



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

AGP

February 9, 2011

MEMORANDUM FOR RECORD

Subject: Safety Meeting for February, 2011

The Oregon Military Department Safety Committee met on 8 February 2011, at the Military Department in room 219. The meeting convened at 1:30 PM. The status of Member attendance was as follows:

Jeff Beck	AGI	Chairman	Present
Tim Gilbert	AGI	Vice Chair	Absent
Robin Webb	AGP	Safety Manager/Recorder	Present
Bryce Dohrman	AGC	Risk Manager	Absent
Bruce Vollstedt	AGI	Member	Present
Terri Kroeker	DS-Air	Member	Absent
Mike Wiley	Region 4	Member	Present
John Unger	Region 5	Member	Absent
Russell Turner	Region 6	Member	Present
Mark Fillman	Region 7	Member	Present
Vacant	Region 8	Member	Absent
Terry Sevey	RTI	Member	Present
David Stuckey	OEM	Member	Absent
Cherie Cline	OEM	Alternate for OEM	Absent
Ryan Palmer	FED	Member	Absent

- 1. Review of Minutes:** The first order of business was to review the Safety Meeting minutes from the January 11, 2011 meeting. A motion to approve the minutes was given by Jeff Beck and a second by Bruce Vollstedt.
- 2. Review of Accident/Incident Reports for the Agency for January:** There was only one Incident Accident report to review. This injury did not fall under this safety committee so only a brief review was performed. No recommendations were required or given by this committee.
- 3. Hazard/Non Hazard Log Review:** The list of items were reviewed for status update. It was reported that BIAK and Umatilla Bldg 30 still do not have AED's. Robin will check with COL Deckert to find out status. Robin asked if the information from Mr. Snook's annual inspections should be added to this list. The committee decided it would be a great idea to have all the "issues" on one list so she will add those to this log. This log will cover all issues identified on the Quarterly Safety Inspection sheet so Robin will no longer need to bring those to the Safety Committee meeting to address them. A suggestion was given to add a column to identify if items came up on Quarterly Safety Inspection (QSI) or in Mr. Snook's Annual Inspection (AI). Robin also indicated that

COL Deckert is talking about giving Mr. Snook some items for on site corrections such as face plate covers, etc. Her and COL Deckert are also looking at combining all Inspection reports into one document, this would include safety inspections and Industrial Hygiene Inspections. This way all information would be in one database.

4. February Safety Topics: Safety Topics were reviewed by the committee. The first was Forklift Safety. Jeff indicated we may not have anyone who is certified out in the field but it's a good idea to be aware of the hazards, etc. Powered Industrial Vehicles, make sure loads are secure and properly placed. Make sure you operate in the correct direction depending on if you are loaded or unloaded due to tipping issues. Workplace Fire Safety list, this list is for JFHQ only. Robin sent out the Bend Armory Fire Evac plan. It should be pretty easy to cut and paste this for one of your armories out there. If you need an electronic version, contact Terry Wyatt. One still needs to be created for the SRC.

5. New Business:

- a. **AED Placements:** Jeff indicated that Regions 3 through 5 all have AEDs. If you have an AED, do not deactivate the alarm sounding device for when the door opens. It's a good idea that that people are aware that someone is going to use one, or if someone is tampering or removing one. Some of the AED's out there will need new batteries soon.
- b. **Safety Committee Training:** Jeff reminded members that OSHA requires three basic trainings for Safety Committee members. Robin indicated that the classes she and Marc Snook are doing cover the OSHA requirements. She needs some available dates for this safety committee to attend training and a back up date for those who can't attend. The first date would possibly be a safety committee meeting date to accommodate our members. Class would be at JFHQ, can possibly do it via VTC. Class would run from 8:00 AM to Noon. The committee decided that July would work the best as we have Fire Extinguisher training in June and the end of the State's Biennium. So, July safety meeting date and the second or third week in August. Robin will work with Dennis Ruth to see what is available and then send out dates.
- c. **New Members/Old Members:** We are lacking a person for Region 8. Mr. Long is still thinking about whether he wants to be on the committee or not. It was discussed that if Mr. Long does not want to be on the committee, see if he and Dan have issues with having Bruce as the Supervisor representing them both on the committee. Jeff suggested inviting Mr. Long to a safety committee meeting to see if he is comfortable with it. Robin indicated this Safety Committee is growing and has taken leaps in bounds in the last couple of years.

