

Oregon Military Department

SAFETY LINE

October 2011

Welcome to our Agency's quarterly Safety Newsletter. The goal of this newsletter is to provide you with Safety related information and topics on a quarterly basis. As the agency's Safety Manager, I encourage you to participate by providing me with topics or ideas you may have as they relate to Safety. I will try to share some of that information with other employees within our agency through this link. You can contact me at 503-584-3581 or email me at

Robin.M.Webb@mil.state.or.us

Up Coming Events



The next Safety & Health/Wellness Fair will be held on January 20, 2011 (Friday) at the Salem Auditorium located at 2310 17th St NE, Salem. This event will run from 10:00 AM to 4:00 PM and is **FREE and OPEN TO THE PUBLIC**. More information will be forthcoming as this event gets closer.

For more information, contact Robin Webb at 503-584-3581 or by email at robin.m.webb@mil.state.or.us

Open Enrollment for State Employees

This year the Public Employees Benefit Board (PEBB) has moved open enrollment to October 15th through November 15th. It is also mandatory that you sign into your PEBB.Benefits account to enroll into your 2012 insurance benefits. The website link is <https://pebb.benefits.oregon.gov> If you have questions regarding eligibility or enrollment you can contact PEBB by email at inquiries.pebb@state.or.us or by telephone at 503-373-1102. Their hours are Mon – Friday from 9:00 AM to Noon and 1:00 PM to 5:00 PM.

Safety & Health Trivia Game



Watch your emails for the next Safety & Health Trivia game in November/December. You could be the next winner of our \$25 Gift Card. More details to follow in the coming weeks.

Safety Nominations



So, who do you think does a great job in performing their work safely or has contributed greatly to the safety and well being of the agency? Nominate that person for an Oregon Military Department Safety Certificate. Starting January 1st, 2012 and each quarter, I will be looking for those employees who have done an exceptional job at staying safe or promoting safety within their perspective work areas. If you know someone that you would like to nominate, send me an email or call me with "why you feel this person deserves this award." Your entry needs to be at least one paragraph long. The nominated winners will get a Safety Certificate and a Safety Coin. The selected entry used to make the final decision, will receive a \$5.00 gift certificate for your choice of Subway, Dutch Brothers or Starbucks.

My email is Robin.m.webb@mil.state.or.us or phone at 503-584-3581.

Up Coming Training Opportunities



JOINT Training Classes (State, Federal & Contractors)

CPR/AED Training

There are two classes scheduled for CPR/AED Training. One is a recertification class for those of you whose CPR certification has expired within the last 12 months and the other for those of you who need a new certification. Both classes will be held at the Anderson Readiness Center (ARC) in room 114. The dates and times are as follows:

Location	Date	Time	Type of Class
ARC	October 26, 2011	9:00 to 11:00 AM	Recertification Class
ARC	November 2, 2011	8:00 to 5:00 PM	CPR Certification Class

Both classes are only open to the first 20 people who sign up. Therefore, if you are on the list and can not attend, please make sure you contact me so that someone else will have a slot.

Safety Committee Training



Due to our increase in workers compensation costs over the last several years, the Executive Safety Committee decided to institute a Mandatory Safety Committee training class and a Manager/Supervisor Safety Training Class. Both classes consist of OSHA materials and review of OSHA Division One. All safety committee members and Managers/Supervisors are required to attend this training. One of the objectives of the class will be to review each Safety Committee's By-Laws and/or Charters. Although all classes have been conducted, a make up class will be scheduled sometime in January. The class instructors are Marc Snook and Robin Webb. A list of training classes are as follows:

Location	Date	Class
JFHQ	January 11, 2012	Safety Committee
JFHQ	January 18, 2012	Safety Managers/Supervisors

Each class is currently scheduled from 8 AM to Noon, end time is really determined by the number of questions or concerns the class materials might raise. These classes are open to everyone (State or Federal) so if you are interested in attending either class or missed a class and need to make one up, please contact Robin Webb at 503-584-3581 or by email at robin.m.webb@mil.state.or.us

Employee Guide Training

This is a two hour presentation in which topics such as teamwork, customer service, stress, health, workplace violence and discrimination is covered. This class is a great time for employee's to gather and share information for personal development and is open to everyone. Date for the next class is yet to be determined.

If you are interested in attending, log into iLearn or contact Paul Geck at 503-584-3815.

For other available training opportunities, check out iLearn. There are many online classes offered in the iLearn course catalog such as SAIF training, software courses for Microsoft Office, and other useful classes. Registering for classes through iLearn automatically updates your State Training Transcript which contains your list of training accomplishments. For more information and a list of classes, check out our website at <http://www.oregon.gov/OMD/AGP/Training.shtml> or contact Paul Geck in AGP at 503-584-3815 for more information.

Ladder Training



The American Ladder Institute has devised on-line ladder safety training. You can access this training on-line at <http://www.laddersafetytraining.org/> This training is free to everyone.

Oregon OSHA Training

Oregon OSHA has lots of Safety training opportunities both in a class setting and on-line. Check out their website at <http://www.cbs.state.or.us/osha/education.html> for in class sessions and <http://www4.cbs.state.or.us/ex/osha/training/training/workshop/> for on-line classes. Classes are free to State Employees.

American Red Cross

Are you looking for some training classes on First Aid/CPR/AED or Lifeguarding & Swimming, Caregiving & Babysitting or how to become a licensed training provider? Check out the American Red Cross Website at <http://www.redcross.org/en/takeaclass> to see what classes are available in your area.

Salem Community Health Education Center

Check out the Salem Health Education Center for classes relating to Kids, Infant CPR, Cooking classes and more at <http://www.salemhealth.org/home.php#!chec.classes>

FEDERAL Training Classes

For current schedule of Federal Technician training, contact HR at 503-584-3839. For current schedule of training for AGR's, contact DCSOPS at 503-584-3617.

