

AGENDA

JFHQ & Readiness Centers, Region 2 thru 8

Safety Committee Meeting

Location: JFHQ TAG Conf. Room 200

Date: Tuesday, October 12, 2010

Time: 1:30 PM

1. Review and approve September meeting minutes – All
2. Review of Accident/Incident Reports for September
3. Hazard Log Review/Non Hazard Log
4. October Safety Topics
5. Health & Wellness Fair AAR
6. New Business
7. Next Meeting Date



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

AGP

October 12, 2010

MEMORANDUM FOR RECORD

Subject: Safety Meeting for October, 2010

The Oregon Military Department Safety Committee met on 12 October 2010, at the Military Department in room 200. The meeting convened at 1:30 PM. The status of Member attendance was as follows:

Owen Pence	Region 6	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
Jeff Beck	AGI	Member	Present
Terri Kroeker	DS-Air	Member	Absent
Mike Wiley	Region 4	Member	Absent
John Unger	Region 5	Member	Present
Vacant	Region 7	Member	Vacant
Dan Hinkley	Region 8	Member	Absent
Terry Sevey	RTI	Member	Present
David Stuckey	OEM	Member	Absent
Cherie Cline	OEM	Alternate for OEM	Present

1. Review of Minutes: The first order of business was to review the Safety Meeting minutes from the September 14, 2010 meeting. One correction was noted, change Cherie's last name to Cline. A motion to approve the minutes with the correction noted was given by John Unger and a second by Bruce Volstead.

2. Review of Accident/Incident Reports for the Agency for September: There was only one from Camp Rilea. This person was instructed on proper lifting techniques and was told to report any injuries in the future immediately to his supervisor. No recommendations were required or given by this committee.

3. Hazard/Non Hazard Log Review: No new issues have been added to either log. Tim indicated we need to look at items that may come up on the Quarterly Inspection Logs that can not be repaired or fixed immediately. Those items should be listed on the Hazard log. Robin indicated she does not get copies of all the Inspection logs so someone would have to send her the information to put on the log. Tim suggested that the managers bring items to the committee and the committee decide if it needs to be on the list or not. A process of how that information needs to find its way to the Hazard log will be discussed at the November meeting.

4. October Safety Topics: This month's safety topics are "Remember Lockout/Tagout, Don't Miss the Message of a Near Miss!, and Foul Weather Driving." All the information was reviewed within the committee and posted on the Safety Bulletin Board. Robin sent out a "Monthly Safety Topic" email to all OMD employees. This information will also be posted to the AGP Safety page website on a monthly basis. Tim asked if there has been any freezing condition over the mountain. Bruce indicated it has been down to 27 degrees over there so he has sent out memos on winter preparedness. Also, just a reminder that studded tires are legal as of November 1st.

5. Health and Wellness Fair AAR: Robin indicated the Health and Wellness Fair went well for the vendors but only a hand full of our own employees showed up. There were a total of 81 people in attendance. Not sure what the answer is to get the numbers up other than changing the title and taking out the "health and wellness" wording. Suggestions of advertisement and days of week were discussed. Robin indicated flyers, PSA's, Websites, Facebook, Craigslist, newspaper and a mid week day all were used. Not sure what the answer is other than making it a mandatory event starting with top down support. Managers/Supervisors need to encourage their employees to attend.

Robin did indicate that Portland Airbase is looking at putting together an Event in the future. She checked with the vendors to see who would be interested in attending at PANG and came up with a handful. She will coordinate with Carla Jones and their safety committee and see what happens.

6. New Business:

a. Salem Fire Dept – Apparently there was a false alarm at the Salem ARFC on Sunday evening, October 3rd and it took 20 minutes for them to get in. Tim indicated that because there used to be 24 hour access with the gate being manned and EOC in the building, it wasn't a problem in the past. A lock box has been ordered for the Guard Shack.

b. OEM – Cherie announced that OEM is preparing for a possible warm and wet winter and the types of disasters that may come with that.

c. Indoor Air Quality: SAIF Corporation did an Air Quality test of the SRC on Monday, October 4th. Robin indicated she has not gotten the report back as of yet but Gordon had indicated to her that not much was showing up. Will let everyone know as soon as she finds out more.

c. Committee Members: Region 7 has had a vacant spot since Jack Cassity resigned from the committee. Bruce will ask if Anderson or Fillman would be interested in participating.