- d. Inmate Training: Robin indicated she did attend a “brief overview” with Dan Bielenberg at DOC. Another training is being scheduled with City of Salem’s Maintenance Shop so she is scheduled to attend.
- e. GOSH Conference: Robin indicated she is signed up to attend. This is a training that happens only once every two years. The cost is \$400 for all four days, which includes lunch or a \$100 per day. Robin will share her schedule with Jeff.
- f. Fire Dept. Walkthrough – SRC: We are on for 10:00 AM, Friday, February 11th for a walkthrough at the SRC. It was decided that while they are there to gather employees after the walkthrough to have a brief discussion with the fire department as there is no alarm system in the building.

6. Due Outs:

Pending:

- a. Follow up on status of AED’s - Robin
- b. Robin to work with Deckert on HazCom Policy – Still Pending
- c. Update 420-10 with Quarterly Safety Inspection Sheet – Jeff indicated it has been posted on Share Point and is now part of the 420-10. Is in process of being signed by TAG. – Still pending
- d. Fire Extinguishers at COUTES were behind locked doors in Weapon area. No access to this area, last inspection was 5 years ago. Do we need to purchase new ones and should we have keys? Bruce will check with Tim Gilbert. – Bruce will discuss issue with keys, maybe need to relocate. Question came up as to who is paying for them. Bruce suggested put in request into Facility Center.
- e. Robin to follow up on Bobcat training vs. Fork Lift training.
- f. Robin will work with Dennis Ruth in setting up Safety Committee Training dates for June and August.
- g. Jeff is also working on re-certifying PPE for ARC Flash such as gloves which needs to be done annually.

Due Outs:

Completed:

- a. Hazard/Non Hazard Long – Robin will populate the log with information from Mr. Snook’s inspections preferably by location.

- b. Schedule ARC Flash Training – Training materials have been completed and are waiting for approval. – Training can be completed on line with I-Learn.
- c. Robin to email Bend Armory Evac Plan to Safety Committee Members – Done

7. Next Meeting: The next meeting is scheduled for Tuesday at 1:30 PM, March 8, 2011 in the JAG Conference room 219. The call in number is 1-866-700-9253 and the PIN is 2280321. 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 Conf. Room 200

Date: Tuesday, February 8, 2011

Time: 1:30 PM

1. Review and approve January meeting minutes – All
2. Review of Accident/Incident Reports for January
3. Hazard Log Review/Non Hazard Log
4. February Safety Topics
5. New Business
 - a. AED Placements
 - b. Safety Committee Training
 - c. New Members/Old Members
6. Next Meeting Date

REPORT OF INCIDENT/ACCIDENT/ILLNESS

- PRINT OR TYPE ONLY, TO BE COMPLETED BY THE INJURED EMPLOYEE OR ATTENDING STAFF
- IF A DOCTOR'S VISIT IS REQUIRED; COMPLETE SAIF 801 FORM IN ADDITION TO THIS FORM & FORWARD IMMEDIATELY.
- FOLLOW THE GUIDELINES ON THE MEDICAL TRANSPORT CHECKLIST

