

AGENDA

JFHQ & Readiness Centers, Region 2 thru 8

Safety Committee Meeting

Location: JFHQ VTC Room

Date: Tuesday, May 12, 2009

Time: 1:30 PM

1. Review and approve April meeting minutes – All
2. Status of OSHA Consultant – Robin
3. Review of Accident/Incident Reports for April – Robin
4. Hazard Log Review/Non Hazard Log – Robin
5. Safety Day 2009 – Robin
6. CPR-AED Training
7. AA on Earthquake Drill – Robin & Cherie
8. Quarterly Inspection Checklist Follow-up – John Unger
9. New Business



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

AGP

20 April 2009

MEMORANDUM FOR RECORD

Subject: Safety Meeting for April, 2009

The Oregon Military Department Safety Committee met on 14 April 2009, at the Military Department in the VTC Room. The meeting convened at 1:30 PM. The status of the Member attendance was as follows:

Frank Wallace	SMW	Chairman	Present
Timothy Gilbert	AGI	Member	Present
Robin Webb	AGP	Safety Manager/Recorder	Present
Bryce Dohrman	AGC	Risk Manager	Absent
Bruce Vollstedt	AGI	Member	Absent
Jeff Beck	AGI	Member	Absent
Terry Larson	SMW	Member	Present
Terri Kroeker	DS-Air	Member	Present
Mike Wiley	Region 4	Member	Present (Tele)
John Unger	Region 5	Member	Present (Tele)
Owen Pence	Region 6	Member	Absent
Jack Cassity	Region 7	Member	Present (Tele)
Dan Hinkley	Region 8	Member	Present (Tele)
Mike Wilson	AGI	Member	Absent
Terry Sevey	RTI	Member	Present
Randy Luketmeyer	AGI	Member	Absent
Cherie Zastoupil	OEM	Member	Present
Marc Snook		Guest	Present

1. Review of Minutes: The first order of business was to review the Safety Meeting minutes from the March, 2009 meeting. Cherie Zastoupil requested a correction to number nine, section two under Earthquake Drills. She states her comment in the meeting was that she would follow up on whether the Governor's Proclamation had been issued yet and it has. She clarified she was not assisting Althea Turner in setting up an Earthquake Drill. The remainder of the minutes was approved.

2. Status of OSHA Consultant: Robin stated she received a letter from OSHA stating they have received our request. We should be hearing something soon.

3. Review of Federal Safety Meeting: Robin indicated she sat in on the Federal Safety Meeting in which they spoke of AED's (Defibrillators). CAPT Ottaway has purchased around 48 of them and is looking at a possible refurbish of the old ones. MAJ Deckert asked for a review of the list from AGI and State Safety. Tim and Robin reviewed it and

come up with several areas that possibly could use more than one. That list was sent to MAJ Deckert. Robin also indicated she brought up at the meeting who was responsible for maintenance on those and COL Bond indicated they are federal property so the federal side should be doing the maintenance.

4. Review of Accident/Incident Reports for March: Robin indicated there were four reports total. One was a 911 call in which the employee was transported to the Hospital by Ambulance. Apparently he was suffering shortness of breath and called 911 a few minutes after his arrival at 8:00 AM. Another incident involved an employee who stepped off the edge of a trailer backwards. Marc asked if employee work habits are reviewed occasionally as in this instance where an employee steps off a trailer backwards. Tim stated yes, occasionally work habits are reviewed. The Incident involving the stairs here in the building has happened twice in approximately the same area. The group after the meeting met with the employee who slipped on the stairs at the incident location. The committee decided the only fix at this point is to try to "rough" up the edge of the step but that it's a soft rubber covering. It was later decided the only option we currently have is to post a sign that the stairs can be slippery as the cost to replace is very high. Roughing up the soft rubber did not work.

5. Hazard/Non Hazard Log Review: Robin reported no new issues have been added to either log.

6. Safety Day 2009: Robin indicated that last month we talked about Safety Day but didn't come up with anything. She will email SAIF to see if there is something they can do. Tim suggested something that is simple and could possibly be put on by someone else. Robin will follow up on it and report back to the Committee.

7. Earthquake Drill: Robin spoke with the TAG's assistant (Tracy was out of the office) to get available days to perform an Earthquake Drill. The TAG is out the 23rd and 24th of April so the committee decided to do the drill on Friday, April 24th at 9:30 AM. Robin will coordinate with the JFHQ building.

8. New Business: The committee reviewed the Quarterly Safety Inspection sheets for RTI, LaGrande RC, LaGrande FMS, Baker City RC, Medford Armory & FMS, and Grants Pass REDCEN. The committee discussed the issues listed on the sheets and the possible revamping of the checklists. John Unger suggested a couple of possible changes to the checklist and volunteered to draft up some baseline questions. Tim indicated that would be fine.

