

Oregon Military Department Safety Review Board Committee 2023 Q2 Meeting Minutes

Meeting Date: June 21, 2023	Time: 1:00 pm	Place: Virtual Via Microsoft Teams
Division/Department: Statewide	Chairperson: Julie Paris	Secretary: Cherie R. Cline
<p>Members in Attendance: *Julie Paris, AGP; Tracy Garcia, AGP; Sean McCormick, DCSA; Dan Radabaugh, OYCP-D; Frank Tallman, OYCP-DD; David Martin, CIO; *Mick Mantle, Safety Committee Chair for Armories; *Glenn Russell, CRO; *Kash Wrightson, CUO/RTC; *Kurt Aarrestad, AGI – Owen Summers; Mike Jones, KFANG; *Jacob Ardent, AGP, Owen Summers; *Erin Forney, KFANG; and Tod Hyland, PANG.</p> <p>Guests/Non-Voting Members: Col Jen Parady, JCOS; MAJ Nathan Christensen. ORNG; Tim Gilbert – AGI; Jim Arnold, AGI-E; and Janet Johnson, AGI-E; Jaclynn Moore – CAE; Andy Rohner, SAIF; and Cherie Cline, DCSA/GLAD-EA.</p> <p>Committee Safety Chairs denoted by*</p>		<p>Members absent: Maj Gen Mike Stencel, TAG; Todd Farmer, AGI-D; *Jenny Zamadia – OYCP; and *John LeCarno, PANG.</p> <p>Guests/Non-Voting Members absent: None.</p>

Q1 Minutes – Due to computer technical difficulties and the group not able to receive the draft minutes from the Q1 March 22, 2023 meeting at this time, Julie Paris stated that the SRB can deal with review and approval at a future meeting.

Old business

Integrated Pest Management Plan – Janet Johnson, Natural Resource Specialist with AGI-E provided an update on the Integrated Pest Management Plan (IPMP). As the Coordinator for IPMP, Janet changed the document over to the new template that’s now required. Janet explained that IPMP covers everything in the state for ORNG (both state and federal). While TAG’s review and signature for the IPMP was delayed, Tim Gilbert submitted a recommendation for change. Janet further explained that currently, under federal larger and more restrictive regulations, an applicator license is required for pesticides. In comparison, Oregon rules allow for hand application; on state properties, a backpack hand application is allowed. However, anything powered by gas or electric motor requires an applicator license. Janet stated that the final changes to the IPMP have been made, she anticipates getting TAG’s signature in this next quarter. Once signed and approved by all parties, including NGB, Janet will make IPMP available to Julie for sharing. Janet further stated that she plans to provide educational materials and future site visits to facilities.

Mick Mantle suggested documentation of usage of what’s applied on, where and when; he asked about 801,802 licenses. Janet confirmed that reporting of all pesticide use will continue with no changes, spray reports get submitted to her; she also asked staff members to share copies of their application licenses with her. Mick noted that we currently have 4 state certified applicators working for us at the facilities; others are contracted out to complete larger applications.

See the current status of policies in table below as well as list of remaining topics to be addressed:

Policy Number	Policy Title	Date	Status
AGP-99.200.01	Personal Protective Equipment (PPE) Policy	Effective: Upon Approval	Approved 10/13/2020
AGP-99.200.02	Safety Committees	January 1, 2020	Approved 1/1/2020
AGP-99.200.03	Exposure Control Plan/Bloodborne Pathogen Policy	Effective: Upon Approval	Approved 6/15/2021
AGP-99.200.04	Confined Space Entry Plan	Revised: January 1, 2020	Approved 2/1/2020

AGP-99.200.05	Hazard Communication Policy	Effective: July 1, 2020	Approved w/ Rev 6/2020
AGP-99.200.07	Hearing Conservation Program	Revised: January 1, 2020	Re-Approved 12/14/21
AGP-99.200.08	Portable Fire Extinguisher Inspection and Maintenance	Revised: January 1, 2020	Re-Approved 12/14/21
AGP-99.200.10	Ladder Policy	Effective: July 1, 2020	Re-Approved 12/13/22
AGP-99.200.11	Aerial Lifts Policy	Effective: July 1, 2020	Re-Approved 12/13/22
AGP-99.200.12	Fall Protection Policy	Effective: December 16, 2020	Re-Approved 12/13/22
AGP-99.200.13	Automatic External Defibrillation (AED) Policy	Effective: December 16, 2020	Re-Approved 12/13/22
AGP-99.200.14	Hot Work Policy	Effective: December 16, 2020	Approved 12/16/2020
AGP-99.200.15	Respiratory Protection Policy	Effective: December 15, 2021	Approved 12/15/2021
AGP-99.200.16	Trenching and Digging Policy	Effective: July 1, 2020	Approved 12/16/2020
AGP-99.200.17	Lock Out/Tag Out	Effective: December 14, 2021	Approved 12/16/2020
AGP-99.200.18	Emergency Action Plan	Effective: March 31, 2022	Approved 6/29/2022
AGP 99.200.19	Powered Industrial Trucks Policy	Effective: June 29, 2022	Approved 6/29/2022
AGP 99.200.20	Fire Protection Policy	Effective: June 29, 2022	Approved 6/29/2022

