



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

AGP

February 26, 2010

MEMORANDUM FOR RECORD

Subject: Safety Meeting for February, 2010

The Oregon Military Department Safety Committee met on 2 February 2010, at the Military Department in room 200. The meeting convened at 1:30 PM. The status of 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	Present
Jeff Beck	AGI	Member	Present
Terri Kroeker	DS-Air	Member	Present
Mike Wiley	Region 4	Member	Present
John Unger	Region 5	Member	Present
Owen Pence	Region 6	Member	Present
Vacant	Region 7	Member	Vacant
Dan Hinkley	Region 8	Member	Present
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 January, 2010 meeting. Minutes were approved as written.
- 2. Review of Accident/Incident Reports for the Agency for January:** There was one for a Construction Inspector. The committee reviewed and indicated there is not much to recommend as the employee stood up from her chair and felt her knee pop.
- 3. Hazard/Non Hazard Log Review:** No new issues have been added to either log.
- 4. 2010 Safety Topics:** There were two topics for February, Workplace Fire Safety and Powered Platforms/Forklifts. All the information was read within the committee and posted on the Safety Bulletin Board. Robin sent out a "Monthly Safety Topic" email to all OMD employees.

Ladder safety was brought up. There is a training class being offered for free through American Ladder Safety. All maintenance workers on the East side of the mountain have already taken the training. The West side of the mountain is still working on getting this training completed.

5. Renter Policy Manual: Tim indicated this information was reviewed at the State Maintenance Workshop. It consists of how to evacuate our facilities in the event of an emergency for our renters. Bruce indicated he will have Terry Wyatt shoot John Unger an electronic copy in order for others to use as a Boiler plate.

6. OSHA Log Reminder: OSHA 300 Logs have been sent out so if you have not received one for your area, let Robin know.

7. Quarterly Inspections: Tim indicated the Supervisors need to provide a sample or a percentage of their Inspections to Robin for occasional review by the committee.

8. New Business:

- a. Frank indicated Robin will not be available for the 9th of March as she will be at a Safety Conference in Eugene. The group decided to follow through with leaving the March meeting as scheduled despite 3 people not being available.
- b. Bruce and Owen – OSHA Inspection: Bruce indicated it was a surprise inspection from a Federal person. Chain of command should have been alerted which did not happen in this case. There were only three major items, one of them was a hand rail on a set of stairs that have been there for 10 years, another was in the warehouse, behind an office, in a locked closet, there was some knockouts missing in a breaker panel. Russ has taken care of them. The wash rack level was over a certain height so heater needed to be guarded. Tim indicated some things we should learn from these inspections is why these things were not found during our own quarterly inspections and if so, why were they not completed. Jeff indicated that OSHA uses a sliding scale for violations and if they find something at one facility and come back a year later or find the same situation at another, they can issue a larger fine. Tim indicated that list needs to be attached to the Safety minutes for others to review.

9. Next Meeting: The next meeting is scheduled for Tuesday at 1:30 PM, March 9, 2010 in the TAG Conference room, 200. The call in number is 1-866-700-9253 and the PIN is 2280321.

/s/

Robin Webb
Safety Manager & Recorder

AGENDA

JFHQ & Readiness Centers, Region 2 thru 8

Safety Committee Meeting

Location: JFHQ TAG Conf. Room 200

Date: Tuesday, February 9, 2010

Time: 1:30 PM

1. Review and approve January meeting minutes – All
2. Review of Accident/Incident Reports for January
3. Hazard Log Review/Non Hazard Log
4. 2010 Safety Topics
5. Renter Policy Manual – Tim & Bruce
6. OSHA Log reminders
7. Quarterly Inspections
8. New Business

9. Next Meeting Date

Workplace Fire Safety



You Can Prevent Workplace Fires



Housekeeping

- Keep work areas free of dust and lint; put waste in proper containers.
- Keep combustible materials (e.g., paper) away from heat and machines.



