



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
1776 MILITIA WAY
P.O. BOX 14350
SALEM, OREGON 97309-5047

AGP

12 May 2009

MEMORANDUM FOR RECORD

Subject: Safety Meeting for May, 2009

The Oregon Military Department Safety Committee met on 12 May 2009, at the Military Department in the VTC Room. The meeting convened at 1:30 PM. The status of the Member attendance was as follows:

Frank Wallace	SMW	Chairman	Present
Timothy Gilbert	AGI	Member	Present
Robin Webb	AGP	Safety Manager/Recorder	Present
Bryce Dohrman	AGC	Risk Manager	Absent
Bruce Vollstedt	AGI	Member	Present (Tele)
Jeff Beck	AGI	Member	Present (Tele)
Terry Larson	SMW	Member	Present
Terri Kroeker	DS-Air	Member	Present
Mike Wiley	Region 4	Member	Absent
John Unger	Region 5	Member	Present (Tele)
Owen Pence	Region 6	Member	Present (Tele)
Jack Cassity	Region 7	Member	Present (Tele)
Dan Hinkley	Region 8	Member	Present (Tele)
Mike Wilson	AGI	Member	Absent
Terry Sevey	RTI	Member	Absent
Randy Luketmeyer	AGI	Member	Absent
Cherie Zastoupil	OEM	Member	Present
Marc Lesperance	SSO	Guest	Present
Anthony Tavoloni	SSO	Guest	Present

1. Review of Minutes: The first order of business was to review the Safety Meeting minutes from the April, 2009 meeting. The minutes were approved as written. Bruce Vollstedt did the motion and Owen Pence second.

2. Status of OSHA Consultant: Robin stated the OSHA Consultant will be here on Monday, June 8th at 9:00 AM. Tim stated he would like Bruce Vollstedt and Jeff Beck to also be a part of this meeting. The OSHA Consultants name is Rowel Silos.

3. Review of Accident/Incident Reports for March: Robin indicated there were no new incident reports for this location. She did log in the 30th claim/incident report for this year so far. We ended last year at 62.

- 4. Hazard/Non Hazard Log Review:** Robin reported no new issues have been added to either log. Sign has been posted on stairwell wall next to the Cafeteria.
- 5. Safety Day 2009:** Robin indicated that SAIF backed out last Friday on providing us help on Safety Day. Tim did get a couple of electronic videos to email out and SAIF did drop off some ergonomic information that she will leave on the tables in the cafeteria. Tim indicated everyone should email their employees, focus on safety, look around your work areas and take a break. That is the purpose of the videos is to take a break and spend a moment to reflect on safety.
- 6. CPR-AED Training:** Robin stated we have CPR-AED training scheduled at the ARC on Tuesday, June 16th at 9:00 AM in room 114. The class should last about three hours. Right now she has opened the training up to all of the FMS', Safety Committee members and the Evacuation Coordinators. If room allows (up to 40) we can include others.
- 7. AA on Earthquake Drill:** Robin indicated everyone in the building here did very well with the exception of one area on the USPFO side. Apparently, they decided they did not need to participate and that included the Evacuation Coordinators. Cherie indicated over at the ARC, Althea Turner put an educational experience on it. With everyone under their desks she was explaining the different aspects of the intensity of an Earthquake. Jeff indicated he also took this opportunity to check the audio devices (alarms) to make sure they were operational. Robin stated she asked each office afterwards whether they could hear the alarm; everyone indicated they could hear it fine.
- 8. Quarterly Inspection Checklist Follow-up:** John indicated he went through the Quarterly Inspection Checklist and tried to consolidate some of the questions. He stated he tried to change some of the questions so that when they are answered, a yes answer would be the correct answer. He added a few questions he felt were pertinent from the expanded version off the OSHA website. It was sent out for review and comment to the committee. Robin indicated the only response she got was from Jack. John stated he tried to keep it to one page. Tim indicated he would have to check because it's part of the 420-10 regulation as to whether we hold it until we do the re-write or do we put it in as an addendum or can we use it now. He does not see any issues, definitely better than what it was. John brought up a question on number 2 on the list. Do we want to leave it as is or do we want to change it? Tim indicated the requirement for all SMWs is 16 hours of Safety Training a year or four OSHA classes. The problem is some of our locations can not get four OSHA classes and we don't want people taking classes just to take them. For some it could be eight hours instead of 16 depending on what is available. As a self assessment it should be left in there, but as a Supervisor, they should be evaluating whether eight hours or 16 hours is adequate for that employee. Jeff indicated that the training can be a variety of things like demonstrating the proper use and inspection of a ladder or operating the Bob Cat. These are trainings Supervisors can be a part of. Robin reminded everyone that any training certificates need to be sent to AGP so that copies can be put in the employees personnel file.

Terry stated if the questions are all "yes" then it's easy for someone to just run through the check list without reading it. Bruce indicated the old form had a few "no's" in it so you had to read it. Tim stated it is probably better to keep it the way it is and rely on our supervisors to hold people accountable. Frank indicated we should leave it as John has revised.

