committees. It's important for you, as the Director, to give the committee guidance and feedback if they bring something to you. For those safety items that you don't have the budget or authority to fix, those are the types of things that should come to this committee for a decision.

The Accident Investigation Card that Marc created was passed out to all members for review. The information on the card was taken directly out of OSHA material.

4. Federal Safety Committee Update: 1LT Tavaloni indicated the State Safety & Council meeting scheduled for 2 September is being moved to 30 September in room 200. COL Bond will be TDY and COL Farmer will be sitting in for him.

All AED's have been distributed. There are currently 12 more to purchase, Withycombe will be getting seven, CST is getting one, Deibert facility is getting one, and there is a plan for the other three (one of those is designated for JFHQ). LT Tavaloni announced that he is being deployed so he will only be in the office for the next week. He needs a list of all AED's so that a review can be done as to where there may be a need for more than one. LT Lesperance is currently scheduled to be back from training in mid October. Once he is back, his BLS license will be updated for instructing purposes so he can do more AED training.

5. State Injury Update: Robin passed out two SAIF reports, one dated June 30, 2010 and a Year to Date as of August 11, 2010. SAIF breaks down their year by June 30 to July 1st so our claims start over on July 1st of each year. Robin indicated that so far we have 24 workers comp claims. There are five shifts in hearing which are all at K-Falls and two Incident reports. In 2009 we had 43 workers comp claims, five shifts in hearing (2 at Rilea & 3 at K-Falls) and 16 Incident reports. We are doing a little better this year than last year. Pete Senser provided a pie chart that is 12 pages long so it was emailed to everyone. The two charts supplied for the meeting were put together by Paul Geck on short notice. He broke the information down by injury per supervisor for 2009 and 2010.

The percents are based off the number of employees each supervisor has under them. This report will hopefully help supervisors see what their injury rate is for their sections.

6. **Earthquake & Fire Drill AAR:** Robin reported the Earthquake drill went well. A couple Supervisors went down with the ship in the Fire Drill. There is another Fire Drill scheduled in September with the Fire Dept. This one will be a test for the Evacuation Coordinators as employees won't be told before hand.

7. **New Business**

a. **Investigation Trng:** Marc covered this topic under the Training Plan.

b. **Lock Down Procedures:** Apparently there is a policy that needs to be developed and something has been put together by Ron Kessinger. Marc Rathburn indicated they have a draft policy put together and would be happy to share it.

c. **Health and Wellness Event:** Just a reminder that we have one scheduled at the Salem Auditorium on October 6th from 11:00 AM to 6:00 PM. There will be a flu shot clinic there. Please encourage your employees to attend; they do get an hour of free time to attend.

d. **Routine Medical Testing:** Marc Rathburn suggested that there be a routine set up for medical testing between the federal and state side. Robin and Anthony need to work together. The entire program is broken from who does what, which employees, and standardized differences between state and federal employees. Great example is there are federal employees who need respirator testing and glasses and no money to do it even though they are required to have it. Anthony indicated there is some testing they can do on the federal side in-house; we need to look at what is available. Robin will work with MAJ Deckert and report back at the next meeting.

8. **Next Meet Date:** The next meeting is scheduled for December 17, 2010 at 10:00 AM in the TAG Conference room 200.

/s/

Robin Webb
Safety Manager & Recorder

AGENDA

Executive Safety Committee Meeting

Location: Room 200

Date: Wednesday, August 27, 2010

Time: 10:00 AM

1. Approval of Prior Minutes - All
2. Welcome new member/address OEM member
3. Training Plan Update/Schedule
4. Federal Safety Committee Update – MAJ Deckert
5. State Injury Update - Robin
6. Earthquake & Fire Drill After Action – Robin
7. New Business
 - a. Investigation Trng
 - b. Lock Down Procedures
8. Calendar future meeting dates – All (please bring your calendars)



OREGON ARMY NATIONAL GUARD
1776 Militia Way SE
P.O. Box 14350
Salem, OR 97309

SAAO

17 June 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Minutes of the State Safety and Occupational Health Council, 3rd Quarter FY-10

1. The FY 2010 Third Quarter State Safety and Occupational Health Council meeting was convened at 0900, 3 June 2010 at the Oregon Military Department main conference room. The following personnel were present:

COL Farmer	SAAO
COL Dunn	DCSPER-S
LTC Gillett	DCSPER
Aaron Powers	USPFO
MAJ Deckert	SAAO-S
1LT Tavoloni	SAAO-S
SGT Mohr	DCSPER-OH
CW4 Terry Swartwout	AGI/AGI-ENV
Jerry Elliott	AGI
MAJ Kotz	82 BDE

