



OREGON SUSTAINMENT MAINTENANCE SITE
 Camp Withycombe
 10101 SE Clackamas Rd.
 Clackamas, OR 97015



MEMORANDDUM FOR RECORD

20 APR 2011

SUBJECT: Safety Meeting for April 2011.

The OSMS (Oregon Sustainment Maintenance Site) Safety Committee met on 20 April 2011, at the lunch room in building 6480. The meeting convened at 1000 hrs. The members in attendance were as follows:

Aaron Hochstrasser	RSMS Automotive	President
Eric Wunderlich	Assistant General Foreman	Vice-President
Tyler Nitzke	RSMS Inspection	Scribe
Michael Bays	CSMS Supply	Member
Malia Childs	Production Control/Front Office	Member
Michael Evans	RSMS Supply	Member
Danner Robbs	RSMS Automotive	Member
Quentin Wells	CSMS Automotive	Member
James Jones	OSMS Electronics	Member
Michael Vickers	Allied Trades Supervisor	Member
Killian Hough	OCC Health	Member
Jerry Worthy	CSMS Armament	Member
Ross Rappe	CSMS Calibration	Member
Dan Eggleston	Power Division Supervisor	Member
Eric Klierer	Allied Trades	Member

1. Review of Minutes: Minutes from March were reviewed. A job order has been submitted to move the eyewash station in Allied Trades talked about last meeting. Aaron will get with Dom Caputo to discuss the need for an eyewash in the new washrack area.

2. Old Business:

- Monthly inspection check list – No further input from committee members. Aaron will move forward and finalize lists and get ISO document #'s for them.
- Mr. Snook inspection – Malia is still waiting for the last couple responses. This will be brought up next production meeting to expedite closure.
- Master site map (GIS) – Questions have been brought up concerning the accuracy of the map, but committee feels that it is good to go. Next step will be to make smaller copies to distribute throughout the sections and also to get the map on the computer and into a shared folder.

- Food/drink policy – Aaron made final changes in the HAZ COM program and should be okay now for final approval. It was suggested that the carpentry shop be added to the “no go” area for food/drink. It was also suggested that the HAZ COM program be reviewed by all personnel as part of the annual safety day review.

3. Report of Incident/Accident/Illness: One incident to report. Technician tripped on a piece of plywood. They fell forward injuring their face, knee, and hand. Injuries sustained were a scrape on the cheek and a concussion; medical treatment was administered at Sunnyside. Safety committee recommendations included looking at housekeeping concerns and possibly better body positioning. It was also mentioned that the tech’s previous medical history may have been a contributing factor.

4. New Business:

- Examinetics – We received a quote back from Examinetics which is being reviewed/adjusted by Robin Webb before final presentation. Overall it’s looking very positive and should be approved.
- Safety committee class – Robin Webb and Mark Snook are going to conduct another safety committee class on-post. We currently have 11 committee members that need to attend. Tentative dates right now are May 10th or June 7th.
- First aid cabinets – Concerns have been brought up about who restocks the first aid cabinets and what the requirements are for its contents? OSHA references the ANSI standard which lays out the different types of kits and the necessary contents. A copy of the ANSI Z308.1-2003 standard was handed out which details all requirements. The main concern is about over-the-counter (OTC) drugs. While OSHA doesn’t say anything against supplying OTC drugs it has been determined by COL Rathburn that it is NOT okay to stock and administer them; basically it is an issue of liability. Also, no one is authorized to purchase OTC drugs with a government credit card. We need to get with Zee Medical to determine if our first aid kits meet the minimum requirements.
- Issues not on schedule brought up:
 - Safety boards – We need to double check all the safety boards to ensure they are good to go and everything is labeled.
 - Crane lights – Flashing lights were recently installed on the cranes in RSMS Auto. Aaron wanted them as another safety check since the work bays are noisy and techs sometimes have earplugs in, plus RSMS Auto is a high traffic area where a lot of visitors come through. It was discussed whether there is a need for crane lights in other sections.
 - OSHA citation – We received the official OSHA citation from last month’s visit concerning the running of engines in an open environment. The concern was mainly for personnel not usually in the area i.e. construction workers. Tape and signage have been put up to mitigate the problem and our official response will be submitted, if it hasn’t already.
 - Rags – There is concern over some of the clean rags coming back with metal shavings in them. One member recommended when cleaning that first you use a brush, then air, then a cleaner, then lastly use the rag to

minimize the amount of metal shavings. But since the clean rags we get back don't necessarily come from our facility there really is no way for us to eliminate this effect. We are in the process of changing how we get rags, Mike Bays will research this further.

- Signs – Malia is working w/the State Shop to post new speed limit and no cell phone usage signs. The number of traffic citations keeps going up. The speed limit by the front gate is 5 m.p.h., there is a sign posted but it is very small and in a bad area.
- CPR class – OCC Health is starting to conduct CPR classes starting April 27th, they are hoping to do them every Wednesday. Killian has the sign-up roster, 12 people per class which lasts approximately 5 hours. Also, a database will be kept to track progress and determine renewal dates.

5. Next Meeting: The next meeting is scheduled for 11 May 2011 at 1000hrs. Please bring your copy of the minutes with you to be able to discuss any issues or updates to previous concerns so we can do our job by keeping our agency safe!