1. NAME OF INDIVIDUAL: [REDACTED]		2. Section: RSMS - Auto	3. DATE OF REPORT: 1/26/11
4. JOB TITLE: Heavy Equip Tech		5. TYPE OF INCIDENT/ACCIDENT/ILLNESS:	
6. EXTENT OF INJURY (Body part or location of pain): open wound left hand			
7. LOCATION WHERE INJURY OCCURRED:			
8. DATE & TIME OF INCIDENT/ACCIDENT/ILLNESS: 1/26/11 9:30A			
11. DATE REPORTED: 1/26/11		12. REPORTED TO WHOM:	
13. WITNESS (attach statement if necessary) RELATIONSHIP: _____ SUPERVISOR, CO-WORKER, ETC. NAME: _____ PHONE: _____		WITNESS (attach statement if necessary) RELATIONSHIP: _____ SUPERVISOR, CO-WORKER, ETC. NAME: _____ PHONE: _____	
14. DESCRIBE INCIDENT/ACCIDENT/ILLNESS FULLY (Include how it occurred, conditions when it occurred (weather, clothing, safety equipment, etc), and describe how it felt to the individual when it occurred): Tightening Alternator belt using heel toe bar and bar slipped and went into left hand			
15. DESCRIBE FIRST AID/MEDICAL TREATMENT: 3 stitches			
16. WHERE WAS INDIVIDUAL SENT (IF TRANSPORTED): Kaiser		17. MEANS OF TRANSPORTATION: POV	
18. INJURED INDIVIDUALS WRITTEN COMMENTS:			

THIS SIDE TO BE COMPLETED BY SUPERVISOR

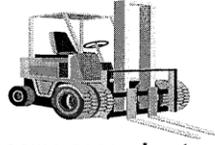
19. CONTRIBUTING FACTORS OF INCIDENT/ACCIDENT/ILLNESS:		
UNSAFE ACTIONS: <i>NA</i>	UNSAFE CONDITIONS: <i>NA</i>	
<input type="checkbox"/> DISTRACTION, TEASING, HORSEPLAY <input type="checkbox"/> OPERATING WITHOUT AUTHORITY <input type="checkbox"/> MAKING SAFETY DEVICES INOPERATIVE <input type="checkbox"/> TAKING UNSAFE POSITION <input type="checkbox"/> FAILURE TO USE PERSONAL PROTECTIVE DEVICES <input type="checkbox"/> OTHER: _____	<input type="checkbox"/> INADEQUATE SUPERVISION <input type="checkbox"/> DEFECTIVE TOOLS, EQUIPMENT, OR SUBSTANCE <input type="checkbox"/> HAZARDOUS ARRANGEMENT <input type="checkbox"/> SUB-STANDARD PHYSICAL CONDITIONING <input type="checkbox"/> UNSAFE CLOTHING <input type="checkbox"/> PREVIOUS INJURY <input type="checkbox"/> HAZARDOUS OBSTACLES <input type="checkbox"/> OTHER: _____	
20. BACKGROUND: ARE THERE ANY CONTRIBUTING FACTORS, SUCH AS LEVEL OF TRAINING, PERSONAL CHARACTERISTICS, HABITS, FAILURE TO ADHERE TO SAFETY POLICIES, ETC. THAT CAUSED THE INCIDENT/ACCIDENT/ILLNESS? <i>None</i>		
GUIDES TO CORRECTIVE ACTION		
21. IF AN UNSAFE ACTION AND/OR CONDITION WAS IDENTIFIED, LIST CORRECTIVE ACTION TAKEN: _____ _____		
22. ADDITIONAL SUPERVISOR COMMENTS: <i>Very Safety minded employee. Isolated incident.</i>		
23. SUPERVISOR NAME (PRINT): <i>Aaron Hochstrasser</i>	24. SUPERVISOR SIGNATURE: <i>[Signature]</i>	25. DATE: <i>27Jan2011</i>
SAFETY COMMITTEE REVIEW		
26. SAFETY COMMITTEE RECOMMENDATIONS: _____ _____		
27. SAFETY CLAIR SIGNATURE:	28. DATE:	

JFHQ & Readiness Centers, Region 2 Thru 8, Safety Committee Hazard/Non-Hazard Tracking Log -2011