The following Council Members were not present nor represented:

COL (RET) Bond	CoS
BG Enyeart	ATAG
SCSM Conley	SCSM
CW5 O'Donnell	CCWO
LTC Smothers	DCSIM
CSM Elfering	DCSOPS
LTC Garren	JFHQ
David Payne	AFGE
MAJ Wunderlich	CSMS/DOL/SMM
COL Mouw	DCSLOG
CSM Jungling	41 IBCT
Msgt Myers	HRO
Robin Webb	AGP
SPC Van Mounik	PAO

SUBJECT: Minutes of the State Safety and Health Promotion Council, 2nd Quarter FY-10

2. COL Dunn welcomed members and representatives. Previous minutes were reviewed and approved.
3. Updates on old business issues were given:
 - a. Motorcycle Safety Program –No-Shows and the financial implications were discussed. SAAO-S reported on the status of personnel numbers that are registered for motorcycle safety courses.
 - b. Safety Report Card. Safety Office is not getting data from units on assigned and trained safety personnel.
4. The following new issues were discussed:
 - a. Occupational Health. SGT Mohr spoke about the training of personnel as Indoor Firing Range custodians.
 - b. Indoor Firing Ranges. IFR Sub-committee creation was discussed.
 - c. Safety-Occupational Health roles were discussed.
 - d. Accidents/Injuries. Technician injuries reviewed.
 - e. COL Dunn discussed WTU/LOD's.
5. Next SSHC meeting will be 2 September 2010, 0900, Rm 236.

DONALD F BOND
COL (ret)
Joint Chief of Staff

DISTRIBUTION:
B (Army)
AFGE
AGP
AGI

155927 - Oregon Military Department & 517078 Emergency Personnel

Safety Management Consultant Return to Work Consultant

Gordon Baldwin

Susan Stamps

Robin Webb



Year to Date as of 8/11/2010

FY Beg 7/1	Total Cim Cnt	Accepted Cim Cnt	% Denied	Incurring Losses	Avg Inc Losses	Paid Losses	Avg Pd Losses	TL Cim Cnt	TL Days	Avg TL Days	Paid TL Losses	Avg TL Paid
2010	4	2		\$593	\$148	\$593	\$148	1	3	3.0	\$149	\$149

Trending data for past 5 fiscal years (valued 90 days after end of fiscal year)

FY Beg 7/1	Total Cim Cnt	Accepted Cim Cnt	% Denied	Incurring Losses	Avg Inc Losses	Paid Losses	Avg Pd Losses	TL Cim Cnt	TL Days	Avg TL Days	Paid TL Losses	Avg TL Paid
2008	47	32	32%	\$223,321	\$4,752	\$108,755	\$2,314	13	155	11.9	\$16,008	\$1,231
2007	37	30	19%	\$351,659	\$9,504	\$222,426	\$6,012	7	518	74.0	\$47,174	\$6,739
2006	39	37	5%	\$388,607	\$9,964	\$258,879	\$6,638	9	527	58.6	\$48,502	\$5,389
2005	32	24	25%	\$126,845	\$3,964	\$68,250	\$2,133	10	176	17.6	\$14,634	\$1,463
2004	32	28	13%	\$36,754	\$1,149	\$29,466	\$921	11	49	4.5	\$4,049	\$368

All STATE AGENCIES trending data for past 5 fiscal years (valued 90 days after end of fiscal year)

FY Beg 7/1	Total Cim Cnt	Accepted Cim Cnt	% Denied	Incurring Losses	Avg Inc Losses	Paid Losses	Avg Pd Losses	TL Cim Cnt	TL Days	Avg TL Days	Paid TL Losses	Avg TL Paid
2008	2,526	2,012	20%	\$13,121,302	\$5,194	\$6,931,290	\$2,744	629	16,681	26.5	\$1,509,681	\$2,400
2007	2,525	2,048	19%	\$11,001,628	\$4,357	\$6,580,005	\$2,606	625	16,544	26.5	\$1,399,601	\$2,239
2006	2,450	2,059	16%	\$11,400,133	\$4,653	\$6,286,951	\$2,566	600	16,309	27.2	\$1,425,386	\$2,376
2005	2,630	2,149	18%	\$10,143,499	\$3,857	\$5,552,325	\$2,111	560	14,378	25.7	\$1,182,019	\$2,111
2004	2,596	2,147	17%	\$9,592,179	\$3,695	\$5,018,528	\$1,933	523	14,014	26.8	\$1,079,282	\$2,064