Worker's Compensation Update



Workers Compensation Claims for 2011 – The Oregon Military Department has had 38 injuries/incidents filed so far this year. Out of that 38, 32 are workers compensation claims. So far, Strains/Sprains are again our largest percentage of injuries at 18. Lacerations/Contusions are in the second spot with Hearing loss, tooth fractures, and eye injuries coming in third. Our agency's cost for workers compensation insurance coverage for the 2011-13 biennium has increased to \$2,136,608 which is based on past workers compensation claim costs. This is an increase of \$1,054,339 over the 09-11 bienniums. Because of our recent loss history, our costs increased more than the statewide average. In these tough economic times it is extremely important to make sure we are working smarter and safer.

Current News Releases/Alerts

Keep up on current Consumer Product Safety (CPSC) recalls and advisories at <http://www.cpsc.gov/#> Here you will find all product safety recalls on items such as strollers, ladders, gel fuel, etc.

Keep up on current Public Health news releases and Advisories by checking out the Oregon Health Authorities website at <http://public.health.oregon.gov/NewsAdvisories/Pages/index.aspx> There you will find topics that may be of interest to you, such as Flu news, Product Safety recalls, Food Safety Alerts, etc. You can also sign up for free email alerts.

OSHA Issues Guidance on PPE for General Industry

A new OSHA directive provides enforcement personnel with instruction for determining whether employers have complied with personal protective equipment (PPE) standards. This new instruction became effective on February 10, 2011. The Directive replaces previous inspection guidelines that date from 1995 and include clarification of what type of PPE must be provided at no cost to employees and in what situations payment is required. It also lists PPE and other items exempted from the employer-pay requirements. The link to the Directive is http://www.osha.gov/OshDoc/Directive_pdf/CPL_02-01-050.pdf

Confined Spaces



There have been a lot of questions lately on what constitutes a confined space and what makes it a Permit Required Confined Space. Here is OSHA's definition:

General-Industry Requirements

The Oregon Occupational Safety and Health general industry standard, 1910.146, is designed to protect workers who enter permit-required confined spaces (permit spaces). Employers must evaluate the workplace to determine if permit spaces exist. To make that determination, all spaces fitting the confined space definition must be identified. Any hazard within a confined space makes it a permit-required confined space (PRCS). When configuration changes occur or hazards develop, a confined space may need to be reclassified as a permit space.

1910.146, Permit-Required Confined Spaces, requires employers to do the following:

- Survey the workplace to identify permit spaces.
- Develop a written permit-space program that regulates employee entry into permit spaces.
- Inform employees about the danger and location of the PRCS through signs or equally effective means.
- Devise methods to prevent entry when entry into permit spaces is not allowed.
- Inform contractors who enter permit spaces about the hazards and compliance requirements for entry.

A **Confined Space** must consist of **ALL** of the following:

- 1) Large enough to enter and perform work: Space large enough to completely enter. Entry occurs when any body part breaks the plane.
- 2) Not designed for continuous occupancy: Space unsuitable for occupancy under normal operating conditions without safety and health considerations.
- 3) Limited access and egress: Entry and exit difficult, hinders ability to escape.

A **PERMIT-REQUIRED CONFINED SPACE** will have **ONE or MORE** of the following hazards:

- 1) Engulfment hazard
- 2) Configuration hazard
- 3) Atmospheric hazard
- 4) Other recognized hazards

Permit Space Entry

A permit-required confined space program is the employer's plan for controlling and protecting employees from permit-space hazards and regulating employee entry. An important component of entry is hazard recognition; evaluate the magnitude of the hazard and who is affected, likelihood of hazard occurrence and consequences, and the potential for changing conditions.

The following critical activities lay the foundation for an effective permit-space program.

- Identify permit spaces and evaluate space hazards
- Decide if workers will enter

- Eliminate or control the hazards
- Establish entry procedures and prepare an entry permit
- Train employees on entry operations and their responsibilities
- Plan for emergencies

No one can enter a permit space without a written entry permit. The entry permit documents completion of acceptable entry conditions and verifies that the space is safe for workers to enter. Employers must review the permit-space program annually, noting problems on the permit so that revisions to the confined space program can be made. Keep canceled entry permits for one year. Entry-permit requirements are in Oregon OSHA Division 2, Subdivision J, 1910.146 (f).

Alternative-Entry Procedures

If a permit space has only an actual or potentially hazardous atmosphere, and the atmosphere can be controlled with forced air ventilation, workers can enter the space using alternative entry procedures. Documented monitoring and inspection data supporting these conditions allows for fewer entry restrictions; training requirements of the standard must be met (1910.146 (c)(5)).

A hazard is controlled when the hazardous condition exists but is continuously managed so that the hazard cannot recur during entry. Work within the space must not introduce new hazards. Spaces that are oxygen deficient or contain flammable and immediately dangerous to life and health conditions are atmospheres that expose workers to death, incapacitation, inability to self-rescue and acute illness or injury. As a general guideline, a concentration level of up to 50 percent of whatever level (PEL, LEL, etc.) that would constitute a hazardous atmosphere is considered safe for entry.

Employers must periodically monitor the entry space to ensure that forced-air ventilation is controlling the atmospheric hazard. The atmosphere must be tested for oxygen content, flammable gases and vapors, and for potential air contaminants. Document test results and include the date, location of the space, and signature of the individual making the determination. The data must be available for review by employees authorized to enter.

Permit Space Reclassification

If a permit space has no actual or potential atmospheric hazards and all other hazards can be eliminated without entry, the space can be reclassified as a non-permit space, (1910.146(c)(7)). Elimination means the condition causing the hazard no longer exists for the duration of entry. Lockout and tag-out procedures that comply with 1910.147, The Control of Hazardous Energy, can be used to eliminate mechanical and electrical hazards. Isolation methods such as blinding, blinding, misaligning, or removing pipe sections can be used to eliminate hazards created by steam, natural gas, or other substances that can cause hazardous atmospheres or engulfment. Reclassification determinations must be documented. As long as equipment or machinery inside the permit space remains guarded, employees are not considered to be exposed to equipment-related hazards. If conditions change, the space must be reevaluated.