Marc Snook touched on the work he and Robin have been doing with the Executive Safety Committee. They are working on putting together several training courses for Supervisors and Managers and also the Safety Committees. The training has been put together and is in front of the Executive Safety Committee right now. Once the Committee signs off we will be able to start the training. The Safety Committee piece is both refresher training and designed to go over the regulation and discussion. The training class will also review the Executive Safety Committee Charter as it reflects on

Safety Committees in general. Robin has a copy of the training if anyone would like to take a look at it.

9. Next Meeting: The next meeting is scheduled for Tuesday at 1:30 PM, May 12, 2009 in the VTC room. The call in number is 1-866-308-7464. The conference number will need to be determined in the future as it changes each month. Meeting adjourned at 2:30 PM.

/s/
Robin Webb
Safety Manager & Recorder

**Oregon Military Department
Quarterly Workplace Safety Inspection**

Location: _____

Date: 11-May-09

Prepared by: _____

YES NO N/A

RECORDKEEPING/TRAINING

- 1) Are minutes of committee meetings kept and made available?
- 2) Is adequate safety training provided for employees and are records made available?

HOUSKEEPING

- 3) Are all areas kept clean, sanitary and orderly? (No trip, slip, or fire hazards)?
- 4) Is fire equipment, exits, stairways, aisles and electrical panels accessible and not blocked?

PERSONAL PROTECTIVE EQUIPMENT

- 5) Is correct PPE available and is it being used?
- 6) Is all required PPE functional and in good repair?
- 7) Is PPE being stored properly when not in use?
- 8) Is a fall arrest system in place and being used?
- 9) Is protection against excessive exposure to occupational noise provided?

MEDICAL/FIRST AID

- 10) Are adequate first aid kits available and accessible to each work area?
- 11) Are adequate means provided for flushing of the eyes in areas where corrosive materials are handled?
- 12) Are installed AED's accessible and inspected regularly?

PORTABLE LADDERS

- 13) Are all ladders maintained in good condition and are non-slip safety feet installed on each ladder?

LOCKOUT/TAGOUT

- 14) Are correct lockout/tagout procedures in use?
- 15) Are suspended loads on potential energy (such as compressed springs, hydraulics, or jacks) controlled to prevent hazards?

ELECTRICAL SAFETY

- 16) Are switches and circuit breakers clearly labeled to indicate their use or equipment served?
- 17) Are portable/fixed electrical tools and equipment grounded or of the double insulated type and are cords in good condition?
- 18) Do extension cords have a grounding conductor and are they free of splices or electrical tape and are not being used in lieu of permanent wiring?
- 19) Are junction boxes, MCC Cabinets and Breaker Panels closed with no open breaker knockouts?
- 20) Are GFCI outlets installed where needed?
- 21) Receptacles and/or face plates are not broken?
- 22) Surge suppressors are not "daisy chained"?

EXITS

- 23) Are doors, passageways that are neither exits or access to exits and which could be mistaken for exits appropriately marked "NOT AN EXIT," "STOREROOM," etc?

- 24) Are emergency/exit lights working and tested?

AISLES/WALKWAYS/WORKING SURFACES

- 25) Are aisle widths maintained at a minimum of 22-inches and emergency exit routes widths maintained at 28-inches and kept clear?
- 26) Are floor openings, floor holes and pits covered or otherwise guarded?
- 27) Are standard railings provided wherever aisle, walkways, open side of exposed stairs or raised workstations are elevated more than 30-inches above the ground or any adjacent floor?

YES NO N/A

- 28) No items are stored within 24" of ceiling?

CONFINED SPACES

- 29) Have all confined spaces been clearly labeled?

MACHINE GUARDING/HAND TOOLS

- 30) Is machinery, including grinders, saws and portable electric/pneumatic tools provided with appropriate safety guards and are they properly adjusted?

- 31) Are all portable and hand tools in good condition?

CHEMICALS

- 32) Are there Material Safety Data Sheets (MSDS) readily available for each hazardous substance?

- 33) Is there a list of hazardous substances used?

- 34) Are operating procedures readily available to employees who work in or maintain a chemical process?

- 35) Are hazardous materials properly stored?

- 36) Are containers of hazardous materials appropriately labeled, including Secondary Containers?

FIRE PROTECTION AND PREVENTION

- 37) Are employees periodically instructed in the proper use of portable fire extinguishers and fire protection procedures?

