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**Safety Committee Review Board**

**Meeting Minutes**

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| Company name: Oregon Military Department |
| Meeting date: January 24, 2020 | Time:9:00 AM | Place:Owen Summers Bldg |
| Division/department: Statewide |
| Chairperson: Julie Paris (elected 1/24/20) Secretary: Pam Stroebel Powers (elected 1/24/20) Minutes taken by Micky Dryden, AGP |
| Membership present:Clifford Dennis, Brad Dunham, Brandon Parks, Frank Tallman, Pat Stine, Melissa Carter, Tracy Garcia, Julie Paris, Dave Stuckey, Stan Hutchison, Todd Farmer, Sean McCormick, Dan Radabaugh, Andy Rohner, Mike Jones,  | Members absent:Dan WilcockKevin LucasAndrew PhelpsCAPT Christensen |
| **Old business - Action items completed** No old business. |
| **Action items not completed**  No previous action items. |
| **New business –** Report on Site Visits – See AttachedAGP Safety Committee Policy – The revised Safety Committee Policy AGP 99.200.02 was introduced. The addition of the Safety Committee Review Board was discussed. Safety Committee Review BoardTen years ago when there were cutback requirements, the safety positions went away and were absorbed by other employees as added duties. The intention of having a safety review board is to ensure that there are meaningful conversations and when the employees run in to barriers, those situations are discussed here by the review board, for support and resolution. Policies developed are based on law and OSHA compliance, and will be prepared ahead of time for review by the board members about what questions may be asked in the field or how to implement the policy. Andy Rohner asked the group what manner would be best to prepare the group for the quarterly meetings and what specifically are they looking for? Brad Dunham, requested that the sooner the group has the policies for review, the better. This will offer enough time before the next meeting to familiarize themselves with the policy as everyone’s time is limited due to the workload needs of their base jobs. AttendanceThis group will meet quarterly. And it is strongly recommended that members attend the meetings in-person for at least the first year. AGP Safety Committee Policy Dan Radabaugh asked if there needs to be an interpretation of the policy. Andy Rohner responded that there does not have to be an individual interpretation Dave Stuckey asked what defines a competent person. Andy Rohner responded with a person who understands the intent and process expectation. The review body has to have an applicable understanding of the policy before it goes out to the local safety committees. Tracy Garcia asked who will construct the policies. Andy Rohner said they will be developed based on law that is already written and will be constructed by the Hygienist from SAIF, Andy Rohner and Julie Paris. Policies will be distributed to the group for questions around how they will be able to implement the requirements. Sean McCormick asked for clarification about the written policies and allowable changes. Andy Rohner said there is not a lot of flexibility in the intent of the policy as they are based on laws and rules regarding safety requirements. Todd Farmer offered the group to consider the variables with the Army/Air National guard title 32 and the gaps that might be fielded by what is already being done. All agreed that this is a valuable resource that can be used to discuss how to implement the changes needed as long as those entities at the local levels are willing to share their information. Dave Stuckey said that his office is making efforts to try to bring Capt. Christensen (Federal Employee) in to the meeting and gain support by those sides. He agreed there are some minor differences between the safety efforts. Andy Rohner offered that he has also experienced some hesitation on the federal side for them to share information with the state employees. Todd Farmer suggested that support from the TAG would encourage support. Tracy Garcia brought into the conversation that there are some financial barriers on some of these issues such as hearing testing, etc. due to funding and where the monies come from. Dave Stuckey suggested that there are funding options on both sides that should help to support what is needed for safety. Todd Farmer offered that there are site surveys for each location performed by the Army and Air Occupational Health units. Tracy Garcia has concerns about the lines of communication and whether or not they would be open to sharing the information. Revised Safety Policies – Julie Paris, Andy RohnerPolicies will be developed prior to being sent out one month before the upcoming quarterly committee meetings for review. Discussion will be encouraged at the upcoming meeting for all to offer their insight.There are some policies that have been identified as needed by the agency. A list includes but is not limited to: Safety Committee Personal Protective Equipment Aerial Lifts Hazard Inspections Lead Respiratory ProtectionHearing Conservation Asbestos Powered Industrial TrucksPesticides Blood Born Pathogens LaddersFire Extinguisher Lock Out / Tag Out Hazardous Waste OperatorEmergency Action Plan Confined Space Fall Protection Building Maintenance Electrician (BME) Todd Farmer suggested that an injury report be made available to use in the process of making determinations about prioritization of suggestions. Andy Rohner said he has some information he will bring to the next meeting for review. Dave Stuckey suggested that a total list of requirements be compiled to include AED. Stan Hutchison suggested adding the following to the list of concerns to be addressed:Trenching / trenching plans Utility locatesExcavation locates AntivirusLicensing of equipment Fire protectionAndy Rohner offered that lead and asbestos concerns will need to include technical language and he will reach out to the hygienist for more information. An Emergency Action Plan, lockout/tag-out, ladder and areal lift plans are being targeted for Q2. Policy that are ready for discussion this quarter.