Robin also indicated that she and John talked about Vehicle safety and whether that should be included on the Quarterly Inspection sheet and decided that it should probably be a separate check list. John indicated he reviewed several that Robin sent to him and likes the short one. John stated he would draft something up for the next meeting. Tim asked John to get the vehicle one to us and we will take both of them and see if we can implement them into the regulation, if not, we will figure out what to do. John stated the vehicle one was one from the federal side we could plagiarize. It has all the basics on it.

9. New Business: Robin states the only thing she has for new business is the two handouts, "What's Your safety Score" and the other is "Assess Your Stress." This was part of the information SAIF dropped off. When you have time, assess yourself and see where you are at.

Jeff indicated there is a lot of stuff going on right now with the facilities related to the stimulus package. There will be a lot of day to day things that are not normal routine, lots of hazards, different folks, different things we will need to be aware of. Keep safety in your mind. It's our job as residents to ask questions and keep people (contractors) in check.

Cherie indicated last Friday there was a security issue at the ARC in which a soldier committed suicide. This has enlightened issues regarding communication in the building and some other things.

10. Next Meeting: The next meeting is scheduled for Tuesday at 1:30 PM, June 9, 2009 in the VTC room. Frank indicated he will be on vacation so will not be at the meeting. The call in number is 1-866-308-7464. The conference number will need to be determined in the future as it changes each month. Meeting adjourned at 2:30 PM.

/s/

Robin Webb
Safety Manager & Recorder

AGENDA

JFHQ & Readiness Centers, Region 2 thru 8

Safety Committee Meeting

Location: JFHQ VTC Room

Date: Tuesday, June 9, 2009

Time: 1:30 PM

1. Review and approve May meeting minutes – All
2. Status of OSHA Consultant – Robin
3. Review of Accident/Incident Reports for April – Robin
4. Hazard Log Review/Non Hazard Log – Robin
5. CPR-AED Training
6. Quarterly Inspection Checklist Follow-up & Vehicle Checklist – John Unger
7. New Business



Paul; Rolfe, Nick; Romero, Donna; ROSS Stanley S; Ross-Lee Loreen S; Rozzell, Rickey; Ruth, Dennis; Ryan, Donald; Saunders, Edwin; Schafer, Donald; Scheehan, Mark; Scheehear Mark O; Scheel, alan; Schulke, Robert; Schwebach, Mike; Senser, Pete; Sevey, Terry; Shaw, David; Shepherd, Peter; Shields Patrick C; Sigrist, Dennis; Silva Amber M; Sixour, Vickie; Slevin, Julie; Smith Richard A; Smith, Shirley; Sneed, John; Snyder, John; Soliz, Armando; Sota David; Stanley, Marte; Stark, Jeanie; Starr, Debra; Staub, John; Stewart, Gary; Stratman Deborah P; Strupith, Frank; Suchla, Danny; Swafford, Roy; Tario, Giovanni; Tarr, Brian; Taylor John; Taylor, Chuck; Taylor, Nick; Tennyson, Mark; Thomas, Craig; Thompson, Brian; Thompson, Michael; Thompson, Paul G; Thornley, Ted Allen; Thrasher Lamara V; Tripp, John; Turner, Althea; Turner, Elisabeth Jean; Turner, Russell L; Tyner Richard S; Underwood, Robert; Unger, John A; vaght, william; Vandrew, Gary; Vangorder, Justin; Vargas Antonio J; Vertner Barry L; Villarreal, Camilla; Vollstedt, Bruce; Wagers, William; Wallace, Frank; Walz Darrell E; Warnock, Ken; Watt Steven G; Weaver, Dwain; Webb, Robin; Weitman Rod; White, John; Widenmeyer, Kevin; Wilaby, Heather; Wilcock, Danny; Wiley, Mike; Willeford James P; Williams, Darryl; Williams, Marcus; Wiski, Jerome; Wilson Christian L; Wilson, George; Wilson, John; Wilson, Michael E; Wolfe, Steve; Wolke, Richard; Wong, Sommy; Wood, Gregory; Woodke, William; Wou, Michael; Wunder, Steven; Wyatt, Terry; Yeamans, Kevin; Yexley Brandy; Yoder, Wendy; Yost, Travis; Youngren, William; Zaik, Richard; Zastoupil, Cherie; Zubrick, Joshua
 Tavoloni, Anthony W 2LT MIL NG ORARNG; *Deckert, Timothy J MAJ MIL NG ORARNG*
 Free Motorcycle Training Classes

Cc:
 Subject:

For those of you who ride motorcycles or are thinking about getting one, you might want to consider registering for the motorcycle safety course put on by Team Oregon or Latus Motors (depending on your location). This training is being offered free of charge to Oregon Military Department State and Federal employees only. If you are interested, here is the information.

Team Oregon:

- 1) Go to website teamoregon.orst.edu and pick a location
- 2) Call 1-800-545-9944 ext 0 and inform the person which location date and time that you would like to register for. Ensure that you inform them that you are ORARNG and they will charge the card on record. We CANNOT reimburse anyone who pays for the class themselves.

Latus Motors:

- 1) Call 503-249-8653 and ask to speak to someone in riders edge safety and register the same as Team Oregon. They have the card on record. Latus only conducts classes in the Portland Area.

Managers - Please share this information with your employees who do not have access to emails.

Please let me know if you have problems or questions related to this training. You can either email me or call me at 503-584-3581.

Robin Webb