



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

AGP

August 13, 2009

MEMORANDUM FOR RECORD

Subject: Safety Meeting for August, 2009

The Oregon Military Department Safety Committee met on 11 August 2009, at the Military Department in room 236. 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	Absent
Robin Webb	AGP	Safety Manager/Recorder	Present
Bryce Dohrman	AGC	Risk Manager	Absent
Bruce Vollstedt	AGI	Member	Present
Jeff Beck	AGI	Member	Present
Terry Larson	SMW	Member	Present
Terri Kroeker	DS-Air	Member	Absent
Mike Wiley	Region 4	Member	Present
John Unger	Region 5	Member	Present (Tele)
Owen Pence	Region 6	Member	Absent
Jack Cassity	Region 7	Member	Absent
Dan Hinkley	Region 8	Member	Present
Mike Wilson	AGI	Member	Absent
Terry Sevey	RTI	Member	Present
Randy Luketmeyer	AGI	Member	Absent
Cherie Zastoupil	OEM	Member	Absent

- 1. Review of Minutes:** The first order of business was to review the Safety Meeting minutes from the July, 2009 meeting. The minutes were approved as written. Bruce Vollstedt motioned and Mike Wiley second.
- 2. Review of Accident/Incident Reports for March:** There were no new incident reports for this location.
- 3. Hazard/Non Hazard Log Review:** No new issues have been added to either log.
- 4. Evacuation Coordinator Meeting Update:** Robin indicated the first Evacuation Coordinator meeting was held a couple of weeks ago. She believes it went pretty well. A fire drill is scheduled Monday, August 17th at 2:00 PM. This will be a dual test, one to fulfill the fire drill requirements and to also test out the assembly areas in the parking lot. We have on order 2 hard hats, 20 orange vests and 20 hand held radios. Update to follow at the next meeting.

5. Fire Extinguisher and CPR/AED/First Aid Training: There will be Fire Extinguisher training on Thursday, September 24th at 9:30 AM here at JFHQ. Jeff will coordinate getting the fire extinguishers to use. There is also another CPR/First Aid/AED training scheduled for October 27, 2009 at the ARC in room 114 at 9:00 AM.

6. Fire Drill – Touched on that, August 17th at 2:00 PM here at JFHQ.

7. New Business:

1. Review of Quarterly Inspections: Quarterly Inspections for LaGrande RC, LaGrande FMS, Baker City and Grants Pass armories were reviewed and signed off. Robin asked what the status is for JFHQ. Jeff indicated they are being done.
2. Smoking Issues: Robin brought up the issue of smoking in non designated smoking areas as we had another fire in the cigarette can outside of Federal Supply and people flinging cigarette butts into the bark dust. She will notify the Chief of Staff to remind everyone that smokes they need to use the designated smoking areas only.
3. AED's: Robin reminded everyone that MAJ Deckert sent out an email listing the dates of future AED training. The dates are August 18th in Springfield, August 19, 21st and September 12th at Kliever. It was mentioned that RTI and JFHQ should have two AED's. Robin will follow up on status.
4. Ropes Course: Terry L. indicated the Ropes Course is closed down at Camp Adair as a couple of the posts are down. He has someone on the federal side working on repairs.
5. Access Door from Rifle Range: John indicated the issue with the door having no seal has been corrected but wanted to make sure others are aware of that issue in case it is a wide spread problem. Jeff indicated he is checking those doors when he visits armories to make sure there are no further issues.

8. Next Meeting: The next meeting is scheduled for Tuesday at 1:30 PM, September 8, 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 (possibly 97309).

/s/
Robin Webb
Safety Manager & Recorder

AGENDA

JFHQ & Readiness Centers, Region 2 thru 8

Safety Committee Meeting

Location: JFHQ VTC Room

Date: Tuesday, August 11, 2009

Time: 1:30 PM

1. Review and approve July meeting minutes – All
2. Review of Accident/Incident Reports for July – Robin
3. Hazard Log Review/Non Hazard Log – Robin
4. Evacuation Coordinator Meeting Update – Robin
5. Fire Extinguisher & First Aid Training – Robin
6. Fire Drill - Robin
7. New Business

**Oregon Military Department
Quarterly Workplace Safety Inspection**

Location: La Grande RC

Date: 2 July 09

Prepared by: Jack Cassity FMS

YES NO N/A

HOUSEKEEPING

- 1) Is proper housekeeping maintained? (No trip, slip, or fire hazards)?

PERSONAL PROTECTIVE EQUIPMENT

- 2) Is PPE being used?
 3) Is all required PPE functional and in good repair?
 4) Is PPE being stored properly when not in use?
 5) Is a fall arrest system in place and being used?