Rescue and Emergency Services

Employers must have a plan to remove employees from permit spaces. The standard requires a mechanical device to retrieve personnel from vertical permit spaces more than five feet deep; non-entry retrieval systems include a chest or full-body harness and an attached retrieval line. Employers can have their own employees or arrange to have an outside service (e.g., fire departments) enter spaces to perform rescues. Employers must evaluate and select a rescue service (personnel designated to rescue employees from permit spaces) with the ability to respond to a rescue summons in a timely manner (see 1910.146 (k)(1)(i) note) and that is proficient with rescue tasks and equipment. Employers relying on outside rescue services must verify that the emergency responder is trained, equipped, able, and willing to conduct rescues in the employers' confined spaces. An employer with employees designated to provide permit-space rescue and emergency services must train rescuers to perform assigned rescue duties and provide personal protective equipment and training on its use. Rescue team members must be trained in basic first aid and cardiopulmonary resuscitation (CPR). One member at the rescue scene must hold a current certification in basic first aid and CPR. Employers must inform designated rescuers about permit-space hazards and ensure that rescue team members practice making permit-space rescues at least annually in representative spaces.

Do you have confined spaces in your work areas? If so, please send me an email with a list of sites, whether they are permit required or not and if they are signed. We are trying to document all confined spaces our Agency has. Send me an email at robin.m.webb@mil.state.or.us or call me at 503-584-3581.

Safety and Health Policy Reminders

Just a reminder that you can find all of our AGP/OMD policies on our website at http://www.oregon.gov/OMD/AGP/aggp_policies.shtml . If you have not taken the time to become familiar with them, please take a moment and review what is available.



familiar with

Some items of interest you will find on the AGP website are: policies related to Workforce Occupational Health and Safety, Filling Positions, Training and Development and Classification Compensation. For Dept. of Administrative Services (DAS) policies which govern other areas within our agency, go to <http://oregon.gov/DAS/HR/rules.shtml> .

Management,

For ORNG policies, regulations, memorandums, forms, etc., go to http://inside-01.or.ng.ds.army.mil/portal/page?_pageid=153,1,153_240119&_dad=portal&_schema=PORTAL

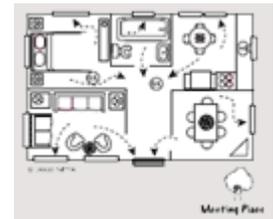


Home Fires

- One home structure fire was reported every 87 seconds in 2009.
- On average, seven people died in home fires every day. Adults 65 and over face the highest risk of fire death.
- In 2009, U.S. fire departments responded to 362,500 home structure fires. These fires caused 12,650 civilian injuries, 2,565 civilian deaths, \$7.6 billion in direct damage.

Escape Planning

- According to an NFPA survey, less than one-fourth of Americans have both developed and practiced a [home fire escape plan](#) (PDF, 640 KB).
- Almost three-quarters of Americans do have an escape plan; however, less than half actually practiced it.
- One-third of Americans household's estimate they thought they would have at least 6 minutes before a fire in there home would become life threatening. The time available is often less. And only 8% said their first thought on hearing a smoke alarm would be to get out!



Smoke Alarms

- Roughly two-thirds of home fire deaths happen in homes with no smoke alarms or no working [smoke alarms](#). About one in five smoke alarm failures was due to dead batteries.
- Working smoke alarms cut the risk of dying in reported home fires in half.
- In fires considered large enough to activate the smoke alarm, hardwired alarms operated 91% of the time, while battery powered alarms operated only 75% of the time.

Home Fire Sprinklers

- [Automatic fire sprinkler systems](#) cut the risk of dying in a home fire by about 80%.
- Home fire sprinklers can contain and may even extinguish a fire in less time than it would take the fire department to arrive on the scene.
- Sprinklers are highly effective because they react so quickly in a fire. They reduce the risk of death or injury from a fire because they dramatically reduce the heat, flames and smoke produced, allowing people time to evacuate the home.

Cooking

- [Cooking equipment](#) is the leading cause of home structure fires and associated injuries, and was tied for the third leading cause of home fire deaths.
- Unattended cooking was by far the leading cause of these fires.
- Households using electric ranges have a higher risk of fires than those using gas ranges.
- Children under five face a higher risk of non-fire burns associated with cooking than being burned in a cooking fire.
- Nearly half (45%) of microwave oven injuries seen at emergency rooms in 2009 were scalds.
- U.S. fire departments responded to an average of 155,400 cooking-related home fires each year between 2005-2009, causing an average of 390 deaths, 4,800 injuries and \$771 million in direct property damage.



Heating

- Fires involving [heating equipment](#) peak in December, January and February, as do deaths from these fires. Overall, home fires and home fire deaths are also more common in the cooler months of the year.
- Heating equipment was the second leading cause of all reported home fires and home fire deaths.
- The leading factor contributing to heating equipment fires was failure to clean, principally creosote from solid fueled heating equipment, primarily chimneys.
- Half of home heating fire deaths resulted from fires caused by heating equipment too close to things that can burn, such as upholstered furniture, clothing, mattresses or bedding.
- U.S. fire departments responded to an average of 64,100 heating-related home fires each year between 2005-2009, causing an average of 560 deaths, 1,620 injuries and \$904 million in direct property damage.

Smoking Materials

- The risk of dying in a home structure fire caused by [smoking materials](#) rises with age.
- In recent years, Canada and the United States have required that all cigarettes sold must be "fire safe," that is have reduced ignition strength and less likely to start fires.
- U.S. fire departments responded to an average of 18,900 smoking-related home fires each year between 2005-2009, causing an average of 660 deaths, 1,270 injuries and \$492 million in direct property damage.

Electrical

- 41% of [home electrical fires](#) involved electrical distribution or lighting equipment.
- 53% of home electrical fires involved other known types of equipment, including ranges, washers/dryers, fans and space heaters.
- During 2005-2009, electrical distribution and lighting equipment was involved in the ignition of 23,400 home structure fires, on average, per year. These fires caused an average of 390 deaths, 970 injuries and \$822 million in direct property damage.

Candles

- On average, there are 35 home [candle fires](#) reported per day.
- Roughly two-fifths of these fires started in the bedroom.
- More than half of all candle fires start when things that can burn are too close to the candle.
- During 2005-2009, candles caused an average of 12,900 home fires, 140 home fire deaths, 1,040 home fire injuries and \$471 million in direct property damage.



