



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



MEMORANDDUM FOR RECORD

20 OCTOBER 2011

SUBJECT: Safety Meeting for October 2011.

The OSMS (Oregon Sustainment Maintenance Site) Safety Committee met on 19 October 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
Eric Walstrom	OSMS Front Office	Vice-President
Tyler Nitzke	RSMS Inspection	Scribe
Dan Eggleston	Power Division Supervisor	Member
Bradley Parkinson	Power Division	Member
Michael Bays	CSMS Supply	Member
Charles Schulze	CSMS Armament	Member (incoming)
James Jones	OSMS Electronics	Member
Danner Robbs	RSMS Automotive	Member
Eric Kliever	Allied Trades	Member (outgoing)
Jason Hoygaard	Allied Trades	Member (incoming)
Michael Vickers	Allied Trades Supervisor	Member
Lamar Schleich	RSMS Supply	Member (incoming)
Michael Evans	RSMS Supply	Member (outgoing)
Malia Childs	OSMS Front Office	Member
Dena Byrum	Power Division	Member

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

2. Old Business:

- **SIM4 training** – Correction from last meeting, the training modules are 2 hours not 1 hour. The first people we want to train are the safety committee members. Tentative date scheduled for the first round of training is November 15th.
- **GIS map** – We are waiting for personnel in Salem to finalize the map. MAJ Walstrom is working on this and should be able to go down there next week sometime.
- **1st aid cabinets** – We received an answer back concerning what OTC drugs can be supplied in cabinets and only Bayer aspirin is allowed. Aaron will add this to the optional items in the ANSI standard. The cabinets we have in place right now were purchased by

us even though there is a Zee Medical logo on them. Michael Bays will work on the supplier contract for this.

- **OSHA findings** – We have until Oct 29th to respond the State OSHA finding which Aaron and MAJ Walstrom are working on. The finding was for unacceptable exposure to heavy metals and not being able to provide a history of sampling for affected work area. CPT Ottaway has done some samplings in the past so Aaron will check with him to see if he has any that apply to the area of concern.
- **Confined space** – There are still some questions and concerns about confined space and how exactly you determine it. Aaron received back some of the confined space surveys that were done and only one so far has qualified which was the maintenance area above the Power Division breakroom/classroom. Jerrad (plumber from State Shop) was tasked with determining confined spaces on-post about a year ago so Aaron will check with him to see what info he has. Two other solutions were presented: have OSHA come out and do a free consultation, and also to just call something a confined space if we aren't 100% sure just to be on the safe side.

3. Report of Incident/Accident/Illness: One incident to report. Employee was getting an empty barrel off the shelf in the POL storage room when a barrel rolled off and hit them in the head. It was not mentioned whether or not employee required medical attention. An engineering solution has already been put in place. From now on all barrels are to be issued out of the tool room and need to be transported with a cart. There was no safety committee recommendation since a solution has already been implemented but a long-term solution was discussed. To try and reduce the amount of time handling barrels we could store oil in a large vat like we do right now with the antifreeze.

4. New Business:

- **CPR training** – Starting next week Tuesday-Friday CPR classes will commence. There will be one class per day and four people per class. The classes will be held in the Auto conference room or, if unavailable, the conference room in building 6515. COL Rathburn has mandated that 1 out of 10 in the workforce will be trained including all supervisors and leads.
- **Safety SOP** – Aaron only has a few chapters left to write to finish the safety SOP; he would like to finish it before he hands it off to the new chairman. When completed the SOP needs to be reviewed and approved by the safety committee.
- **Emergency action coordinators** – Need to start thinking about a structure for our emergency action plan and emergency action coordinators, this will also be part of the safety SOP. Right now the supervisors account for personnel during emergencies (and drills) but this might not be the best way since some employees are out & about and not always at their work section. Some things to think about are having a primary and alternative EAC, EVAC plan and response, geology of our area and how natural disasters would affect us, and rally points (which ties into the GIS map).
- **New safety committee chairman** – The deadline for electing a new safety committee chairman is next month. Committee members submitted an anonymous vote which will

be given to COL Rathburn for his final consideration. One concern that was brought up was if the new chairperson will have enough time to devote to safety?

- **Issues not on schedule –**

- **Mr. Snook inspection** – Malia still hasn't heard back from anyone since the last meeting about corrections to Mr. Snook's safety inspection findings.
- **New accident report form** – Feedback for the new form was good so committee members agreed to put forth the OK for full implementation. Some members found the flowchart to be very helpful. One recommendation was offered concerning the format saying that it isn't exactly computer user friendly and that a PDF fill form might work better.
- **AEDs** – If anyone needs new batteries or pads for their AEDs Aaron found some in his office that we can utilize.

5. Next Meeting: The next meeting is scheduled for 16 November 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!