



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

AGP

November 10, 2009

MEMORANDUM FOR RECORD

Subject: Safety Meeting for November 2009

The Oregon Military Department Safety Committee met on 10 November 2009, at the Military Department in room 200. 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	Absent
Bryce Dohrman	AGC	Risk Manager	Absent
Bruce Vollstedt	AGI	Member	Absent
Jeff Beck	AGI	Member	Present
Terry Larson	SMW	Member	Present
Terri Kroeker	DS-Air	Member	Present
Mike Wiley	Region 4	Member	Present
John Unger	Region 5	Member	Absent
Owen Pence	Region 6	Member	Present
Jack Cassity	Region 7	Member	Present
Dan Hinkley	Region 8	Member	Absent
Terry Sevey	RTI	Member	Present
Cherie Zastoupil	OEM	Member	Present

- 1. Review of Minutes:** The first order of business was to review the Safety Meeting minutes from the October, 2009 meeting. The minutes were approved as written by
- 2. Review of Accident/Incident Reports for October:** There was no new Report of Incident/Accident/Illness for October
- 3. Hazard/Non Hazard Log Review:** No new issues have been added to either log.
- 4. Facility Evacuation Plan:** The need for an evacuation plan or instruction to be given outsiders renting our facilities was identified in a previous meeting and scheduled for discussion during this meeting. The example from Region 6 was not delivered so this topic was tabled until December.
- 5. Flu season and H1N1:** The committee discussed the steps that have been taken for flu and disease prevention. It appears that even though the initial rush is over there are adequate hand sanitizers scattered through out all the facilities that were represented during this meeting and all the safety and awareness posters were posted as requested.

6. Safety training: The Safety Committee completed the "7 Minute Safety Training" on foul weather driving. The committee further discussed the topic and the use of the 7 Minute programs for other small groups as a means of developing more safety awareness.

7. Next Meeting: The next meeting is scheduled for Tuesday at 1:30 PM, December 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/

Frank Wallace
Safety Committee Chairman



- Goals:** This safety session should teach employees to:
- Understand the special hazards of foul weather driving.
 - Know techniques to minimize foul weather driving risks.

Applicable Regulations: General Duty Clause Sec. 5 (b)



1. Bad Weather Creates Added Driving Hazards

- Rain, snow, and ice make roads slippery and can reduce tire traction.
- Visibility is reduced.
- Many drivers become tense and worried, which may make them drive less safely.

2. Prepare for Bad Weather

- Clean off headlights regularly to improve visibility.
 - Check periodically to make sure no bulbs are burned out.
- Replace windshield wiper blades; they're not effective when they're worn.
- Check tire condition and inflation.
 - Worn tires can't grip the road and may blow out; replace them.
 - Tire pressure falls with the temperature. Check tires before driving, and inflate them to manufacturer's recommended level.
- In cold climates, add the following to your vehicle emergency kit:
 - Spillproof container of sand or cat litter
 - Ice scraper, snow brush, and small folding shovel
 - Blanket (to keep warm while waiting for help after a breakdown)

3. Slow Down in the Rain

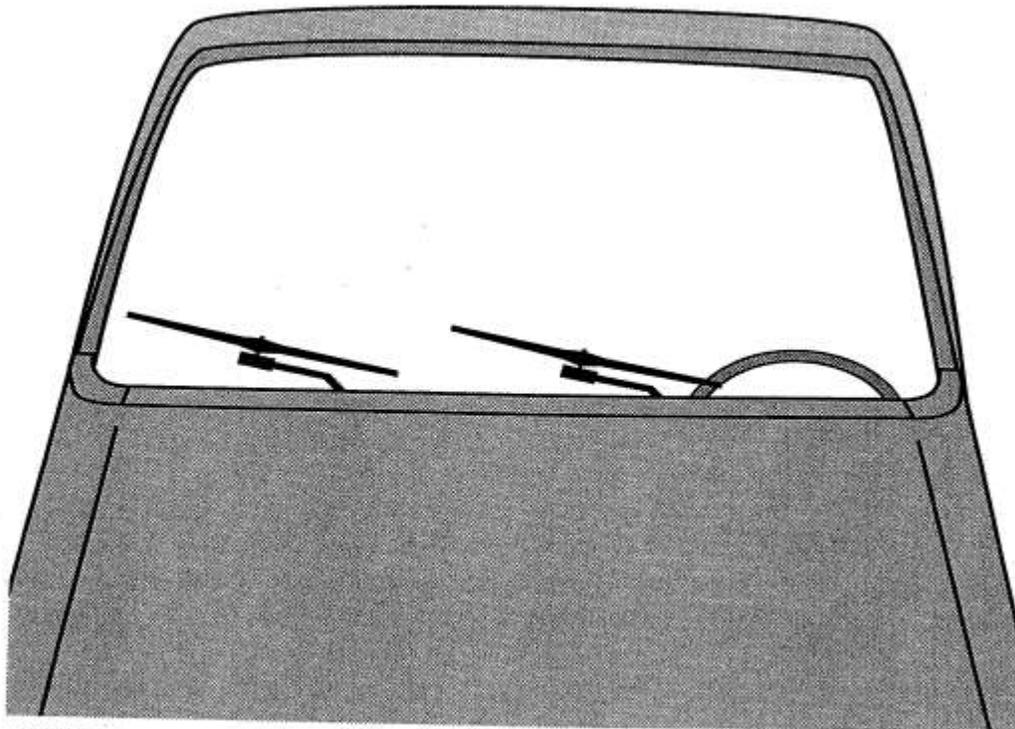
When it rains:

- Reduce speed and stay four seconds (not the usual two) behind the driver in front
- Use windshield wipers and headlights (not parking lights)
- Use defroster if the inside windows steam up
- Be aware that roads are most slippery in light rain or when rain first starts
 - The mixture of rain with oil and dirt on the road makes it slippery.
- Slow down for large puddles, which can reduce braking ability
 - Drive through slowly, tapping the brake.
 - Test brakes once you're through, after checking that no one's close behind.
- Avoid hydroplaning (tires driving on the water, not the road) in puddles
 - If you start to lose control, take your foot off the gas. Don't brake suddenly.
- Be aware of passing trucks; their spray could temporarily limit your ability to see
- Be prepared to respond quickly if other drivers lose control



Foul Weather Driver Alert!

- Be sure your lights, windshield wipers, and tires are in good working condition.
- Carry snow and ice removal and traction materials in cold winter climates.
- Slow down—and stay at least four seconds behind the vehicle in front.
- Be prepared to respond quickly if other drivers lose control.
- Use lights, windshield wipers, and defrosters.
- Keep in mind that roads are most slippery when they're just a little wet.
- Slow down when you go through puddles. Tap your brakes, and test them once through the puddle.
- Clear any snow and ice off the car before you drive.
- Remember that ice forms first on bridges and lasts longest in shady spots.
- If you skid, take your foot off the gas and the brake (unless you have ABS) and steer gently into the skid to get the wheels rolling again.
- Slow down gradually in fog and avoid passing.





FOUL WEATHER DRIVING QUIZ

- 1. Tires usually need inflating when temperatures drop, as cold weather reduces tire pressure.**
a. True b. False
- 2. Windshield wiper blades never have to be replaced.**
a. True b. False
- 3. In any kind of bad weather, your driving speed should be:**
a. Much slower than normal
b. Equal to the road's speed limit
c. Whatever other drivers are doing
- 4. Rain makes the road most slippery when:**
a. It has been raining hard for hours
b. It's just starting to rain
c. It rains when it's very hot
- 5. When you come to a large puddle, you should slow down and:**
a. Brake hard as you go through, and tap the brake after you pass the puddle
b. Take your foot off the brake
c. Tap the brake, then test it after you pass the puddle
- 6. In bad weather, your distance from the vehicle in front should be:**
a. Two seconds
b. Four seconds
c. As close as possible
- 7. When the temperature drops, ice will form most quickly on:**
a. Highways
b. Local roads
c. Bridges
- 8. In a skid, you should brake only if:**
a. Your vehicle has antilock brakes
b. You are an especially skillful driver
c. There aren't any other vehicles around
- 9. If it suddenly becomes foggy, you should:**
a. Cut your speed in half immediately
b. Slow gradually, so you don't hit anyone and no one hits you
c. Keep going at the same rate of speed
- 10. Other drivers are a special risk in bad weather because:**
a. They may lose control due to panic or carelessness
b. You could have a collision with an uninsured driver
c. They may not carry emergency equipment

When you have completed this quiz, turn it in to your supervisor.

Name: _____ **Date:** _____