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

w/c

REPORT OF INCIDENT/ACCIDENT/ILLNESS

- ▶ PRINT OR TYPE ONLY. TO BE COMPLETED BY THE INJURED EMPLOYEE OR ATTENDING STAFF
- ▶ IF A DOCTOR'S VISIT IS REQUIRED; COMPLETE SAIF 801 FORM IN ADDITION TO THIS FORM & FORWARD IMMEDIATELY.
- ▶ FOLLOW THE GUIDELINES ON THE MEDICAL TRANSPORT CHECKLIST

1. NAME OF INDIVIDUAL: [REDACTED]		2. Section: RANGE CONTROL	3. DATE OF REPORT: 15 SEP 10
4. JOB TITLE: FACILITIES MAINT.		5. TYPE OF INCIDENT/ACCIDENT/ILLNESS: BACK INJURY	
6. EXTENT OF INJURY (Body part or location of pain): BACK INJURY - BELOW SHOULDER BLADES			
7. LOCATION WHERE INJURY OCCURRED: STATE MAINT. WAREHOUSE			
8. DATE & TIME OF INCIDENT/ACCIDENT/ILLNESS: 8 SEP 10 MORNING			
11. DATE REPORTED: 15 SEP 10		12. REPORTED TO WHOM: KEN KLEE	
13. WITNESS (attach statement if necessary) RELATIONSHIP: _____ SUPERVISOR, CO-WORKER, ETC. NAME: _____ PHONE: _____		WITNESS (attach statement if necessary) RELATIONSHIP: _____ SUPERVISOR, CO-WORKER, ETC. NAME: _____ PHONE: _____	
14. DESCRIBE INCIDENT/ACCIDENT/ILLNESS FULLY (Include how it occurred, conditions when it occurred (weather, clothing, safety equipment, etc), and describe how it felt to the individual when it occurred): I WAS PICKING UP A BOX OF TRASH BAGS, IT WAS A LITTLE HEAVIER THAN I EXPECTED			
15. DESCRIBE FIRST AID/MEDICAL TREATMENT: OFFICE CALL TO DR. JOHNSON CHEOPRATOR & OFFICE CALL TO CMH PAVILION URGENT CARE			
16. WHERE WAS INDIVIDUAL SENT (IF TRANSPORTED):		17. MEANS OF TRANSPORTATION: P.O.V.	
18. INJURED INDIVIDUALS WRITTEN COMMENTS:			

THIS SIDE TO BE COMPLETED BY SUPERVISOR

19. CONTRIBUTING FACTORS OF INCIDENT/ACCIDENT/ILLNESS:		
UNSAFE ACTIONS:		UNSAFE CONDITIONS:
<input type="checkbox"/> DISTRACTION, TEASING, HORSEPLAY <input type="checkbox"/> OPERATING WITHOUT AUTHORITY <input type="checkbox"/> MAKING SAFETY DEVICES INOPERATIVE <input type="checkbox"/> TAKING UNSAFE POSITION <input type="checkbox"/> FAILURE TO USE PERSONAL PROTECTIVE DEVICES <input type="checkbox"/> OTHER: <u>N/A</u>	<input type="checkbox"/> INADEQUATE SUPERVISION <input type="checkbox"/> DEFECTIVE TOOLS, EQUIPMENT, OR SUBSTANCE <input type="checkbox"/> HAZARDOUS ARRANGEMENT <input type="checkbox"/> SUB-STANDARD PHYSICAL CONDITIONING <input type="checkbox"/> UNSAFE CLOTHING <input type="checkbox"/> PREVIOUS INJURY <input type="checkbox"/> HAZARDOUS OBSTACLES <input type="checkbox"/> OTHER: <u>N/A</u>	
20. BACKGROUND: ARE THERE ANY CONTRIBUTING FACTORS, SUCH AS LEVEL OF TRAINING, PERSONAL CHARACTERISTICS, HABITS, FAILURE TO ADHERE TO SAFETY POLICIES, ETC. THAT CAUSED THE INCIDENT/ACCIDENT/ILLNESS?		
<u>None</u>		
GUIDES TO CORRECTIVE ACTION		
21. IF AN UNSAFE ACTION AND/OR CONDITION WAS IDENTIFIED, LIST CORRECTIVE ACTION TAKEN:		
<u>The employee will be instructed on proper Lifting techniques as well as the importance of reporting all on the job injuries no matter the level of severity.</u>		
22. ADDITIONAL SUPERVISOR COMMENTS:		
<u>The incident was not reported immediately because the employee did not initially think it was severe. A week passed and the injury worsened.</u>		
23. SUPERVISOR NAME (PRINT):	24. SUPERVISOR SIGNATURE:	25. DATE:
<u>Ji, Sung Yoon</u>		<u>21 SEP 2010</u>
SAFETY COMMITTEE REVIEW		
26. SAFETY COMMITTEE RECOMMENDATIONS:		
27. SAFETY CHAIR SIGNATURE:	28. DATE:	

Remember Lockout/Tagout

OSHA statistics show that six percent of all deaths in the workplace result from the unexpected activation of a machine or other piece of equipment during maintenance or other servicing. In addition, more than 25,000 work days are lost each year because of injuries in similar situations.

Because of the increase of injuries related to the unexpected activation of machinery, OSHA developed the Lockout/Tagout regulation. This regulation, 29 CFR 1910.147, requires employers to develop procedures for isolating energy sources when servicing or maintaining their equipment and machinery. The purpose of the standard is to prevent injuries from the unexpected release of energy.

Understanding Lockout/Tagout

Lockout/tagout is a warning and prevention system for unexpected start-up and release of stored energy.