New Business

Safety Committee Policy: Amendment to Safety Committee Policy 99.200.02 – Julie discussed change to policy to add David Martin, Chief Information Officer, as a voting member of the Safety Review Board.

Report on Claim Frequency, Cause & Nature – Andy Rohner discussed OMD data and different options for reporting. He discussed the DAS CFR (Claims Frequency Reduction); which is not his favorite report, as it’s rather arbitrary in nature, targeting a 5% reduction statewide, regardless of the type of claims. Andy discussed an example of a rear end auto accident that counts all the staff members in the vehicle.

Andy shared reporting that can illustrate a snapshot in time compared to that same timeline last year. Andy commented on a 25% reduction in claims year to date and a seasonal exposure with wildland fire fighting. Andy further commented that DAS is now measuring on a wholistic basis and reporting numbers can be somewhat skewed by size of agency and service level categories. OMD is currently considered a Service Level 1 agency, but he recommends that should be changed to Service Level 2 by size. Andy mentioned proposed changes to laws have not yet been approved by the State Legislature.

Julie mentioned that OMD incidents reported have gone down and so have the amounts paid out.

Andy spoke about an ice event that resulted in a 10% increase across the state.

Andy shared a Shoulder/Knee/Back Injury report resulting from slips, trips and falls, illustrating a 2% increase in numbers consistent with prior years. Although showing more injuries, the payout is less, so less severe. Minor is better for trying to keep the claims costs down.

Andy reviewed reporting for a 5-year window, looking at injury types: 45% have miscellaneous causes such as strains, slips, trips, falls; sprains = 12%. Andy stated that this reporting can help to look at the nature and cause of injuries, to include miscellaneous inhalation/fire fighting injuries and foreign object in eyes.

Tracy asked if State Active Duty was included in the report.

Andy explained that he just ran the report for full time employees.

Sean stated that it may be beneficial to show reports including State Active Duty employees, in order to help drive training investment needs.

Andy confirmed that he could generate reports prior to training.

MAJ Christensen mentioned that Oregon Department of Forestry provides training to State Active Duty service members.

Andy commented on the challenges of getting called to State Active Duty and would like to have more in-depth conversations on this topic.

Julie stated that future SAD discussions could include ODF; she will work to coordinate scheduling.

Andy discussed the DAS Dashboard Report, which can be run for specific time frames and dates, that allows to isolate some specific factors, and helpful to see trends from year-to-year claims. Examples include Sprains/Strains caused by bodily movements. Wellness exercises including required stretches during preparation meetings can help to reduce injuries. Excessive noise and falls from ladders have the highest costs to claims; therefore, targeting prevention. Typically, higher ages are incurring more injuries, but some of the slips/falls are related to the ice incident. Reports can isolate out age categories, claims costs are double in the 50+ categories, but ergonomics may also be a factor. This report can be manually prepared with a little lead time.

Julie commented that the reports provide a wealth of information.

Andy stated that he's very impressed and grateful for OMD's advanced look at safety factors.

Julie noted that she will be happy to share the reports with staff that participated in the meeting.

Report of Accident/Incidents 4-1-23 through 6-30-23 – Julie stated that there were only 3 reported accidents for April/May/June, but then 3 more were added after the Juneteenth holiday.

Tracy Garcia asked about how Directors are informed regarding their staff members injuries.

Julie explained that employees report injuries to their immediate supervisors.

Accomplishments and Recognition

Lead & Asbestos Awareness Training – Julie stated that staff made up their Lead Asbestos Training and now everyone is trained up.

Committee remarks/callouts (Roundtable):

Kurt Aarrestad: Commented on his office currently transitionally located in the Anderson Readiness Center.

Upcoming 2023 Meeting Schedule:

Q3, September 2023 – Wednesday, 9/20/23 at 1 pm

Q4, December 2023 – Wednesday, 12/13/23 at 1 pm

Meeting was adjourned at 1:58 pm.		
Next meeting date: Wednesday, September 20, 2023	Time: 1 to 2 pm	Place: TBD, more than likely Virtual (via Microsoft Teams)
Prepared by: Cherie R. Cline, Executive Assistant, DCSA/GLAD		Date: June 21, 2023