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| Policy Number | Policy Title | Date | Status |
| AGP-99.200.02 | Safety Committees | January 1, 2020 | Initial Review |
| AGP-99.200.04 | Confined Space Entry Plan | Revised: January 1, 2020 | Initial Review |
| AGP-99.200.07 | Hearing Conservation Program | Revised: January 1, 2020 | Initial Review |
| AGP-99.200.08 | Portable Fire Extinguisher Inspection and Maintenance | Revised: January 1, 2020 | Initial Review |

Election of Officers Proposal by Andy Rohner, SAIF to elect Julie Paris, AGP-Safety Representative, for the Chairperson position and Pam StroebelPowers, Chief Audit Executive for the Secretary position. Sean McCormick moved to adopt the motion.Todd Farmer seconded the motion.  Motion Adopted.Additional Conversation Oregon Administrative Rule, Chapter 437 Oregon Occupational Safety & Health  Review of the general requirements include meeting monthly, having at least four people  present at the meeting to include not exceeding half of the body being management  representation, and the members need to be the decision makers.  OSHA trainings available OSHA has many types of trainings online and high tech webinars are available at SAIF.com  and through Oregon iLearn. Some have low applicability although some are very useful and  informative.  Publications OSHA offers an A-Z index list with useful resources such as fact sheets and other  information.  Differences between Federal and State requirements Andy Rohner said that he doesn’t think that they are that different and there are some  changes upcoming which he will notify the group of regarding follow-up requirements in the  future. Fire Extinguishers Should be having monthly inspections on fire extinguishers and annual recertification.   Employees have the option of using them or just evacuating the building when there are  emergencies.  Extinguisher Inspection, Maintenance, and Testing general instructions reviewed:  Employers are responsible for the inspection, maintenance, and testing of portable fire extinguishers. Employers must ensure that fire extinguishers are fully charged,  operable, and kept in their designated place at all times; employers must provide  equivalent protection when extinguishers are removed for maintenance or recharging.   Ensure annual maintenance checks are conducted by a person trained to recognize  problems.   Record annual maintenance date. Retain records for one year after the last entry or  for the extinguisher shell life.  Conduct external visual inspections monthly.  Have trained persons with suitable testing equipment and facilities conduct hydrostatic testing based on 2/L requirements.  Remove extinguishers that fail hydrostatic pressure testing.Melissa Carter asked if there were identification maps in the building to show where the fire extinguishers are. Stan Hutchison confirmed that there are maps on the walls and the exits are identified as well. Dan Radabaugh stated that the Oregon Youth Challenge Program has monthly check offs and annual inspections using the cards that are provided for this task. Andy Rohner explained that there are no requirements on who can be a trainer regarding the use of a fire extinguisher. He said use is as simple as pull, aim, squeeze, and sweep. Tracy Garcia made inquiry as to how the training can be performed whether it is a webinar or if it has to be done in person. Andy Rohner said that there are some concerns about the types of chemicals that may be released when testing them. Todd Farmer suggested that the Environmental Branch be included in the discussion to determine what would be acceptable if there were not an actual emergency. Micky Dryden offered that there have been trainings on this performed by our fire departments for those who might be interested, where they allow you to actually hold the fire extinguisher during a demonstration/practice. Hazard Communication/ GHS The most effective way to introduce safety to the staff is through the initial hire process with things like the Safety Data Sheet (SDS) review and by having a EPOC at each location to ensure that training is ongoing. There are trainings such as the “Learn about the GHS Safety Data Sheet and Label Guidelines” interactive app, which identifies the 2013 changes that were made. Frank Tallman offered that the Environmental Point of Contact (EPOC) may be able to help with getting some of the Federal support as well. Jennifer Losson, AGI Environmental Compliance Manager has assisted in the past. It would be helpful to have records that verify the attendance for future