
AGENDA

JFHQ & Readiness Centers, Region 2 thru 8

Safety Committee Meeting

Location: JFHQ VTC Room

Date: Tuesday, July 14, 2009

Time: 1:30 PM

1. Review and approve June meeting minutes – All
2. Status of OSHA Consultant – Tim Gilbert
3. Review of Accident/Incident Reports for June – None
4. Hazard Log Review/Non Hazard Log – None
5. CPR-AED Training Update
6. Quarterly Inspection Checklist Follow-up & Vehicle Checklist Update – Tim Gilbert
7. New Business



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
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SALEM, OREGON 97309-5047

AGP

26 June 2009

MEMORANDUM FOR RECORD

Subject: Safety Meeting for June, 2009

The Oregon Military Department Safety Committee met on 9 June 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	Absent
Timothy Gilbert	AGI	Member	Present
Robin Webb	AGP	Safety Manager/Recorder	Present
Bryce Dohrman	AGC	Risk Manager	Absent
Bruce Vollstedt	AGI	Member	Present (Tele)
Jeff Beck	AGI	Member	Present (Tele)
Terry Larson	SMW	Member	Present
Terri Kroeker	DS-Air	Member	Present
Mike Wiley	Region 4	Member	Present
John Unger	Region 5	Member	Present (Tele)
Owen Pence	Region 6	Member	Present (Tele)
Jack Cassity	Region 7	Member	Present (Tele)
Dan Hinkley	Region 8	Member	Absent
Mike Wilson	AGI	Member	Absent
Terry Sevey	RTI	Member	Absent
Randy Luketmeyer	AGI	Member	Absent
Cherie Zastoupil	OEM	Member	Present

- 1. Review of Minutes:** The first order of business was to review the Safety Meeting minutes from the May, 2009 meeting. The minutes were approved as written. John Unger motioned and Owen Pence second. Tim Gilbert chaired the meeting as Frank Wallace was on vacation.
- 2. Status of OSHA Consultant:** Robin stated the OSHA Consultant will be here on Monday, June 29th at 9:00 AM. An update of that visit will be covered in the July meeting.
- 3. Review of Accident/Incident Reports for March:** Robin indicated there were no new incident reports for this location.
- 4. Hazard/Non Hazard Log Review:** Robin reported no new issues have been added to either log.

5. CPR-AED Training: Robin stated we have CPR-AED training scheduled at the ARC on Tuesday, June 16th at 9:00 AM in room 114 and one at Camp Withycombe on July 14th at 9:00 AM in building 6100. Right now there are 32 people signed up for training.

6. Quarter Inspection Checklist Follow-up & Vehicle Checklist: John indicated he emailed the final to Robin. He combined the two best vehicle checklists to make one. Bruce suggested that this form be combined with the monthly mileage check so there is one form. Tim indicated if you are using a vehicle in a remote location, you should be looking at issues frequently. Robin stated this form started out more like an employee checklist for each time an operator would sit in a car but she revamped it. She is looking at this more as a checklist for our maintenance staff and for those who have permanently assigned cars (outlying areas), to review monthly. Tim suggested tabling the Vehicle Checklist until the next meeting with the proposed changes of adding "if equipped" to the fire extinguisher and also the change to the last sentence of what actions to take if involved in an accident. Also, everyone come back with a suggestion of how do we utilize this? Do we want it to be a form that goes into the 420-10 with the other safety inspection forms, when should it be due, i.e. weekly, monthly? Keep in mind we are not trying to create more work but a safety committee trying to promote safety and health awareness in the work environment. Let's see if we can find a balance.

The Quarterly Inspection Checklist, Tim indicated they are in the process of working the rewrite of 420-10. Jeff stated he has a few changes but didn't bring the document. Tim suggested he bring it to the next meeting for further discussion.

7. New Business: Robin indicated the federal side is providing Motor Cycle Training at no cost to all Military Dept. state employees. If you are interested just call the number on the email (attached) or check their website at Team Oregon or Latus Motors. She also stated as far as she knows it does not matter what class you sign up for, Intermediate, Basic or Advanced, they are all covered.

Tim reminded everyone that its spring so make sure everyone is using eye protection, hearing protection, etc. Bruce indicated it's a good time to remind everyone that if they are mowing the lawn without hearing or eye protection, they need to.

Jeff will check on whether the Quarter Inspection for this building has been done as the Safety Committee originally was going to perform but got too busy. Bruce reminded Regions 6, 7 and 8 if they have not traded with someone else's facility, try to schedule that for the next Quarterly.

8. Next Meeting: The next meeting is scheduled for Tuesday at 1:30 PM, July 14, 2009 in the VTC room. Robin indicated she will not be here for the next meeting as she will be on vacation. 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 2:00 PM.