"Reproduced from NFPA's Fire Prevention Week website, www.firepreventionweek.org. copy right 2011 NFPA"

Home Safety

Clothes Dryers

According to the National Fire Protection Agency (NFPA), clothes dryers cause approximately 15,000 fires each year in homes, hotels and motels, and hospitals. So some ideas to help prevent dryer fires are as follows:

1. Clean the filter screen after each use; turn the dryer off before leaving the house.
2. Clean vents to the outside twice a year. Use a vacuum cleaner to suck out accumulated lint and dust.
3. Vacuum the motor area of your dryer as lint and dust in the vent pipe can ignite if it gets hot enough.

Office Safety

Did you know that today's modern offices have more poison dangers than you may be aware of? In fact, it's just that lack of knowledge about office chemicals that could put you at risk. Don't take these materials for granted:

1. Copy machine toner
2. Printer ink
3. Glue
4. Whiteout correction fluid
5. Cleaning supplies

Here are some general guidelines to prevent poisonings:

1. Read chemical labels and follow the manufacturers' instructions to use and store these items safely.
2. Use chemicals in well-ventilated areas.
3. Use personal protective equipment, such as gloves, to protect yourself.
4. Post the National Poison Help Line – 800-222-1222- near the workplace first-aid kit so that if you or a co-worker has been exposed to poisonous substances, you can call that number immediately. Of course, you can call 911 for any emergency, but if the problems poison, the best number to call is the Poison Help Line. Healthcare experts will answer the phone and be able to answer your questions and connect you to a local poison help right away.

SHARPS Containers

Due to the discovery of several syringes in the trash here at JFHQ, there are now two SHARPS Containers located in each of the shower/locker rooms located on the first floor. In Oregon it is unlawful to throw sharps (syringes, needles, lancets, etc.) into the household garbage. Sharps must be stored in a rigid, red, puncture-resistance, leak-proof container that can be sealed. If you have questions, contact Robin Webb at robin.m.webb@mil.state.or.us or by phone at 503-584-3581.



Back to School Safety



It's that time of year again when children are returning back to school. Oregon Department of Transportation suggests this is a good time to brush up on some safety reminders.

Pedestrian Safety

1. Before crossing the street make sure to look left and right for traffic in all directions. Remember you can't always hear cars nor bicycles so keep looking.
2. If there are no sidewalks then walk close to the edge of the road and out of the way of traffic. You should walk facing traffic so you can see approaching cars.
3. Don't run out into the street between parked cars, drivers can't see you.
4. Wait for a walk signal when crossing the street. Look before you cross to make sure drivers have stopped.
5. Be visible. Buy school supplies and clothes that sport retro reflective material to make those dark fall days safer.

Bicyclist Safety

1. Choose streets with low traffic volumes, slow speeds, few intersections and bicycle lanes and sidewalks.
2. Ride in the same direction of traffic, not against traffic.
3. If riding or skating on sidewalk, watch for pedestrians. Alert pedestrians if you are passing with a bike bell or vocally.
4. At intersections, stop at the curb and look for cars before crossing – walk your bike across the street.
5. Always wear your helmet. Make sure to adjust the helmet so that it fits securely.
6. Make yourself more visible to drivers by wearing bright colors or adding reflective safety tape to your backpack or bike frame.

School Bus Safety

1. Arrive at the bus stop early
2. When the bus approaches, stand at least five giant steps (10 ft) away from the curb.
3. If you cross the street in front of the bus, cross at least five giant steps ahead of the bus so the bus driver can see you.
4. Never walk behind the bus or go under the bus.
5. Avoid wearing any clothes or accessories that may get caught in a school bus handrail or door.

Safety Seat Reminders

1. Oregon law requires child passengers weighing over 40 pounds to ride in booster seats until 8 years of age or 4'9" tall.
2. For children who are physically beyond the safety seat, remember that all passengers must buckle up for safety.

Other Reminders

Other things to consider are talking with your children about communication such as texting you when they leave school and arrive home. They should also let you know if their after school plans change. Remind them to be on constant lookout for what is going on around them and report anything out of the ordinary.

Predictability – children come and go at the same time and most often walk the same routes to and from school, the bus stop and other common destinations. Ask them to mix it up so that their routes are not so predictable but to let you know what route they are taking.

Watch out for those "isolated" areas such as covered parking garages or quiet soccer fields behind the school where no one can see them from the road. Do not take short cuts such as down service alleys behind buildings. Encourage your child to develop a "buddy system" in which they walk in groups. Walk facing traffic making it difficult for a vehicle to pull

alongside.

Remind your child if they ride the bus to watch out the back window as they get closer to their stop to see if they notice any vehicles that have been behind the bus for long periods of time or you noticed it following the bus the day before. Tell your child to bring attention to the bus driver and stay on the bus until an alternate arrangement is made.

Remind your child that if they have a "gut feeling" that something is wrong or out of the ordinary, to go with it. It's better to have a few false alarms than to deal with the alternative.

Holiday Safety Tips



Halloween Safety Tips for Trick or Treating

Kids look forward to Halloween for many reasons. They like dressing up in costumes but mostly they like it for the candy and treats! Who wouldn't? Even some adults still like to go out trick or treating. It makes them feel young and happy again. While this section sticks mainly to guidelines for kids, they are just as useful for adults.

Some parents like to take first dibs on some of the candy that the kids have picked up during the night. It's their reward for taking them around from house to house! We suggest that you watch the candy intake when you all get home, too much at one time can lead to stomach aches and indigestion. That includes mom and dad as well!

Make your child's Halloween a memorable holiday and they'll have good memories that last a lifetime! If you are taking your kids out for the night, dress up as well. Mom and dad should get into Halloween as much as the kids do!

Trick or Treating should be one of the great adventures of Halloween for kids! They can get dressed in scary costumes and go door to door, begging "Tricks or Treats!" from neighbors or at the local mall. Lots of small towns have a Halloween Safe Night at the community center or school so kids can Trick-or-Treat safely but going door to door is the stuff of childhood memories! It should be a fun time, without trouble and pain, so following some easy tips can keep your child safe every Halloween.