Timely Filing - 7/1/09 to Current

Timely Filing Band	Your Cim Cnt	Your % Timely	Timely Filing Band	All State % Timely
0-5	34	79%	0-5	81%
6-14	6	14%	6-14	17%
15-30	3	7%	15-30	2%
Totals	43	100%	31+	1%

Top 10 Open Claims by # TL Days where Paid Losses > 0

FY Beg 7/1	Nature	Work Status	TL Days	Incurring Losses	Paid Losses
2007	Fracture	Regular work - eai	498	\$453,465	\$222,191
2007	Laceration	Modified work - new	480	\$270,905	\$167,516
2008	Strain	Modified work - eai	212	\$30,767	\$16,145
2009	Fracture	Regular work - eai	56	\$8,552	\$5,735
2008	Strain	Modified work - eai	42	\$47,342	\$17,213
2009	Sprain	Modified work - new	32	\$41,912	\$23,609
2008	Carpal Tunnel	Not working	6	\$20,156	\$12,345
2010	Strain	Modified work - eai	3	\$149	\$149
2009	Strain	Modified work - eai	0	\$1,826	\$1,826
2010	Sprain		0	\$344	\$344

EALP Pmnts

FY Beg 7/1	Your EALP Paid	Your % EALP Paid
2009	\$29,784	
2008	\$35,275	
2007	\$8,762	
2006	\$4,975	
2005	\$9,925	
Total	\$88,721	

155927 - Oregon Military Department & 517078 Emergency Personnel

Safety Management Consultant **Return to Work Consultant**
 Gordon Baldwin Susan Stamps
 Agency Contact
 Robin Webb



Year to Date as of 6/30/2010

FY Beg 7/1	Total Clm Cnt	Accepted Clm Cnt	%	Denied Clm Cnt	Injured Losses	Avg Inc Losses	Paid Losses	Avg Pd Losses	TL Clm Cnt	TL Days	Avg TL Days	Paid TL Losses	Avg TL Paid
2009	34	22	26%		\$88,136	\$2,592	\$52,872	\$1,555	8	176	21.9	\$12,974	\$1,622

Trending data for past 5 fiscal years (valued 90 days after end of fiscal year)

FY Beg 7/1	Total Clm Cnt	Accepted Clm Cnt	%	Denied Clm Cnt	Injured Losses	Avg Inc Losses	Paid Losses	Avg Pd Losses	TL Clm Cnt	TL Days	Avg TL Days	Paid TL Losses	Avg TL Paid
2008	47	32	32%		\$223,321	\$4,752	\$108,755	\$2,314	13	155	11.9	\$16,008	\$1,231
2007	37	30	19%		\$351,659	\$9,504	\$222,426	\$6,012	7	518	74.0	\$47,174	\$6,739
2006	39	37	5%		\$388,607	\$9,964	\$258,879	\$6,638	9	527	58.6	\$48,502	\$5,389
2005	32	24	25%		\$126,845	\$3,964	\$68,250	\$2,133	10	176	17.6	\$14,634	\$1,463
2004	32	28	13%		\$36,754	\$1,149	\$29,466	\$921	11	49	4.5	\$4,049	\$368

All STATE AGENCIES trending data for past 5 fiscal years (valued 90 days after end of fiscal year)

FY Beg 7/1	Total Clm Cnt	Accepted Clm Cnt	%	Denied Clm Cnt	Injured Losses	Avg Inc Losses	Paid Losses	Avg Pd Losses	TL Clm Cnt	TL Days	Avg TL Days	Paid TL Losses	Avg TL Paid
2008	2,526	2,012	20%		\$13,121,302	\$5,194	\$6,931,290	\$2,744	629	16,681	26.5	\$1,509,681	\$2,400
2007	2,525	2,048	19%		\$11,001,628	\$4,357	\$6,580,005	\$2,606	625	16,544	26.5	\$1,399,601	\$2,239
2006	2,450	2,059	16%		\$11,400,133	\$4,653	\$6,286,951	\$2,566	600	16,309	27.2	\$1,425,386	\$2,376
2005	2,630	2,149	18%		\$10,143,499	\$3,857	\$5,552,325	\$2,111	560	14,378	25.7	\$1,182,019	\$2,111
2004	2,596	2,147	17%		\$9,592,179	\$3,695	\$5,018,528	\$1,933	523	14,014	26.8	\$1,079,282	\$2,064