documentation to identify who has attending various trainings. Todd Farmer said there will be a new Training Site Manager at Camp Rilea soon and that person can assist with the Federal checks regarding the regulations and requirements as the EPOC works hand in hand with both Federal and State sides of our agency. Andy Rohner agreed that the local needs should be managed at the local levels in order to be effective. Todd Farmer offered that in an effort to stay current with technology and decrease the amount of work for employees, there are options for Hazard Communication Safety Data Sheets to be logged electronically and maintained in such a manner that includes automatic updates. Andy Rohner stated that this is an allowable practice. Todd Farmer requested that clarification be included in the policy regarding the various forms of how the Hazard Communication Safety Data Sheets may be maintained as each option will have its’ own technique whether it is in a database or on paper. Cliff Dennis stated that he has seen the live system that Jennifer Losson maintains and it is available on a shared drive. Dave Stuckey suggested that Jennifer Losson and Jim Arnold be included in the conversations and future meetings as they would be beneficial to the needs in this area. Andy Rohner agreed that they should be added. Hearing ConservationThere is a hard stance on requiring testing regardless of how long the exposure is and whether or not someone should be tested. Andy Rohner suggested that any training or classes about this are acceptable to bring awareness. Even those who are on a tractor for a couple of hours, such as at the Oregon Youth Challenge Program, should be tested. The language about exposure for more than 30 days is not included in the requirement for hearing conservation. It only takes one exposure to make this inclusive of the hearing conservation program. Those in the fire departments are tested annually and upon hire. Mike Jones said that not all employees are participating in hearing testing, depending on their positions. Tracy Garcia confirmed that some areas were excluded due to the decision regarding the nexus of their position. Brandon Parks stated that the Wildland Fire program is not currently participating in any type of hearing tests. Julie Paris spoke to security forces and was told that there is no testing going on for those units as well. Dave Stuckey suggested that we investigate their record keeping as it may be that the information is not being stored correctly. Todd Farmer inquired as to whether or not the testing is being done commercially or in-house. Mike Jones said that he is aware of commercial testing and Tracy stated that since the testing is required throughout the state, commercial testing is being utilized. Todd Farmer stated that he is aware of the Federal side doing it internally in order to reduce costs and asked if it may be reduntant to use a commercial service. Andy Rohner stated that he had made an inquiry with the Federal side and felt that they did not express interest in extending their services to the state employees. Dave Stuckey suggested that we need to do what is most efficient and considering scheduling, money, and time, utilizing the commercial services is the best course of action. Dave Stuckey asked if there were audiograms that were offered for various functions and areas that employees work. Stan Hutchison said that there have been sound surveys done and information posted to bring awareness. Andy Rohner stated that Kingsley Field and Portland Air National Guard (PANG) base has a general expectation regarding testing and a noise survey does not have to be done there unless an anticipation of concerns arises. Stan Hutchison asked how the assessment will be done to determine who will need to be tested, and how will the manager know who specifically this applies to? Andy Rohner offered to do the testing as needed but it is up to the agency to determine the need. Dave Stuckey suggested that perhaps this information should be included in the position descriptions based on what the position will be exposed to so there is some record of the need for the testing. Andy Rohner said he supports this idea and the agency could start with one classification at a time in order to accomplish the goal, if this becomes a decision that the agency makes moving forward. He suggested maybe starting with the grounds employees first as this will likely include that classification. Dave Stuckey offered that the managers will know which employees will most likely have the need for this specific testing