1. Children should always go out trick or treating accompanied by a responsible adult. If you have a group of kids going, the parents should choose two or three of them to go along and keep an eye on things.



2. Some towns set a curfew for trick or treating which makes it easier for townsfolk to know who's coming to their door. Make sure and stick to the curfew times and stick to subdivisions and areas with a lot of homes so your kids can get in as much trick or treating as possible in a few hours time.

3. Plan a safe route so parents know where their older kids will be at all times. Set a time for their return home. Make sure that your child is old enough and responsible enough to go out by themselves. Make sure that they have a cell phone.

4. Let your children know not to cut through back alleys and fields if they are out alone. Make sure they know to stay in populated areas and not to go off the beaten track. Let them know to stay in well lighted areas with lots of people around. Explain to them why it can be dangerous for kids not to do this. If they are going out alone, they are old enough to know what can happen to them in a bad situation and how to stop it from happening.

5. Instruct your children not to eat any treats until they bring them home to be examined by you. This way you can check for any problem candy and get the pick of the best stuff!

6. Instruct your child to never go into the home of a stranger or get into their car. Explain why this is not a good idea and what to do if someone approaches them and tries to talk to them.

7. Make sure your child carries a flashlight, glow stick or has reflective tape on their costume to make them more visible to cars.

Let them know that they should stay together as a group if going out to Trick or Treat without an adult.

Halloween Costume Safety

The right costume for you or your child can make all the difference for a fun Halloween. Adults seem to go more for horror themed costumes while kids seem to go for super heroes or the popular TV cartoon of the day. Check out Halloween Online's [Make-up and Costume](#) section for ideas.

Letting your child pick out his or her own costume, within reason, will give them a sense of responsibility and make them feel good that they could pick out their own costume.

One problem today for little girls, and boys as well, is that good role models are few and far between. If your little girl wants to dress up like a certain rehab bound starlet or heiress, steer them to a more positive role model like a nurse, teacher or President. A princess or fairy is always good fantasy choices as well. If your little boy wants to be like the latest drug addicted rap star or athlete, point them towards something like a fireman, doctor, or military person. They could also go for the latest cartoon of their choice.

Whether store bought or home made, Halloween costumes should be fun and scary yet safe. Below are some ideas to hazard-proof your Halloween fun. Costumes should be scary to those who see them, not those who wear them! Here are some easy tips to make your Halloween a safe and happy one!



Kids Costume Tips

Costumes should be made of flame retardant material. If they are home made, make sure and use either a fire retardant spray or fabric that has been treated with fire retardant.

Make sure to work into your child's costume reflector strips, a flash light or light stick to make them more visible at night. This will assure that they are seen by drivers and that you can keep an eye on them as well if they get ahead of you while trick or treating.

Do not include high heel shoes or long dangling pieces of costume that your child could trip over. A scraped knee or bloody nose can really ruin their fun.

If they are carrying a prop such as a scythe or sword, make sure they are made out of a flexible plastic that will bend if fallen on. Most of the props available today are made of flexible plastic.

If your child is wearing a mask, make sure that the eye holes are big enough to see not only in front but peripherally as well. You may have to cut them open further yourself. If so, use some black or gray grease paint around the eye socket to cover skin.

If you and your child are going out with a group, make their costume a unique one so you can spot them easily in a crowded area. Use flashing lights or jewelry to make them stand out.

If you have more than one child, save costumes from year to year to pass down or to exchange with friends. You can add extra accessories or dress them up a little to make them different from year to year.

Adult Costume Tips

Make sure that your costume fits properly to avoid any accidents like tripping over a long dress or cape. Make sure that it is comfortable since you'll probably be wearing it for a few hours.

If you plan on doing any trick-or-treating with a group, and yes, some adults still do go out trick-or-treating, make sure that your group isn't too big and that you all have some type of reflective or flashing item on your person so cars can see you.

If you are wearing a mask, make sure that it is comfortable, has adequate eye holes and proper ventilation. If you have to cut the eye holes bigger, just use matching grease paint around your eyes to fill in where you have removed part of the mask.

Women, if you are wearing something "low cut and sexy", as Elvira would say, make sure that you easily get in and out of the costume for bathroom purposes. Nothing will ruin your fun at a night or party faster than not being able to make it to the bathroom in time.



Picking your costume should be a fun and exciting time for you and your child. Just take your time, try it on in the store if possible and make sure that it's something that you really like!

Thanksgiving



As Thanksgiving approaches, cooking the traditional turkey dinner gives rise to anxieties and questions. What kind of turkey should I buy? Should I buy a frozen turkey or a fresh one? How do I store my turkey? A few simple steps will not only ease your holiday fears, but will ensure a delicious and a safe meal for you, your family, and your friends.

The following information may help you prepare your special Thanksgiving meal and help you countdown to the holiday:

1. **PLAN AHEAD** - Plan your menu several weeks before the holiday. Shopping early will ease the countdown tension for your Thanksgiving meal. Ask these questions to help plan your meal. Do you want a fresh or frozen turkey? Do you have enough space to store a frozen bird if purchased in advance; if not, when should you purchase a turkey? What size bird do you need to buy?
2. **FRESH OR FROZEN** - There is no appreciable difference between a fresh or frozen bird. It is just a personal preference.
3. **WHEN TO PURCHASE** - If you choose to buy a frozen bird you may do so at any time, but make sure you have adequate storage space in your freezer. If you buy a fresh turkey, be sure you purchase it only 1-2 days before cooking. Do not buy a pre-stuffed fresh turkey.

Thawing

- In refrigerator - Place frozen bird in original wrapper in the refrigerator. Allow approximately 24 hours per 5 pounds of turkey. After thawing, keep turkey refrigerated for only 1-2 days.
- In cold water - If you forget to thaw the turkey or don't have room in the refrigerator for thawing, don't panic. You can submerge the turkey in cold water and change the water every 30 minutes. Allow about 30 minutes defrosting time per pound of turkey.
- In microwave - Microwave thawing is safe if the turkey is not too large. Check the manufacturer's instructions for the size turkey that will fit into your oven, the minutes per pound, and the power level to use for thawing. Cook immediately after thawing.