HAZARD NUMBER	DESCRIPTION/ LOCATION	REPORTED BY	DATE REPORTED	CORRECT BY	RESPONSIBLE SUPERVISOR	DATE CORRECTED & REPORTED BY	REASON NOT CORRECTED
1.	Grants Pass REDCEN – Cargo box blocking fire extinguisher	John Unger	March 29, 2010		Jeff Beck		
2.	Hermiston – GFI for generator – replace	Dan Hinkley	Oct 1, 2010		Bruce Vollstedt		Part not ordered
3.	Hermiston – Exit Light batteries – Need replace	Dan Hinkley	Oct 1, 2010		Bruce Vollstedt		Part not ordered
4.	JFHQ – Tri-Care office boxes on top of equipment	Mark Duncan	Oct 6, 2010		Jeff Beck		
5.	Lebanon RC – Hand rail on stairs for storage area	Ted Thornley	Oct 18, 2010		Jeff Beck		
6.	Grants Pass – Backyard items needing to be stowed	John Unger	Jan 12, 2010		Jeff Beck		
7.	Grants Pass – Indoor Fire range housekeeping	John Unger	Jan 12, 2010		Jeff Beck		
8	Grants Pass – Missing PPE	John Unger	Jan 12, 2010		Jeff Beck		
9.	Grants Pass – Receptacle cover missing RMA #112	John Unger	Jan 12, Mar 31, 2010		Jeff Beck		
10.	Grants Pass – Extension Cord - Permanent wiring	John Unger	Jan 12, 2010		Jeff Beck		
11.	Grants Pass – MSDS for supply room	John Unger	Jan 12, Mar 31, 2010		Jeff Beck		
12.	Grants Pass – Flam Liquids	John Unger	Jan 12 2010		Jeff Beck		

13.	in USAR vault room Grants Pass – Broken recap. In locker room	John Unger	Jan 12, 2010			Jeff Beck	
14.	Medford Armory & FMS – No fall protection for Srvc Panels - need railing	Ray Osborn	Dec 22, 2010			Jeff Beck	
15.	Medford Armory & FMS – No fall protection for HVAC	Ray Osborn	Dec 22, 2010			Jeff Beck	
16.	BIAK – No AED	Russell Turner	Jan 13, 2011			Bruce Vollstedt	
17.	BIAK – electrical panels not marked	Russell Turner	Jan 13, 2011			Bruce Vollstedt	
18.	BIAK – Annual Fire Alarm Check	Russell Turner	Jan 13, 2011			Bruce Vollstedt	
19.	Bldg 30 – Sim Net – Recept. Faceplate broken	Dan Hinkley	Jan 10, 2011			Bruce Vollstedt	
20.	Bldg 30 – Sim Net – No AED	Dan Hinkley	Jan 10, 2011			Bruce Vollstedt	

FORKLIFT SAFETY



Operating a forklift can easily become second nature. Even the best of us sometimes forget important safety measures. But just one misstep can lead to an accident that can cause serious injuries or even death.

Ignoring forklift safety can lead to serious injuries

- 100 deaths per year
- Over 36,000 serious injuries per year
- 25% of accidents due to inadequate training
- Accidents occur when operator becomes unaware of environment

Properly inspect forklifts before operating

- *Structure:* Case, overhead guard, forks, tires, leaks
- *Mechanisms:* battery, horns, warning lights, brakes, seat brake, clutch, gauges
- *Control:* forward and reverse steering, hydraulic levers
- Do so thoroughly and consistently

Be aware of the environment

- Ground conditions
- Ramps and inclines
- Pedestrians and coworkers
- Narrow aisle, doorways, overhead obstacles

What to do in case of a tip over

- Seat belt should always be securely attached
- Stay in cabin, don't attempt to jump out
- Keep a tight grip on the steering wheel
- Keep feet braced on the floor
- Lean forward and away from the direction of the tip over

