



OREGON SUSTAINMENT MAINTENANCE SITE
 Camp Withycombe
 15300 SE Industrial Way
 Clackamas, OR 97015



MEMORANDDUM FOR RECORD

16 NOVEMBER 2011

SUBJECT: Safety Meeting for November 2011.

The OSMS (Oregon Sustainment Maintenance Site) Safety Committee met on 16 November 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 (outgoing)
Ross Rappe	CSMS Calibration	President (incoming)
Eric Walstrom	OSMS Front Office	Vice-President
Tyler Nitzke	RSMS Inspection	Scribe
Michael Evans	RSMS Supply	Member
Lamar Schleich	RSMS Supply	Member
James Jones	OSMS Electronics	Member
Jason Hoygaard	Allied Trades	Member
Danner Robbs	RSMS Automotive	Member
Bradley Parkinson	Power Division	Member
Quentin Wells	CSMS Automotive	Member
Charles Schulze	CSMS Armament	Member
Michael Bays	CSMS Supply	Member
Ed Kimberly	RSMS State Shop	Member
Jared Huber	State Shop	Visitor
Chris Parish	Texas RSMS	Visitor
Dudley Dunnam	Mississippi RSMS	Visitor
James Henderson	Kansas RSMS	Visitor
Mark Bouchard	Maine RSMS	Visitor

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

2. Old Business:

- **SIM4 training** – Safety In Motion® (SIM4™) training started this week and most of the committee and some supervisors attended the first class yesterday. Feedback was good and some members stated they have already started to think about using the new techniques learned. This is not a train-the-trainer topic but SAIF is providing this for free so our goal is to get everyone through the training.
- **Mr. Snook findings** – Still a small issue in Electronics that needs to be addressed but overall we are about 80% complete. We need to have all responses submitted by the end

of the month! Question was brought up about what to do about safety issues that are not part of the findings? Put in a ticket through Footprints and prioritize accordingly.

- **GIS map** – Committee reviewed most current map. Question now is what other layers could possibly be added such as transformers, rally points, gas shut-offs, etc. This will also tie into the ICP which MAJ Walstrom is working on right now.
- **Aspirin for 1st Aid Cabinets** – The only thing left to look into concerning aspirin being supplied in 1st aid cabinets is what dosage of milligram the pills will be.
- **OSHA citations** – The Federal citations have all been mitigated. There are two State citations still open. Research is still being conducted for these so an extension has been filed and granted by OSHA.
- **Confined space** – Jared from the State Shop spoke a little about confined space, he was the one assigned to start this project about a year ago. He said they surveyed all the armories in the state but didn't really get to do Camp Withycombe beyond our armory vault and the manholes. They just haven't had the time to do it plus they do not have any permitted people; though he did say that some people have had confined space training and they have some of the necessary equipment. The State Shop has a written program for confined space so Jared will forward it on to Aaron and we will go from there.

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

4. New Business:

- **Break room signs** – This topic originally came up during an OLMPC meeting. We know that certain tasks contaminate clothing and should not be exposed to break rooms. The question is how do we determine this and how do we engineer the risk out? A suggestion was to start with the OSHA exposure limits. Signs will be designed and made by an outside company since the State Shop no longer has their sign making machine.
- **Emergency Action Plan** – Aaron would like for all committee members to read and give feedback on Chapter 7 of the Safety SOP which is the chapter about Emergency Action Plan. As discussed before the current practice is that all the supervisors are the emergency action coordinators but the discussion is going more towards having Camp Withycombe split up into grids or sections and have a coordinator for each one. Also to have a good plan in place so we have good rally points and alternate coordinators; this could be a good toolbox safety meeting topic.
- **New accident report form** – By the end of this week we should have the new accident report form in a PDF fillable format as well as posting it to the ISO folder on our network.
- **New Safety Committee Chairman** – Ross Rappe was officially named the new safety committee chairman. Aaron will still attend meetings to help smooth the transition. Aaron has done an outstanding job the past few years and it was also noted that Camp Withycombe has the most active safety committee in the state of Oregon and a lot of other programs are looking at us as an example.

5. Next Meeting: The next meeting is scheduled for 14 December 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!