LOCKOUT/TAGOUT

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

ELECTRICAL SYSTEMS

- 8) Is there a 36-inch clearance and 30-inch width maintained in front of electrical panels and are panel doors closed?
 9) Are disconnecting switches and circuit breakers clearly labeled to indicate their use or equipment served?
 10) Are circuit breakers accessible to personnel, protected from physical damage and located away from ignitable material?
 11) Are portable electrical tools and equipment and fixed electrical equipment grounded or of the double insulated type?
 12) Do extension cords being used have a grounding conductor. Are they free of splices or electrical tape? Are they being used in lieu of permanent wiring?
 13) Are junction boxes, MCC Cabinets and Breaker Panels closed with no open breaker knockouts?
 14) Are GFCI outlets installed where needed?
 15) Are there broken receptacles and/or face plates?
 16) Are surge suppressors "daisy chained"?

EXITS

- 17) Are exits kept free of obstructions?
 18) 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?
 19) Are emergency lights working and tested?

AISLES/WALKWAYS/WORKING SURFACES

- 20) Are aisle widths maintained at a minimum of 22-inches and emergency exit routes widths maintained at 28-inches and kept clear?
 21) Are fire aisles, access to stairways, and fire equipment kept clear?
 22) Are floor openings, floor holes, and pits covered or otherwise guarded?
 23) Are standard railings provided wherever aisle, walkways, open side of exposed stairs or raised workstations are elevated more than 48-inches above the ground or any adjacent floor?
 24) No items stacked on cabinet tops within 24" of ceiling?

CONFINED SPACE

- 25) Have all confined spaces been clearly labeled?

YES NO N/A

MACHINE GUARDING

- 26) Is machinery provided with appropriate safety guards?
 27) Are grinders, saws, and similar equipment provided with appropriate safety guards (tongue guards and work rests adjusted properly?)

CHEMICALS

- 28) Are there Material Safety Data Sheets (MSDS) readily available for each hazardous substance used in this department?
 29) Is there a list of hazardous substances used in this department?
 30) Are operating procedures readily available to employees who work in or maintain a chemical process?
 31) Are hazardous chemical containers appropriately labeled, including Secondary Containers?

FIRE PROTECTION AND PREVENTION

- 32) 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"?
 33) Are fire extinguishers easily accessible (nothing left or stored in front of them)?
 34) Are all fire extinguishers inspected and maintained regularly?
 35) Are storage cabinets used to hold flammable liquids labeled "Flammable"?
 36) Do cabinet doors automatically close?
 37) Are flammable liquids properly stored?
 38) Are covered metal waste cans used for oily rags and paint-soaked waste?
 39) Are electrical equipment parts, which normally produce arcs, sparks, or flames enclosed and separated from all combustible materials?

WELDING/COMPRESSED GAS STORAGE

- 40) Are only trained and authorized personnel permitted to use welding, cutting or brazing equipment?
 41) Are cylinders clearly marked to identify what they contained?
 42) Are cylinders secured while in use?
 43) Are gages turned off when not in use?
 44) Are cylinders chained while being stored?
 45) Are cylinders stored with cover caps and with a one hour burn barrier or 20 feet from any heat source or flammable hazard?
 46) Are valve handles open to drain lines?

SUPERVISOR'S CHECKLISTS

- 47) Employee Orientation Checklist
 48) New Job Orientation/Review Checklist
 49) Ladder Inspection Checklist
 50) Fall Protection Systems & Hazards Checklist
 51) Forklift Competency Evaluation Checklist

Please complete Workplace Inspection Report on reverse.

Location: La Grande RC

Date: 1 July 09

Prepared by: Jack Cassidy FMS

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"/>
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Copies to: Supervisor Safety Committee Unit Other: AGI Sharepoint

**Oregon Military Department
Quarterly Workplace Safety Inspection**

Location: Baker City

Date: 1 July 09

Prepared by: Jack Cassity FMS

YES NO N/A

HOUSKEEPING

- 1) Is proper housekeeping maintained? (No trip, slip, or fire hazards)?

PERSONAL PROTECTIVE EQUIPMENT

- 2) Is PPE being used?
 3) Is all required PPE functional and in good repair?
 4) Is PPE being stored properly when not in use?
 5) Is a fall arrest system in place and being used?

