



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



MEMORANDDUM FOR RECORD

8 JUNE 2011

SUBJECT: Safety Meeting for June 2011.

The OSMS (Oregon Sustainment Maintenance Site) Safety Committee met on 8 June 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
Michael Evans	RSMS Supply	Member
Danner Robbs	RSMS Automotive	Member
Killian Hough	OCC Health	Member
Jerry Worthey	CSMS Armament	Member
Ross Rappé	CSMS Calibration	Member
Dan Eggleston	Power Division Supervisor	Member
Eric Klierer	Allied Trades	Member
Ed Kimberly	RSMS State Shop	Member
Malia Childs	OSMS Front Office	Member
Lloyd McIntire	CSMS Auto	Fill-in

**1. Review of Minutes:** Minutes from May were reviewed. No further input.

**2. Old Business:**

- **Monthly checklist** – No further input was given so now the form will be finalized and given an ISO form #. Next step will also be to determine the frequency of the inspections which the consensus is to do at least monthly. Each section of the list could also be broken down into different time frames (i.e. Training doesn't need to be checked monthly).
- **Mr. Snook inspection (AAR)** – Mr. Snook performed his inspection last week over a 2-day period. There was much improvement from last year's inspection. Most of the findings were minor with a bulk of the issues concerning power/extension cords. We should get the formal write-up of all findings by next month.
- **GIS map** – No updates on this since last meeting.
- **CPR classes** – Training is still ongoing but Killian is slated to leave at the end of this month. She said that if people are willing she can do some classes on Saturdays. She also reiterated that 1<sup>st</sup> aid/CPR/AED is an all inclusive class and that AHA (American Heart Association) is the nationally recognized organization for this training, not Red

Cross as most people are lead to believe. It was COL Rathburn’s original intent to have everyone trained but due to funding and training availability this might not be attainable. Aaron will get with Robin Webb and research what the requirement is for our work force.

- **First aid cabinet** – Different possibilities were discussed in regards to taking inventory and stocking 1<sup>st</sup> aid cabinets. It was suggested that we could perform the inventories ourselves (perhaps in conjunction w/monthly safety inspections) and keep all necessary supplies stocked in Supply or the Tool Room, Michael Bays will check on this. It was also suggested that we put labels on all cabinets stating “NO OTC DRUGS or ORAL MEDICATION”. Another possibility is to have a company contracted out and ensure we get itemized invoices as well making sure they are aware of our no OTC drug policy.

**3. Report of Incident/Accident/Illness:** No incidents to report since last meeting.

**4. New Business:**

- **Safety Signs** – The state shop has a sign maker machine. If you need a new or replacement sign put in a WO request. If you still have issues acquiring what you need take it up through your chain of command to find the necessary funds.
- **Safety committee class** – The safety committee class is set for August 9<sup>th</sup> in the upstairs conference room in Power Division. The people that are slated to attend are:

Michael Bays	James Jones	Malia Childs	Dan Eggleston	Killian Hough	MAJ Walstorm
Ross Rappe	Charles Scantling	Ryan Lingo	Michael Vickers	Quentin Wells	

- **IH survey** – The industrial hygienist team from Ft. Lewis is coming next week (June 13-17) to survey our site.
- **Examinetics on-site screening** – Aaron is trying to finalize everything so we can get Examinetics on-site to start testing everyone. He sent out an email last week to all the supervisors to get input on who needs to be tested and what exactly they need to be tested for? If you have questions a simple Google search should suffice or you can bring questions to the safety committee members.
- **Respirators** – The issue of respirators was brought up after going over the safety inspection findings. There is still a question of what the standard is regarding when to change the filters, this was also a question asked by the industrial hygienist last year. The consensus was to change it based upon usage, Killian will research this further. Standardizing filter usage could also save on costs and alleviate any confusion about which filters to use. Killian also brought up the issue of some people taking their respirators home which makes it hard for her to do her job if they forget to bring it back. It is just not a good idea in general because 1) it is property of OSMS, and 2) you could potentially be bringing home hazardous chemicals unknowingly (this also applies to coveralls).

**5. Next Meeting:** The next meeting is scheduled for 13 July 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!