Preparation

- The day before Thanksgiving - Make sure you have all the ingredients you need to prepare your holiday meal. Check to make sure you have all the equipment you will need, including a roasting pan large enough to hold your turkey and a meat thermometer. The turkey may be rinsed in cold water the night before and re-wrapped for roasting the next day if you wish. Wet and dry stuffing ingredients can be prepared ahead of time and refrigerated separately. This may also be done on Thanksgiving Day. Mix ingredients just before placing the stuffing inside the turkey cavity or into a casserole dish.
- Thanksgiving Day - If you choose to stuff your turkey, stuff loosely. The stuffing should be moist, not dry, since heat destroys bacteria more rapidly in a moist environment. Place stuffed turkey in oven immediately. You may also cook the stuffing outside the bird in a casserole.
- Judging cooking time for your turkey will be easier if the following the suggestions below. The times listed are for a fresh or thawed turkey in an oven at 325 F. These times are approximate.



Unstuffed Turkey Cooking Times

Size of Turkey - Hours to Prepare 8 to 12 pounds - 2 3/4 to 3 hours 12 to 14 pounds - 3 to 3 3/4 hours 14 to 18 pounds - 3 3/4 to 4 1/4 hours 18 to 20 pounds - 4 1/4 to 4 1/2 hours 20 to 24 pounds - 4 1/2 to 5 hours

Stuffed Turkey Cooking Times

Size of Turkey - Hours to Prepare 8 to 12 pounds - 3 to 3 1/2 hours 12 to 14 pounds - 3 1/2 to 4 hours 14 to 18 pounds - 4 to 4 1/4 hours 18 to 20 pounds - 4 1/4 to 4 3/4 hours 20 to 24 pounds - 4 3/4 to 5 1/4 hours. Use a meat thermometer to check the internal temperature of the turkey. When the temperature of the poultry (as measured in the thigh) has reached

180 F, also check the temperature in several locations, being sure to include the wing joint. All turkey meat, including any that remains pink, is safe to eat as soon as all parts reach at least 160 F. The stuffing should reach 165 F, whether cooked inside the bird or in a separate dish. When turkey is removed from the oven, let it stand 20 minutes. Remove stuffing and carve turkey.

Storing Leftovers



Cut the turkey into small pieces; refrigerate stuffing and turkey separately in shallow containers within 2 hours of cooking. Use leftover turkey and stuffing within 3-4 days; gravy within 1-2 days; or freeze these foods. Reheat thoroughly to a temperature of 165 F or until hot and steaming.

Facts for this article were taken from the US Census Bureau, the US Food Safety and Inspection Service, and the Library of Congress.



Holiday Hazard Checklist

The holidays should be a magical time for children. Yet each year, hospital emergency rooms treat about 8,700 people for injuries, such as falls, cuts and shocks, related to holiday lights, decorations and Christmas trees.

According to the U.S. Fire Administration (USFA), fire departments across the United States respond to an estimated 128,700 fires every December. While Christmas tree fires account for only a small percentage of the overall total each year, electric lights and candles can present a very real hazard for homeowners if proper precautions aren't taken.

Tree fires typically start from shorts in electrical lights or open flames from candles, lighters or matches. While many people prefer the smell and fullness of fresh-cut trees, they might not be aware of the special care and maintenance required to keep these trees fireproof.

Keep the season merry with this list of safety tips from the American Academy of Pediatrics and the U.S. Consumer Product Safety Commission.

Safer Trees and Decorations

When purchasing an artificial tree, look for the label "Fire Resistant." Although this label does not mean the tree won't catch fire, it does indicate the tree will resist burning and should extinguish quickly.

- When purchasing a live tree, check for freshness. A fresh tree is green, needles are hard to pull from branches and when bent between your fingers, needles do not break. The trunk butt of a fresh tree is sticky with resin, and when tapped on the ground, the tree should not lose many needles.
- When setting up a tree at home, place it away from fireplaces and radiators. Because heated rooms dry live trees out rapidly, be sure to keep the stand filled with water. Place the tree out of the way of traffic and do not block doorways.
- Cut a few inches off the trunk of your tree to expose the fresh wood. This allows for better water absorption and will help to keep your tree from drying out and becoming a fire hazard.
- Use only noncombustible or flame-resistant materials to trim a tree. Choose tinsel or artificial icicles of plastic or nonleaded metals. Leaded materials are hazardous if ingested by children.
- Never use lighted candles on a tree or near other evergreens. Always use nonflammable holders and place candles out of children's reach.

- Take special care to avoid decorations that are sharp or breakable, keep trimmings with small removable parts out of the reach of children to avoid the child swallowing or inhaling small pieces, and avoid trimmings that resemble candy or food, which may tempt a child to eat them.
- Wear gloves to avoid eye and skin irritation while decorating with spun glass "angel hair." Follow container directions carefully to avoid lung irritation while decorating with artificial-snow sprays.



Bright Ideas for Lights

- Indoors or outside, always use lights that have been tested for safety by a recognized testing laboratory that indicates conformance with safety standards.
- Check each set of lights, new or old, for broken or cracked sockets, frayed or bare wires, or loose connections, and throw out damaged sets.



- Use no more than three standard-size sets of lights per single extension cord.
- Never use electric lights on a metallic tree. The tree can become charged with electricity from faulty lights, and a person touching a branch could be electrocuted.
- Before using lights outdoors, check labels to be sure they have been certified for outdoor use.
- Fasten outdoor lights securely to trees, house walls, or other firm supports to protect the lights from wind damage. Use insulated staples to hold strings in place, not nails or tacks. Or run strings of lights through hooks (available at hardware stores).
- Plug all outdoor electric decorations into circuits with ground fault circuit interrupters to avoid potential shocks.
- Turn off all lights when you go to bed or leave the house. The lights could short out and start a fire.