Flammable Liquids

- Follow label and MSDS handling and storage precautions.
- Clean up spills and leaks immediately.
- Use nonflammable substitutes whenever possible for cleaning and other tasks.
- Use approved airtight metal containers that are kept closed when not in use.
- Ground containers during transfers.
- Use only in well-ventilated areas, away from heat sources.
- Treat empty used containers as you would full ones, unless purged.
- Remove saturated clothing immediately.



Oxygen

- Keep oxygen cylinders from contact with anything combustible.



Electricity

- Replace cords and wires that are frayed or have worn insulation.
- Don't overload circuits, motors, fuses, or outlets.
- Make sure you have good ground connections.
- Don't let heating equipment or machinery run overnight if unattended.
- Keep machines and motors clear of dust and grease. Keep bearings lubricated.



Fuel and Ignition Sources

- Smoke only where permitted.
- Use space heaters only in well-ventilated areas where they can't fall over.
- Perform welding and cutting in protected areas.
- Use chemical label and MSDS information to keep incompatible substances away from each other.

**And in case of fire —
Keep fire alarms, exits, aisles, and sprinklers clear!!**

FEBRUARY SAFETY TOPIC

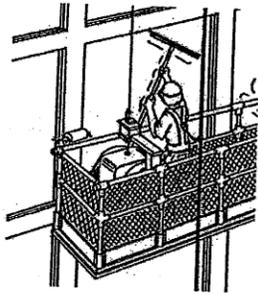
Powered Platforms

Overview

Maintaining a safe work atmosphere on a powered platform involves proper inspection and maintenance of the powered platform, as well as a thorough understanding of emergency procedures.

Operation and use

Follow the manufacturer's guidelines when operating and using a powered platform. Some basic rules to follow for any type of powered platform include the following.



- Do not exceed the load rating for the powered platform, as found on the load rating plate.
- Clear platforms of ice, snow, and other slippery materials.
- Protect the platform, its components, wire ropes, and life lines from damage.
- Do not use the platform in winds exceeding 25 miles per hour.
- Keep the platform free of debris, unused tools, and materials.

Inspection

To ensure the proper operation of a powered platform, it must be inspected at regular intervals by competent persons. Inspections of a powered platform consist of the following.

- Checking the platform and its components for visual defects in a daily inspection before use.
- Inspecting and testing the governors and secondary brakes according to manufacturer's guidelines at least yearly.
- Inspecting all suspension wire ropes visually after each use and after each incident that might affect the rope's integrity.
- Examining all ropes that have not been in service for more than 30 days.
- Inspecting all parts of the powered platform according to manufacturer's guidelines at least yearly.

Personal fall arrest system

Another factor in safe powered platform work is the use of personal fall arrest systems. A personal fall arrest system limits the fall of a worker from the platform. The personal fall arrest system consists of a full body harness, lanyard, rope grabs, lifeline, lifeline anchorage points, and rig.

FEBRUARY SAFETY TOPIC

FORKLIFT SAFETY

Prevent Forklift Accidents

If you work with, on, or around forklifts, remember:

- Only specially trained, authorized employees may operate forklifts.
- Forklifts must be carefully inspected—the tires, brakes, steering, horn, forks, etc.—before use each day or shift.
- No forklift that's damaged or not operating properly may be used.

If you work around forklifts:

- Be alert to oncoming vehicles and horn signals.
- Don't try to hitch a ride on a forklift.
- Don't ride on the forks.
- Don't stand or walk under elevated parts, even if they're empty.

If you operate a forklift:

- Check your route in advance, so you're aware of overhead clearances and poor or obstructed road surfaces.
- Never indulge in stunt driving or horseplay.
- Keep your arms, hands, and legs inside the truck.
- Wear safety belt, hard hat, sturdy shoes with nonskid soles, and any other PPE required by your employer.
- Obey speed limits and stay in your lane.
- Stay at least three truck lengths behind the vehicle in front.
- Slow down for turns; sound the horn at intersections; and come to a stop before going into reverse.
- Yield to pedestrians and emergency vehicles.
- Stay a safe distance from ramp or platform edges.
- Refuel only in assigned areas and follow proper precautions.

