



Oregon National Guard  
Youth Challenge Program  
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Minutes 4-12-2011  
Youth Challenge Program  
Safety Meeting

**Those in attendance:**

**Karen Rawnsley, Steve Wolfe, Ken Olsen, Leon Forney, Marte Stanley, Neil Rositter,  
Dave Nolte - scribe.**

**Safety Representatives (Not in attendance): Peterson, Martinez, Sutterfield**

**Procedures Dedicated:**

1. Issues of importance brought to this meeting were as follows:
2. The next meeting will occur on May 10, 2011 in the Large Conference room at 1430. Future meetings will be held in the large conference room each month on dates/times denoted on the OYCP calendar. Committee Members are: Rawnsley - Chair, Rossiter, Forney, K. Olsen, Stanley, Wolfe, Scribe; Nolte. With Safety Representatives being: Peterson, Martinez, and Sutterfield.
3. All agenda items of concern for future meetings need to be provided 10 days in advance, via e-mail, to Mr. Nolte. Mr. Nolte will then forward agenda items to the committee chair Ms. Rawnsley.
4. The committee chair will review all Safety meeting minutes. Minutes will then be e-mailed by Mr. Nolte, to include a copy to Salem Personnel Department. Mr. Nolte will post a copy of the minutes on the Board in the Information Hall in the Safety Minutes area.

Old Business:

- Emergency Evacuation – Drills will continue on a random basis.
- Earthquake procedures developed by Mr. Rossiter will be reviewed for compliance before drills will begin. Mr. Rossiter indicated that Mr. Butler has approved the instructional information and the cadets have the packets, they have started the instructional process.
- SOP for Cadet Power tool use and tool list is due by the end of June 2011, update by Mr. Olsen, K.
- OYCP Safety Walk Through from Nov. 2010 – update on pending item from Mr. Forney concerning the Chiller Room safety Light is installed but not functioning and will be corrected. The “Watch Step” sign will be posted by Mr. Nolte at the 3<sup>rd</sup> Platoon overflow, after approval by the Director.
- Obstacle Course status – Mr. Wolfe indicated that a list of repairs is complete and is waiting for the purchase of the repair supplies.

Handouts Circulated:

- April – June OSHA Workshop
- April is Earthquake Month
- RiskKey Notes
- Working with Electricity
- FEMA brochures
- Ammonia hazards

The program mission is to provide opportunities for personal growth, self improvement and academic achievement among Oregon high school drop outs, teens no longer attending and those failing in school, through a highly structured non-traditional environment; integrating training, mentoring and diverse educational activities.



Accreditation  
through  
2014

New Business:

- **Incident/Accident reports – reviewed (cadet).**
- **Staff injuries, since last meeting, briefed by Mr. Nolte, no pattern of prevention noted.**
- **March Minutes were approved**
- **Fire drill evacuation log reviewed – time for accountability has continued to improve.**
- **Safety Break suggested activities – email to members for discussion at the May Safety meeting.**
- **April Safety Topics were distributed**
- **Reports from Areas:**
  - **Mr. Wolfe:**
    - **When washing the tables in the DFAC, cadets have a tendency to wipe food items on the floor that may cause a slip hazard. Suggested further training cadets on KP duty.**
    - **Female latrine has an exposed bolt that needs service by Mr. Forney.**
    - **Laundry hallway needs a gas/propane detector.**
    - **There are some exposed wires on the wall of the drill deck.**
    - **Medical box in the male bays needs to be secure.**
    - **Flash light stations around the facility versus individual flash lights issued. It was discussed that staff should better utilize the existing issued flashlights prior to entertaining staged flashlight stations.**
    - **Concern was raised about protective eye glasses issued to cadets – they are scratched and unsafe. Ms. Rawnsley directed that the exchange supply process be followed and new ones issued. Mr. Wolfe to follow up.**
  - **Mr. Rossiter:**
    - **Vent covers in the class rooms are being covered up – trip hazard. A Work Order Request needs to be completed.**
  - **Mr. Forney**
    - **Indicated that weed control spraying around the exterior is now complete**
  - **Ms. Stanley**
    - **Discussed kitchen standards for when wearing protective eye covering is necessary. It is only for when handling chemicals and is not necessary for when using flour or spices.**

Facility walk-through is in progress with current findings attached as an addendum.

- **Mr. Nolte is to assign remaining areas to Safety members and report findings back to him prior to April 20, 2011.**

**\*\* Copies will be given to all members \*\***

**RECOMMENDATIONS TO MR. RADABAUGH  
REGARDING  
SAFETY MEETING  
4-12-2011**

**We inform Mr. Radabaugh that:**

**No items referred to the Director.**

Inspection areas:			Date of Walk Through 4/12/2011								Inspector: Safety members			
			Floor	Walls	Ceiling	Paint	Hanging item	Electrical	Water	Security				
Area of Walk-through	Item of concern													
1	Warehouse	emergency light needs bulb												
2	Gym	OK												
3	1st Platoon office	Daisy chain surge protectors						X						
4	1st Platoon Bay	Ceiling tiles mis-aligned			X									
5	2nd Platoon Bay	Ceiling tiles mis-aligned			X									
6	CQ office	3 cabinets unsecured									X			
7	Bowen Office	1 cabinet unsecure									X			
8	Supervisor Room	3 shelves unsecure									X			
9	Directors Hallway	1 electrical cover plate						X						
10	Laundry	Gas/CO2 detector missing									X			
11	Male Latrine	1 faceplate, 3 floor tiles replace	X					X						
12	OB Room	OK												
13	Class Room 3	1 cabinet unsecure									X			
14	Butler Office	1 cabinet unsecure									X			
15	Class Room 4	1 cabinet unsecure									X			
16	Lowy Office	1 cabinet unsecure									X			
17	Class room 1	cabinet back wall, books on top shelves									X			
18	Class room 1	Covering over vent on floor - removed	X											X
19	Computer Lab	Secure hub frame to wall									X			
20	Teachers storage	items on top shelves									X			
21	Class room 4	desk lamp cord(Trip hazard)	X					X						
22	Class room 4	Books on top of book case									X			
23														