Friendlier Fireplaces

- Use care with "fire salts," which produce colored flames when thrown on wood fires. They contain heavy metals that can cause intense gastrointestinal irritation and vomiting if eaten. Keep them away from children.
- Do not burn wrapping papers in the fireplace. A flash fire may result, as wrappings ignite suddenly and burn intensely.
- Before lighting any fire, remove all greens, boughs, papers, and other decorations from fireplace area. Check to see that the flue is open.



Trouble-Free Toys

- Before buying a toy or allowing your child to play with a toy that he has received as a gift, read the instructions carefully. If the toy is appropriate for your child, show him how to use it properly.



- Follow recommended age ranges on toy packages. Toys that are too advanced could pose a safety hazard for younger children.
- To prevent both burns and electrical shocks, don't give young children (under age ten) a toy that must be plugged into an electrical outlet. Instead, buy toys that are battery-operated.
- Children under age three can choke on small parts contained in toys or games. Government regulations specify that toys for children under age three cannot have parts less than 1 1/4 inches in diameter and 2 1/4 inches long.
- Children under age 8 can choke or suffocate on un-inflated or broken balloons. Remove strings and ribbons from toys before giving them to young children.
- Watch for pull toys with strings that are more than 12 inches in length. They could be a strangulation hazard for

babies.

Outdoor Play

- Make sure your child's gloves and shoes stay dry. If either becomes wet, change your child into a dry pair.
- Sledding on or into the roadway should be prohibited. Look for shallow slopes that are free of obstacles, such as trees and fences.
- Most skiing and skating injuries involve twists, sprains and strains. Prevent injuries by providing your child with competent instruction, proper equipment and appropriate supervision.

Happy Visiting

- Clean up immediately after a holiday party. A toddler could rise early and choke on leftover food or come in contact with alcohol or tobacco.
- Remember that the homes you visit may not be childproofed. Keep an eye out for danger spots.
- Keep a laminated list with all of the important phone numbers you or a baby-sitter are likely to need in case of an emergency. Include the police and fire department, your pediatrician and the national Poison Help Line, 1-800-222-1222.
- Traveling, visiting family members, getting presents, shopping, etc., can all increase your child's stress levels. Trying to stick to your child's usual routines, including sleep schedules and timing of naps, can help you and your child enjoy the holidays and reduce stress.



Food Safety

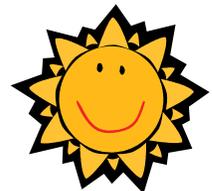
- Bacteria are often present in raw foods. Fully cook meats and poultry, and thoroughly wash raw vegetables and fruits.
- Be sure to keep hot liquids and foods away from the edges of counters and tables, where they can be easily knocked over by a young child's exploring hands.
- Wash your hands frequently, and make sure your children do the same.
- Never put a spoon used to taste food back into food without washing it.
- Always keep raw foods and cooked foods separate, and use separate utensils when preparing them.
- Always thaw meat in the refrigerator, never on the countertop.
- Foods that require refrigeration should never be left at room temperature for more than two hours.



Daylight Savings

Just a reminder that Daylight Savings ends on Sunday, November 6th at 2:00 AM. Don't forget to turn your clocks back one hour.

This is also a great opportunity to check your smoke alarm batteries. Although Oregon law requires that all ionization-only smoke alarms that are sold in the State come with a 10-year lithium battery, there are still some battery operated smoke alarms still being used out there.



If your smoke alarm has a Long-life lithium battery designed to last up to 10 years, you may not need to replace it, but if not, replace the batteries in all of your smoke alarms.

SAFETY MEETING SCHEDULES & CHAIRPERSONS

Did You Know?

Safety Committee Minutes – All Safety Committee Minutes should be posted to a bulletin board or to a website that all employees can access.

Safety Committee Members – Do you know who your safety representatives are in your area? See Safety Meeting Schedules and Chairpersons below.

Safety Committee Member Training - All safety committee members are required by OSHA to attend at least three training programs to include Hazard Identification, Accident Investigation and Safety Committee Basics Training. If you are a Safety Committee member and have not attended any of these classes (or the classes that Marc Snook and I have put on), please talk with your supervisor or call me to get you started. You can find a list of OSHA classes on their website at <http://www.orosha.org/education.html#schedule> . All OSHA classes are free to state employees and are available all over the state.

SAIF Corporation also offers FREE group training on safety related items such as fork lift training, ladder safety, confined spaces, etc. If you are interested in having a Loss Control Consultant provide some training at your facility, please contact me at 503-584-3581 or send me an email at Robin.M.Webb@mil.state.or.us and I will work with SAIF to facilitate that training.

LOCATION	CHAIRPERSON	MEETING DATES	MEETING TIMES	CONTACT NO.
JFHQ & Readiness Ctrs Region 2 thru 8	Jeff Beck	4 th Tuesday each month	1:30 PM	541-584-3532
Camp Withycombe CSMS & State Shop	Aaron Hochstrasser	Monthly	10:00 AM	503-557-5425
Portland Airbase Civil Eng., Fire Dept. & Security Forces	Steve Mezzanatto	3 rd Wednesday each month	9:00 AM	503-335-4458
Camp Rilea	Chris Eckert	2nd Tuesday of each month	9:00 AM	503-861-4178
Klamath Falls Fire Dept., Civil Eng. & Security Forces	Gene Hurst	2 nd Wednesday each month	10:00 AM	541-885-6381
JFHQ Federal Safety Committee	LTC Robert Fraser	Quarterly	9:00 AM	503-584-3222
Youth Challenge Program (YCP)	Karen Rawnsley	Quarterly	2:30 PM	541-317-9623 ex 226

Safety Committee Updates from Around the Agency

What's new in your area? Look for future updates and information happening in your locations via your safety committees or if you know of a special event or happening and would like to see it posted, please let me know and I will add it to our newsletter.

PANG: A new member from Security Forces who will be taking Dan Kane's place since this position has been vacant since his departure. A reminder was given to all State workers at PANG to call 911 from a base phone for any medical assistance. This will help eliminate a response delay.

Camp Rilea: The group is reviewing what OSHA trainings are available/required and are looking for some up to date safety films for reviewing. Two AED's have been assigned to Camp Rilea, one for HQ and one for the Guard Shack, RAM Security.