Forklift accidents can be prevented

- Carry loads tilted backwards and 6 inches from the ground
- Face direction of travel going no faster than 5 mph
- Use warning lights and horns
- Never exceed maximum load capacity
- With load: drive up and reverse down inclines
- Never give others a ride on your forklift

POWERED INDUSTRIAL VEHICLES



Ensuring load stability prevents tip over's:

- When picking up loads, place forks under loads as far as possible and adjust forks to widest possible distance.
- Ensure loads are neatly stacked, stable, and secure with heaviest loads against back of forks.
- Never exceed maximum load capacity for rated load center
- When driving with a load, drive with forks as low as possible and load tilted back
- Be aware of how shifts in the load center affect center of gravity
- When using attachments, operate as if partially loaded

Keep safe by following the rules of the road:

- Obey posted traffic signs
- Decrease speed at all corners and sound horn
- Use your seatbelt and keep hands and feet inside of truck while driving
- Be on the lookout for pedestrians and overhead obstructions
- If view is blocked, travel in reverse
- Never allow passengers to ride forklift
- Do not stand or pass under forks when raised
- Maintain three truck length distance when following other trucks
- When parking, set forks flat on the floor, place controls in neutral, shut off engine, and set brakes
- Never block emergency areas

Special situations require extra caution:

- *Inclines:* If truck is empty, drive in reverse up the incline and drive in forward down the incline; if truck is load, drive in forward up the incline and in reverse down the decline
- *Problem surfaces:* Take extra care to identify and avoid oil spots, wet spots, loose objects, holes and bumps, ice, mud, gravel, sand and soft dirt
- *Railroad tracks:* Cross on a diagonal and never park truck within 8 feet of railway tracks
- *Loading docks:* Be aware of dock edges and make sure dock plates are securely fastened
- *Trailers:* Chock trailer/truck wheels, inspect interiors and make sure load can be supported

Tips for Inspection:

- Perform visual circle check before getting in vehicle, looking for problems with hydraulics, uprights, tires/wheels, forks, attachments, and leaks
- Once in seat, look for problems with brakes, steering, engine, fluid levels, lights, horn, controls, hour meter, and battery
- Fill out daily inspection report
- If forklifts fail to pass inspection, take out of service and report all problems to supervisor or maintenance personnel

When refueling or recharging:

- Park only in designated recharging/refueling areas
- Ensure adequate ventilation and use proper personal protective equipment as needed
- No smoking, open flames, sparks or electric arcs in areas, but have fire extinguisher nearby
- Always check lines and hoses for leaks
- Clean up any spilled material (gasoline diesel fuel, or battery acid)

Workplace Fire Safety

Do you know who your Fire Evacuation Coordinators are?

For JFHQ these are your Evacuation coordinators. For employees outside of JFHQ, please check with your Safety Committee Chairperson or Safety Committee members in each of your designated areas.

AREA	COORDINATOR	AREA	COORDINATOR
DCSIM	MAJ Gary Nash	DCSLOG	CW2 (Ret) Paul Dole
	JD Powers		SSG Dennis Mack
	CW William Chaney	DCSOPS	SGM William Efering
	2LT Kyle Shields		SFC Austin Roberts
DCSPER	Vacant	RRC/ARR	SFC Scott Dickey
	LTC Mike Gillett		SSG Mike Marugg
	WO1 James Swift	HHD	LT Daniel Fay
	MSG Cecil Owens		Vacant
HRO	Diane Gooding	USPFO	SSG Stacey Lyman
	SMSgt Thomas Prosser		SPC Sean Oeder
AGP	Vacant		Vacant
	Steve Petit	AGI	Christina Rock
AGC	Bob Freeman		SSG Teri Thomas
	Debbie Stratman	CMDG	Terri Kroeker
PA	Vacant		SGT Adrian Gonzalez
	SGT Kevin Hartman	JAG	CPT Bryan Libel
IG	COL Robert Oliveras		SGT Destiny Perez
	MSG Shannon Compton	RESET	Gene Baker