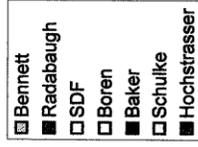
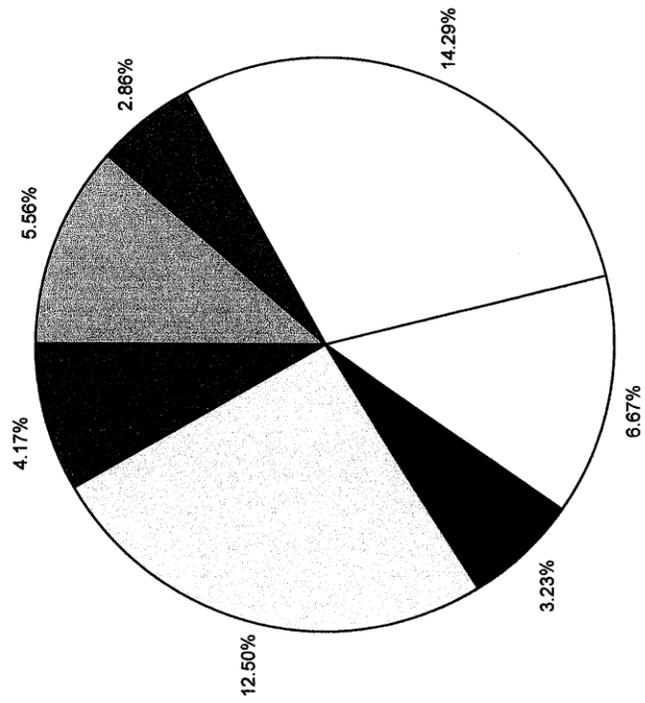
Timely Filing - 7/1/08 to Current

Timely Filing Band	Your Clm Cnt	Year Timely %	Timely State Band	All State %
0-5	59	71%	0-5	79%
6-14	21	25%	6-14	18%
15-30	3	4%	15-30	2%
Totals	83	100%	31+	100%

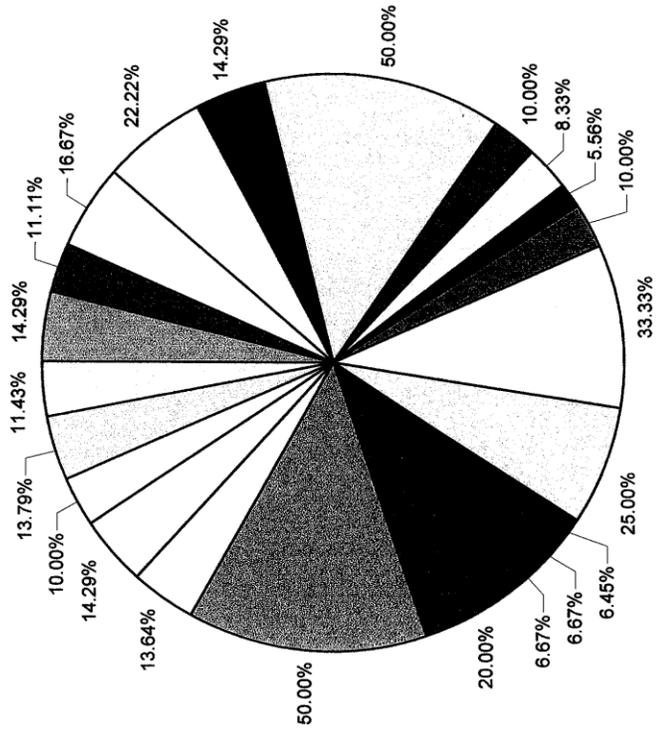
Top 10 Open Claims by # TL Days where Paid Losses > 0

FY Beg 7/1	Nature	Work Status	TL Days	Injured Losses	Paid Losses	FY Beg 7/1	Your EALP Paid
2007	Fracture	Regular work - eai	498	\$453,465	\$221,413	2009	\$29,784
2007	Laceration	Modified work - new	480	\$270,905	\$164,103	2008	\$35,275
2009	Fracture	Regular work - eai	56	\$8,552	\$5,345	2007	\$8,762
2008	Strain	Modified work - eai	42	\$47,342	\$16,964	2006	\$4,975
2009	Sprain	Modified work - new	32	\$41,912	\$22,656	2005	\$9,925
2008	Strain	Modified work - eai	16	\$30,767	\$14,469	2004	\$19,464
2009	Strain	Regular work - eai	1	\$5,320	\$1,061	Total	\$108,185
2009	Contusion/Bruise		0	\$807	\$807		