K-Falls: Reminders were given about Fall safety and to check your wood stove and fire place chimneys/pipes to make sure they are cleaned and free of risk of flu fires. Upcoming OSHA trainings have also been discussed.

YCP: They are still working on reviewing some SOP's related to tool cages in vehicles, Earthquake drills and Cadet Power tool use. Safety walk throughs have been completed and logged and corrections have been noted.

Camp Withycombe: Robin Webb & Marc Snook have created a new Accident Investigation report that will result in more information in determining accident/incident causes. This group has volunteered to review the form and make suggestions. They are also working on Confined Space requirements, First Aid Kits, etc.

Federal Safety Office: Motorcycle training is still a big issue with the TAG. As of August, 45 soldiers have been trained and 28 scheduled. OSHA inspections related to recordkeeping is becoming more prevalent.

JFHQ: The group has decided that due to scheduling conflicts that the meeting will be moved to the 4th Tuesday of each month. The same starting time of 1:30 PM was agreed upon. This group is still working on several items, such as reviewing the Incident/Accident reports each month and going over the hazard log resulting from Marc Snook's annual inspections.

Safety Funnies/Games

Please don't try these at work or home....



"I want to clean up the blood!"



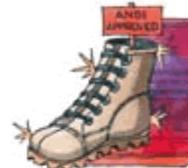
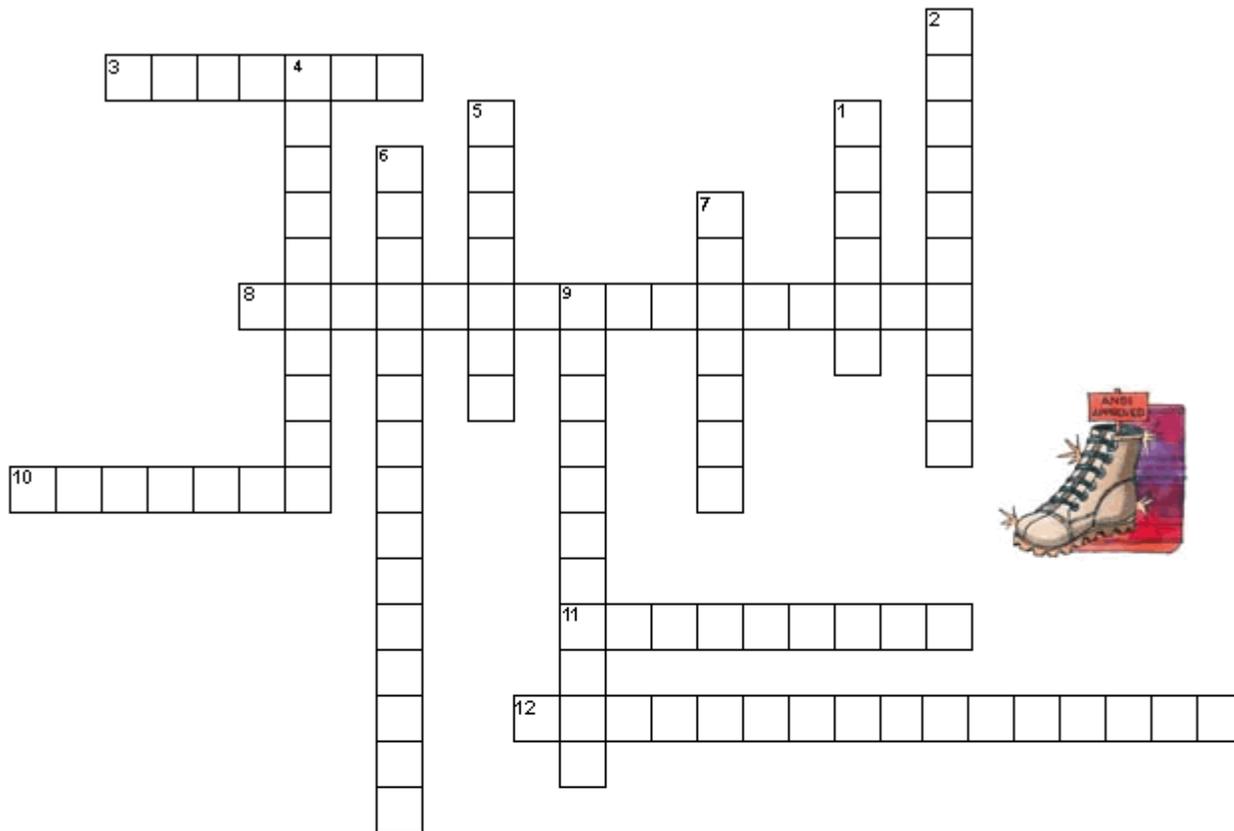
Match the job to the glove

Here is a list of jobs that require workers to wear hand protection. Match the job to the best choice of glove.

Job	Glove
1. Picking up and moving pallets.	Butyl rubber
2. Dipping parts into nitric acid.	Metal mesh
3. First aid response to an injury.	Leather
4. Using a utility knife to cut tile.	Latex

Answer: 1. Leather, 2. Butyl rubber, 3. Latex, 4. Metal mesh

Foot protection crossword puzzle



Across

3. Putting on protective equipment.
8. Evaluation of the workplace to determine if hazards or the potential for hazards exist which require the use of personal protective equipment.
10. Removing protective equipment.
11. A built-in box that provides extra protection to a part of the foot.
12. Type of footwear that reduces the hazards from contacts with electrically energized parts and provides toe protection for the wearer.

Down

1. Type of material that provides foot protection from water, oil, and dangerous chemicals.
2. Type of footwear that prevents the accumulation of static electricity or equalizes the electrical potential between the wearer and high voltage lines.
4. Type of boots that provide protection against extreme hot or cold surfaces.
5. Type of shoes with elastic gores rather than laces.
6. Prevents or reduces the severity of injury to the top of the foot and toe areas.
7. Offers comfort and insulation between the toe cap and the foot.
9. Provides protection from punctures.

Wordlist: conductive, cushion, donning, doffing, electrical hazard, foundry, hazard assessment, insulating, metatarsal guard, rubber, safety toe, and steel insole.

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