and they can identify those more quickly. Todd Farmer offered that when you work in an area, you will be able to have an idea about what might be needed, but by surveying, you know for sure. Tracy Garcia suggested that an addendum be identified for the local level to identify the ‘who’ that should be tested. Andy Rohner suggested that the testing be strategic depending on the sound levels for identifying which locations should be identified regarding the need. Brandon Parks suggested that the Wildland Fire group could utilize their down time in a manner that included some testing in this area. Todd Farmer said that he thought that the monitors could be used for extended periods of time, depending on availability. Andy Rohner stated that he may have access to some of the monitors to use and consideration for those who meet certain requirements should be considered first. He also recommended competency-based training through formal instruction be considered for those using the monitors. Dave Stuckey suggested that June – October is not a good time for those in the fire program for availability due to this time frame being the height of fire season. Melissa Carter asked who is responsible for implementation of the hearing tests. Tracy Garcia stated that the supervisors are the ones who should be identifying the positions and ensuring that testing is being done. Andy Rohner offered that anyone with training can assist those supervisors when needed. Dave Stuckey offered that the agency anticipated that this would be a challenge due to the Federal OSHA report that was produced recently and some areas are offering testing and others are not. Andy Rohner offered that the policies constructed are intended to be written so they fit in everywhere and allow use where applicable. Julie Paris has a list of those who are already identified as needing to be tested at the Air Bases. Confined SpaceThe Federal side of the Military Department has done a great job in identifying all of these areas and their involvement will be an asset for the agency. Coordination with the Federal side was suggested. Training is required for those who evaluate these areas and is offered through OSHA. This is considered a ‘competent person’ who has the necessary education or experience and is designated by their supervisor to do the duties. Andy Rohner offered an example of whether or not someone would actually do a rescue when necessary by telling the story about a winery that had fans which they chose to turn on during the day but not at night. When workers would come in to work at the beginning of the day, someone would have to go inside the building where the wine vats were to turn on the switch to activate the fans. This would then move the airflow of the fermentation that was produced by the grape juice. Unfortunately, there was some distance to the switch inside the building and a person collapsed in the process of trying to reach the switch. The next worker had to decide whether or not to rescue the person by risking exposure himself. A Confined Space Coordinator should be identified for the agency and for locations within the agency. Andy Rohner suggested that there should be a list of those who have the OSHA authority to be a coordinator and have that list managed outside of Human Resources, perhaps by local committees. ***References/Resources:**** OAR 437 rule: <https://osha.oregon.gov/rules/Pages/default.aspx>
* OSHA Education and training: <https://osha.oregon.gov/edu/Pages/index.aspx>
* OSHA Publications: <https://osha.oregon.gov/pubs/Pages/index.aspx>
* OSHA Fact Sheet (Portable fire extinguishers): <https://osha.oregon.gov/OSHAPubs/factsheets/fs07.pdf>
* Learn about the GHS Safety Data Sheet and Label Guidelines: <http://www.cbs.state.or.us/external/comm/ghs/labels.html>

Oregon OSHA Guide to Protecting Your Hearing: <https://osha.oregon.gov/OSHAPubs/3349.pdf> |
| **New action items** Q1-2020-1 – Revisions to Hazard Communication Policy after discussion with AGI-Enviromental.Q1-2020-2 – Report progress on annual audiology testing (2019).Q1-2020-3 – Confined Space Coordinator identification and roles. Q1-2020-4 – Position descriptions to have language regarding the need for hearing tests (list of classifications).Q1-2020-5 – Inclusion of OEM into the AG-PICO Safety Committee. |
| **Other committee remarks** |
| Next meeting date:April 3, 2020 | Time:9:00am | Place:Owen Summers Bld  |
| Prepared by: Julie Paris and Micky Dryden | Date: 3.4.20 |

Keep in file for three years. Post on employee bulletin board(s). Copy safety committee and management.