2010 Percent Employees Injured



2009 Percent of Employees Injured



- Caldwell 7
- Williford 9
- Swafford 6
- Ruth 9
- Gilbert 7
- Clinton 4
- Wilson 10
- Hochstrasser 24
- Bennett 18
- Reynolds 10
- Rozzell 9
- Brennan 4
- Baker 31
- Kane 15
- Boren 15
- Wilcock 5
- Martin 2
- Beck 22
- Moore 21
- Stickel 10
- Hurst 29
- Radabaugh 35



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

AGP

15 April 2010

TO: General Mike Caldwell, Deputy Director of State Affairs

SUBJECT: Earthquake Drill After Action Report

Purpose: To determine what actions, if any, need to be implemented on full safety compliance in the event of an actual Earthquake.

1. Department of Administrative Services has designated April as Earthquake Drill month. The Oregon Military Department, JFHQ building, participated in having a drill on April 13, 2010. Facilities section pulled the fire alarm at 2:30 PM for approximately 45 seconds.

2. Sixteen (16) offices are represented on the Emergency Evacuation List. Each office is assigned two Evacuation Coordinators, a primary and a backup, who are instructed in the case of an Earthquake to ensure employees Drop, Cover and Hold. The lists of offices are as follows:

- | | |
|------------|----------|
| 1. DCISM | 9. AGP |
| 2. DCSLOG | 10. AGC |
| 3. DCSOPS | 11. AGI |
| 4. DCSPER | 12. PA |
| 5. RRC/ARR | 13. CMDG |
| 6. HHD | 14. IG |
| 7. HRO | 15. JAG |
| 8. USPFO | 16. SRAA |

3. The following offices reported some "non-compliance" employees who chose to continue working and not participate and offices I did not receive a response back from as of the date of this memo.

- | Non-Compliance | No Response |
|-------------------|-------------|
| 1. Public Affairs | 1. HRO |
| 2. USPFO | 2. DCSLOG |

4. An Earthquake drill was also performed by OEM for OEM at 9:30 AM April 13th. Efforts are being made to perform an entire ARC Earthquake Drill in the future. It is being encouraged that other locations perform Earthquake drills annually also. Camp Withycombe's safety committee is working on performing an Earthquake drill the end of April.

5. Participation has greatly improved over previous years but still has room for improvement. Having radios and proper safety equipment, not to mention top down support, would be beneficial. This would eliminate Coordinators from having to run around checking on employees for participation. Also, if supervisors/managers are not willing to be role models by participating, the employees feel it's not important. We should be taking safety serious by setting the right examples for our employees.

6. Suggestions from Coordinators on future drills are as follows:

1. Setting up a procedures for after a real Earthquake
2. Power off phone system and network, cut over to alternate site (Bend)
3. First Aid response/issues



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

AGP

7 June 2010

TO: General Mike Caldwell, Deputy Director of State Affairs

SUBJECT: Fire Drill After Action Report

Purpose: To determine what actions, if any, need to be implemented on full safety compliance in the event of an actual Fire Evacuation.

1. The Oregon Military Department has designated May and September as Fire Evacuation Drill month. The Oregon Military Department, JFHQ building, participated in having a drill on May 17, 2010. Facilities section pulled the fire alarm at 10:00 AM for approximately 2.5 minutes.

2. Sixteen (16) offices are represented on the Emergency Evacuation List. Each office is assigned two Evacuation Coordinators, a primary and a backup, who are instructed in the event of an Emergency Evacuation to ensure employees evacuate the building and are accounted for. The lists of offices are as follows:

- | | |
|------------|----------|
| 1. DCISM | 9. AGP |
| 2. DCSLOG | 10. AGC |
| 3. DCSOPS | 11. AGI |
| 4. DCSPER | 12. PA |
| 5. RRC/ARR | 13. CMDG |
| 6. HHD | 14. IG |
| 7. HRO | 15. JAG |
| 8. USPFO | 16. SRAA |

3. All offices reported compliance with the drill. Most performed headcounts of their employees even though they were not required to.

4. Participation has greatly improved over previous years but still has room for improvement. Having radios and proper safety equipment, not to mention top down support, would be beneficial. This would eliminate Coordinators from having to run around checking on employees for participation. Also, if supervisors/managers are not willing to be role models by participating, the employees feel it's not important. We should be taking safety serious by setting the right examples for our employees.

5. Questions regarding this report may be directed to the State Safety Officer, (503) 584-3581.

Robin Webb
Safety Officer
State Personnel