/s/

Robin Webb
Safety Manager & Recorder

**Oregon Military Department
Quarterly Workplace Safety Inspection**

Location: _____

Date: 26-Jun-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: 26-Jun-09

Prepared by: _____

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

Vehicle Safety Checklist

The following checklist is intended to ensure the safety of employees who are assigned a permanent vehicle or drive a vehicle that is dispatched by AGI personnel and completion of vehicle maintenance. Any "no" answer should be cause for concern and corrective action. At least once a month, AGI personnel should complete the following checklist.

Vehicle Number _____ Date: _____

	Yes	No	Comments
<i>Are all departmental vehicles equipped with the following items in good operating condition:</i>			
Adequate rearview mirrors?			
Safety Belts?			
Windshield wiper blades and fluid?			
Horn?			
Operation head lights, tail lights, brake lights and turn signals?			
License plate light?			
Emergency/parking brake?			
Good tires with adequate tread and correct pressure?			
Engine oil, transmission, steering, brake fluid and coolant levels?			
Brakes with adequate stopping power?			
Exhaust system has no apparent leaks?			
Does heater and defroster work properly?			
Windshield is intact with no cracks that reduce visibility?			
There are no unusual noises or vibrations?			
Are all gauges operational?			
Are belts and hoses in good condition?			
Inflated spare tire, operational jack and lug wrench?			
Tire chains or traction tires? (winter months)			
Properly serviced fire extinguisher, if equipped?			
First aid kit, emergency blanket, reflectors and/or flares, bottled water, hand wipes etc.?			
Are appropriate notices posted as a reminder that all employees and their passengers are required to wear seat belts?			
Is Form available in book as to what to do if you are involved in an accident?			

Employee Signature

Supervisor's Signature

Paul; Rolfe, Nick; Romero, Donna; ROSS Stanley S; Ross-Lee Loreen S; Rozzell, Rickey; Ruth, Dennis; Ryan, Donald; Saunders, Edwin; Schafer, Donald; Scheehan, Mark; Scheehearn Mark O; Scheel, alan; Schulke, Robert; Schwebach, Mike; Senser, Pete; Sevey, Terry; Shaw, David; Shepherd, Peter; Shields Patrick C; Sigrist, Dennis; Silva Amber M; Sixour, Vickie; Slevin, Julie; Smith Richard A; Smith, Shirley; Sneed, John; Snyder, John; Soliz, Armando; Sota David; Stanley, Marte; Stark, Jeanie; Starr, Debra; Staub, John; Stewart, Gary; Stratman Deborah P; Strupith, Frank; Suchla, Danny; Swafford, Roy; Tario, Giovanni; Tarr, Brian; Taylor John; Taylor, Chuck; Taylor, Nick; Tennyson, Mark; Thomas, Craig; Thompson, Brian; Thompson, Michael; Thompson, Paul G; Thornley, Ted Allen; Thrasher Lamara V; Tripp, John; Turner, Althea; Turner, Elisabeth Jean; Turner, Russell L; Tyner Richard S; Underwood, Robert; Unger, John A; vaght, william; Vandrew, Gary; Vangorder, Justin; Vargas Antonio J; Vertner Barry L; Villarreal, Camilla; Vollstedt, Bruce; Wagers, William; Wallace, Frank; Walz Darrell E; Warnock, Ken; Watt Steven G; Weaver, Dwain; Webb, Robin; Weitman Rod; White, John; Widenmeyer, Kevin; Wilaby, Heather; Wilcock, Danny; Wiley, Mike; Willeford James P; Williams, Darryl; Williams, Marcus; Wilski, Jerome; Wilson Christian L; Wilson, George; Wilson, John; Wilson, Michael E; Wolfe, Steve; Wolke, Richard; Wong, Sommy; Wood, Gregory; Woodke, William; Wou, Michael; Wunder, Steven; Wyatt, Terry; Yeamans, Kevin; Yexley Brandy; Yoder, Wendy; Yost, Travis; Youngren, William; Zaik, Richard; Zastoupil, Cherie; Zubrick, Joshua
'Tavoloni, Anthony W 2LT MIL NG ORARNG'; 'Deckert, Timothy J MAJ MIL NG ORARNG'

Cc:

Subject:

Free Motorcycle Training Classes

For those of you who ride motorcycles or are thinking about getting one, you might want to consider registering for the motorcycle safety course put on by Team Oregon or Latus Motors (depending on your location). This training is being offered free of charge to Oregon Military Department State and Federal employees only. If you are interested, here is the information.

Team Oregon:

- 1) Go to website teamoregon.orst.edu and pick a location
- 2) Call 1-800-545-9944 ext 0 and inform the person which location date and time that you would like to register for. Ensure that you inform them that you are ORARNG and they will charge the card on record. We CANNOT reimburse anyone who pays for the class themselves.

Latus Motors:

- 1) Call 503-249-8653 and ask to speak to someone in riders edge safety and register the same as Team Oregon. They have the card on record. Latus only conducts classes in the Portland Area.

Managers - Please share this information with your employees who do not have access to emails.

Please let me know if you have problems or questions related to this training. You can either email me or call me at 503-584-3581.

Robin Webb