Oregon Military Department
Quarterly Workplace Safety Inspection

Location: Roseburg REDCEN

Date: 12 January 2010

Prepared by: John Unger

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 and 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 within 24" of ceiling?

CONFINED SPACES

- 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: Grants Pass REDCEN

Date: 12 January 2010

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				
1	Backyard items need stowed. BBQ, pallets etc.	Stow items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SGT Lybarger		31 Jan 10	<input type="checkbox"/>
1	Indoor Firing Range needs housekeeping	Perform housekeeping in IFR. Remove garbage, cardboard etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SGT Lybarger		31 Oct 09	<input type="checkbox"/>
3	Missing/degraded PPE (ear muffs, safety glasses, gloves)	Order PPE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Beck	WO# 410495010	31 Oct 09	<input type="checkbox"/>
15	Missing receptacle covers in RMA#112 (single 30 amp)	Replace receptacle cover. Order if necessary.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	John Unger		31 Oct 09	<input type="checkbox"/>
16	Ext cord used in lieu of permanent wiring in Recruiting Office	Rearrange furniture. Microwave and refrigerator must be plugged directly into outlet.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SSG Baimbridge John Unger		30 Nov 10	<input type="checkbox"/>
28	MSDS' not available for supply office/flamm locker.	Work with Supply SGT to obtain required MSDS.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SGT Lybarger John Unger		1 Jun 10	<input type="checkbox"/>
37	Flam liquids found in USAR vault room	Remove to Flam Locker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SGT Lybarger		16 Oct 09	<input type="checkbox"/>
15	Broken receptacles in locker room and recruiting office.	Replace receptacles with stock on Hand.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	John Unger Jeff Beck		6 Oct 09	<input checked="" type="checkbox"/>

Copies to: Supervisor Safety Committee Unit Other: BB

COUTES Unofficial OSHA RESULTS

26 Jan 2010

FINDING With Citation	ABATEMENT PLAN	POC	STATUS/DATE	DATE FIXED	NOTE
Unguarded heaters in washrack rooms	Install shields two each				
Circuit panel missing breakers and not labeled.	Install blocks or spares and label.				
Oxygen acceylene tanks not depressurized	Training class and bleed off pressure				
Finding no Citation					
Fire extinguishers not mounted	Mount in supply and warehouse				
plug unserviceable battery charger	Install new plug on battery charger				
Anchor Hydraulic Press to floor	Mr. Beasley is verifying requirement				
Hose by drill press not regulated	Remove hose				
Norco welder Argon bottle lines not bled off	Training class and bleed off pressure				
No (watch your step signs above bay man doors)	Install signs above man doors in Bays				
No lighted door exit signs above doors	Install lighted ext signs above doors				
non exit doors not marked	Install (not an Exit signs)				
Shelves in Janitor closet not anchored to wall	Anchor Shelves in Janitor closet				
Exhaust fan loose in Women's Restroom	Secure Fan				
Electrical panels blocked in mechanical room	clean mechanical room post no storage				
Shelves not marked with weight capacity	Mark shelves with max weight				
No exit signs posted in trailer	Install exit doors in trailer				
Steps on West side trailer need non slip material	Install non skid on steps				
No hand rails on stairs at S end of CHP	install hand rails				
Shelves not marked with weight capacity in CHP	Mark shelves with max weight				
Shelves in CHP not anchored to wall	anchor Shelves in CHP				
No shield on light bulb in CHP	install shield				
Drill Chuck missing Chuck Guard	Install chuck guard				
Norco welder ground clamp unserviceable	Replace ground clamp				
flourescent bulbs missing protective guards.	Install guards				
Evac plan missing locations of extinguishers and AED	Annotate and post new plans				
pallets of loose wood stored on top of boxes	Remove pallets				
No caution wet floor signs on hand 4 Each	purchase 4 signs				
Propane tank by CHP has no protection	Install safety Berm				