- 38) Are portable fire extinguishers provided in adequate number and type (mounted and locations marked every 75 feet or within 50 feet of a known fire source)? Are there signs "Fire Extinguisher"?

- 39) Are all fire extinguishers inspected and maintained regularly?

- 40) Is the fire alarm system tested at least annually?

- 41) Is the kitchen hood ventilation/fire suppression system functional and inspected at least quarterly?

- 42) Are storage cabinets used to hold flammable liquids of the proper type and are they labeled?

- 43) Do automatically closing doors (if installed) on flammable storage cabinets function properly?

- 44) Are covered metal waste cans used for oily rags and paint-soaked waste?

- 45) Are electrical equipment parts, which normally produce arcs, sparks, or flames enclosed and separated from all combustible materials?

WELDING/COMPRESSED GAS STORAGE

- 46) Are only trained and authorized personnel permitted to use welding, cutting or brazing equipment?

- 47) Are gages turned off when not in use?

- 48) Are cylinders properly stored and secured?

- 49) Are valve handles open to drain lines?

SUPERVISOR'S CHECKLISTS

- 50) Employee Orientation Checklist

- 51) New Job Orientation/Review Checklist

- 52) Ladder Inspection Checklist

- 53) Fall Protection Systems & Hazards Checklist

- 54) Forklift Competency Evaluation Checklist

Please complete Inspection Report on reverse.

or

Location: _____ Date: 11-May-09 Prepared by: _____

Observation				Action and Follow-up					
#	Item, Location, and Hazard(s)	Recommended Action	Priority			Responsible Person	Action Taken	Estimated Completion	Done? <input checked="" type="checkbox"/>
			A	B	C				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

Copies to: Supervisor Safety Committee Unit Other: _____

What's Your Safety Score?

Take this quiz to rate your on-the-job safety. Circle the answer that applies to you.

- | | | | |
|---|---------|-----------|-------|
| 1. I save "horseplay" for after-hours. | Usually | Sometimes | Never |
| 2. I read labels before using chemicals. | Usually | Sometimes | Never |
| 3. I use the right equipment, even when it takes longer. | Usually | Sometimes | Never |
| 4. I clean up spills right away. | Usually | Sometimes | Never |
| 5. I ask questions when I'm not sure of something. | Usually | Sometimes | Never |
| 6. I come to work sober and well-rested. | Usually | Sometimes | Never |
| 7. I take care of dangerous conditions or report them right away. | Usually | Sometimes | Never |
| 8. I take all safety precautions before beginning. | Usually | Sometimes | Never |
| 9. I always unplug equipment before cleaning or working on it. | Usually | Sometimes | Never |
| 10. I stay focused on the task at hand. | Usually | Sometimes | Never |
| 11. I take a "time out" when I'm angry. | Usually | Sometimes | Never |
| 12. I keep my work area neat and organized. | Usually | Sometimes | Never |
| 13. I keep my equipment in good repair. | Usually | Sometimes | Never |
| 14. I know what to do in an emergency. | Usually | Sometimes | Never |
| 15. I'm careful to put out matches, cigarettes or fires completely. | Usually | Sometimes | Never |

Scoring: Give yourself 3 points for each "USUALLY," 2 points for each "SOMETIMES" and 1 for each "NEVER."

Your Score: Over 40: Excellent safety attitude and practices.

30-40: Good. But why not change some of those "SOMETIMES" to "USUALLY"?

Under 30: You're taking too many chances with your safety. Why not pick three dangerous habits to change right away?

ATTITUDE & AWARENESS

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Assess Your Stress

Not all stress is bad. But too much stress can hurt your mental and physical well-being. Use this checklist to watch for excess stress in your life:

- | | |
|--|--|
| <input type="checkbox"/> fatigue | <input type="checkbox"/> feeling overwhelmed or out of control |
| <input type="checkbox"/> sleeplessness | <input type="checkbox"/> poor concentration |
| <input type="checkbox"/> irritability, anxiety or depression | <input type="checkbox"/> frequent crying |
| <input type="checkbox"/> change in appetite | <input type="checkbox"/> muscle spasms |
| <input type="checkbox"/> headache, backache or chest pain | <input type="checkbox"/> constipation or diarrhea |
| <input type="checkbox"/> lasting negative attitude | <input type="checkbox"/> shortness of breath |
| <input type="checkbox"/> numbness | <input type="checkbox"/> difficulty controlling your temper |

If you're experiencing any of these symptoms, try some simple stress reduction techniques, such as deep breathing, relaxation or exercise.

If you checked many boxes, you may need more than these techniques. Consider asking your healthcare provider about counseling or other ways to cope with the stress in your life.

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