



OREGON ARMY NATIONAL GUARD
BIAK TRAINING CENTER
20801 SW FRANK MCCAFFREY ROAD
POWELL BUTTE, OREGON 97753

W92HA1

26 January 2012

MEMORANDUM FOR Biak Training Center Safety Committee

SUBJECT: Minutes from January 26 Biak Safety Committee Meeting

1. Personnel:

SSG Stone - Chair
SSG Lehman – Vice Chair
CPT Rejzek - Recorder
SGT McLay – member
Russ Turner - member
Dave Duncan - member

2. Summary of events:

Discussed development of Biak Safety Committee

Discussed requirements for attendance, scheduling and purpose of safety committee

Reviewed initial by laws

Voted for members of the safety committee:

CHAIR: SSG Stone
VICE CHAIR: SSG Lehman
RECORDER: CPT Rejzek

3. Suggestions:

Develop safety kit Information be made with caution tape, safety cones and signage to have for immediate cases in which we need to identify or block off an unsafe area.

Review safety procedures and gear located within Brett Hall.

Review new Incident – Accident Report Form with committee members next month.

Research possible safety training for committee members

Develop plan for quarterly safety walk around

4. Projects:

Create Safety Committee folder in shared drive – completed

Install evacuation route maps in each room within Brett Hall – assigned to SSG McLay completion date TBD.

5. Suggestions for next month's agenda items:

Develop monthly agenda

Have all committee member read and sign that they have read and agree to the by laws

6. Overall Assessment:

Chair's assessment of meeting and program

TODD STONE
SSG
CHAIR