LOCKOUT/TAGOUT

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

ELECTRICAL SYSTEMS

- 8) Is there a 36-inch clearance and 30-inch width maintained in front of electrical panels and are panel doors closed?
 9) Are disconnecting switches and circuit breakers clearly labeled to indicate their use or equipment served?
 10) Are circuit breakers accessible to personnel, protected from physical damage and located away from ignitable material?
 11) Are portable electrical tools and equipment and fixed electrical equipment grounded or of the double insulated type?
 12) Do extension cords being used have a grounding conductor. Are they free of splices or electrical tape? Are they being used in lieu of permanent wiring?
 13) Are junction boxes, MCC Cabinets and Breaker Panels closed with no open breaker knockouts?
 14) Are GFCI outlets installed where needed?
 15) Are there broken receptacles and/or face plates?
 16) Are surge suppressors "daisy chained"?

EXITS

- 17) Are exits kept free of obstructions?
 18) 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?
 19) Are emergency lights working and tested?

AISLES/WALKWAYS/WORKING SURFACES

- 20) Are aisle widths maintained at a minimum of 22-inches and emergency exit routes widths maintained at 28-inches and kept clear?
 21) Are fire aisles, access to stairways, and fire equipment kept clear?
 22) Are floor openings, floor holes, and pits covered or otherwise guarded?
 23) Are standard railings provided wherever aisle, walkways, open side of exposed stairs or raised workstations are elevated more than 48-inches above the ground or any adjacent floor?
 24) No items stacked on cabinet tops within 24" of ceiling?

CONFINED SPACE

- 25) Have all confined spaces been clearly labeled?

YES NO N/A

MACHINE GUARDING

- 26) Is machinery provided with appropriate safety guards?
 27) Are grinders, saws, and similar equipment provided with appropriate safety guards (tongue guards and work rests adjusted properly?)

CHEMICALS

- 28) Are there Material Safety Data Sheets (MSDS) readily available for each hazardous substance used in this department?
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 35) Are storage cabinets used to hold flammable liquids labeled "Flammable"?
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 37) Are flammable liquids properly stored?
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 39) Are electrical equipment parts, which normally produce arcs, sparks, or flames enclosed and separated from all combustible materials?

WELDING/COMPRESSED GAS STORAGE

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 43) Are gages turned off when not in use?
 44) Are cylinders chained while being stored?
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 46) Are valve handles open to drain lines?

SUPERVISOR'S CHECKLISTS

- 47) Employee Orientation Checklist
 48) New Job Orientation/Review Checklist
 49) Ladder Inspection Checklist
 50) Fall Protection Systems & Hazards Checklist
 51) Forklift Competency Evaluation Checklist

Please complete Workplace Inspection Report on reverse.

Location: Baker City

Date: 1 July 09

Prepared by: Jack Cassity FMS

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Copies to: Supervisor Safety Committee Unit Other: AGI Sharepoint

Oregon Military Department
Quarterly Workplace Safety Inspection

Location: La Grande FMS

Date: 2 July 09

Prepared by: Jack Cassity FMS

YES NO N/A

HOUSEKEEPING

- 1) Is proper housekeeping maintained? (No trip, slip, or fire hazards?)

PERSONAL PROTECTIVE EQUIPMENT

- 2) Is PPE being used?
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Please complete Workplace Inspection Report on reverse.

Location: La Grande FMS

Date: 2 July 09

Prepared by: Jack Cassidy FMS

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Copies to: Supervisor Safety Committee Unit Other: _____

Oregon Military Department
Quarterly Workplace Safety Inspection

Location: Croants Pass

Date: 7-Jul-09

Prepared by: John Unger

YES NO N/A

HOUSEKEEPING

- 1) Is proper housekeeping maintained? (No trip, slip, or fire hazards)?

PERSONAL PROTECTIVE EQUIPMENT

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Please complete Workplace Inspection Report on reverse.

Location: _____

Date: 7-Jul-09

Prepared by: John Unger

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				
15	Missing receptacle cover in NBC STRM	Replace cover	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	John Unger	Replaced cover.	10 July 09	<input checked="" type="checkbox"/>
17	File cabinet blocking exit door in NBC STRM	Move file cabinet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spc Ortiz		13 July 09	<input type="checkbox"/>
20	PLT Cage area aisle is blocked.	Remove items, maintain aisle width	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spc Ortiz		13 July 09	<input type="checkbox"/>
21	Weight equipment blocking access to Fire Extinguisher	Moved weight equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spc Ortiz		7 July 09	<input checked="" type="checkbox"/>
37	Spray paint cans stored in shopping basket in PLT Cage area.	Remove cans to POL shed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spc Ortiz		10 July 09	<input type="checkbox"/>
1	Kitchen range grease trap full.	Empty and clean grease trap	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	John Unger	Emptied and cleaned grease trap	7 July 09	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>

Copies to: Supervisor Safety Committee Unit Other: BB