Two terms which directly relate to this system are:

- **Lockout** - The placement of a device that blocks the flow of energy from a power source to a piece of equipment.
- **Tagout** - The process of attaching a tag to a disconnect switch or other energy isolating device to warn others not to restore energy to the tagged equipment.

When performing lockout/tagout on equipment and machines, the operators and the people working in the area need to be informed that lockout/tagout is being applied and servicing is being done on the equipment and machines. When locking out the energy source is impossible, tagging the equipment may be the best procedure you can do.

Employees Affected

Lockout/tagout involves three types of employees with different levels of responsibility - authorized, affected, and other.

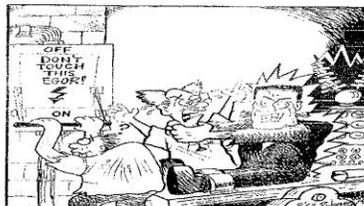
- **Authorized** - Employees who perform the servicing, maintenance, and set-up of equipment or machinery and apply the locks and tags to this equipment.
- **Affected** - Employees who operate or use the equipment or machines which are locked/tagged out when serviced, maintained, or set-up.
- **Other** - Employees whose work operations are or may be in an area where energy control procedures may be utilized (they are neither affected nor authorized employees).

Lockout/Tagout Procedures

Each piece of equipment or machine needs its own lockout/tagout procedure. The procedure must include:

- Preparing for shutdown.
- Shutting down the machine or equipment.
- Isolating the machine or equipment from the energy source.
- Applying the lockout/tagout device to the energy-isolating equipment.
- Verifying the isolation of the machines or equipment prior to starting work.
- Releasing all potentially hazardous stored or residual energy.

The procedure should include the steps for placement, removal, and transfer of lockout/tagout devices.



DON'T MISS THE MESSAGE OF A NEAR MISS!

Near Misses Are Accidents Waiting to Happen.

The only difference between a near miss and an accident is a fraction of an inch or a second in time.

Report All Near Misses Right Away.

Most accidents are preceded by multiple near misses. Report them to your supervisor so he or she can track the patterns, pinpoint the problem, and take corrective action.

If Possible, Remove the Hazard Immediately.

Do your part to protect your co-workers from injury. But don't forget to report the hazard even if you removed it.

Report Damaged Equipment or Property.

Don't wait for a near miss or accident to happen. Stay alert for anything that could cause an accident. Injuries can often be traced back to equipment or property damage that was never reported and repaired.

- **So be sure to report damaged equipment such as...**

- Fractured hand tools
- Power tools that give a slight shock
- Machine guards that don't fit or work properly
- Forklifts with damaged parking brakes
- Ladders with broken rungs
- Worn PPE
- And other similar problems

- **Also stay alert for property damage such as...**

- Crumbling stairs
- Loose handrails
- Loose plates in the floor
- Holes in the floor
- Loose hinges on doors
- Broken sidewalks
- And other damage to the facility

FOUL WEATHER DRIVING

It's almost that time of the year again when Oregon goes from sunny to rainy in just a few short days. Here are some winter driving tips from the Oregon Department of Transportation.

Rain creates a variety of dangerous conditions: visibility is reduced, traction between tires and the road is reduced and your car handles with less predictability than in dry-road conditions. Take precautionary measures: start by allowing additional time to reach your destination.

- **Slow down**, especially through high water. Driving through several inches of water at high speed can cause you to lose control of the car. Driving fast through puddles could splash water into the engine and stall it. Lowering your speed helps you prepare for sudden stops caused by disabled cars, debris and other wet-weather hazards.
- **Turn on your headlights** to improve visibility.
- **Disengage your cruise control.**
- **Keep your distance.** A car needs two to three times more stopping distance on wet roads.

Vehicle maintenance during wet weather

The most common vehicle deficiencies include weak batteries, worn or damaged wiper blades, clogged air filters, low washer fluid, dirty or low motor oil and low anti-freeze levels. In low-visibility conditions, the windshield wipers and defroster help keep your view clear. Check them both to make sure they are working properly and replace the wipers if brittle or damaged.

- **Check your brakes.** After driving through a puddle, check that brakes are working properly by tapping them gently a few times.
- **Check your tires.** Make sure tires are in good condition and are at the recommended inflation level. Tires should have at least 1/32 of an inch tread depth at any two adjacent grooves, the minimum allowable by law. Driving on over-inflated or under-inflated tires is dangerous on wet pavement.

Watch out for hydroplaning conditions

Hydroplaning occurs when your front tires surf on a film of water. It can occur at speeds as low as 35 miles per hour, especially if tires are worn. If you hydroplane, ease off the gas, gently apply the brakes and steer straight ahead.

Oregon's weather can change quickly and without warning. For road conditions in Oregon, call 511 or (800) 977-ODOT (6368). Outside Oregon, dial (503) 588-2941. Reports are available 24 hours a day.

Visit www.TripCheck.com for information on road and weather conditions, incidents and traffic delays. Links to cameras on many mountain passes and major routes give real-time views of road conditions. The site also provides links to bus, train and airport information.