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| **Meeting date:** March 30, 2021 | **Time:** 1300 **Adj:** 1330 | **Place:** Teleconference |
| **Division/Department:** Statewide **Chairperson:** Julie Paris **Secretary:** Pamela Stroebel Powers | | |
| **Members in Attendance:** Pamela Stroebel Powers, IA; \*Julie Paris, AGP; Tracy Garcia, AGP; Dave Stuckey, AGDD  **Via Phone:** Andrew Phelps, OEM; \*Clifford Dennis, AGI – CW; \*Frank Tallman, OYCP; Dan Radabaugh, OYCP; \*Kevin Lucas, PANG; Tod Hyland, PANG; Todd Farmer, AGI - DD; Nathan Christensen, ORNG; Sean McCormick, AGC; \*Melissa Carter, AGC; \*Erin Forney, KFANG; \*Jeff Loa, AGI-CUO  **Guests:** Philip Johnson, AGI-CRO; Henry Idica, AGI-CRO  Committee Safety Chairs denoted by\* | | **Members absent:** Jim Arnold, AGI – E; Stan Hutchison, AGI - D; Mike Jones, KFANG; Andy Rohner, Saif; \*Brad Dunham, PANG; \*Dan Wilcock, AGI - CRO; \*Dan Lareto, AGI – C; \*Stan Thomas, OEM |
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| **Old business:**  **Q4 Minutes –** Minutes approved (no questions, discussion or opposition)  New committee members were introduced – Jeff Loa from Camp Umatilla will replace Brandon Parks; Dan Lareto travels a lot so will be relaced as chair of the Personnel, Installations, Comptroller, OEM (PICO) Safety Committee but will stay on the Committee.  Updates on some prior action items:  **Confined Space – update on Confined Space Coordinators by location.**  Julie P. sent out a request for people considered as these positions and received responses back from everyone, she’ll maintain the list in AGP.  **Hearing Test Language in PD’s.**  Julie sent out the language and is requesting the language be included in all PD’s with this as an issue – you can call her if you have questions about which positions these are.  **Lead testing at Kingsley – Account set up with Nova Health for testing.**  Testing has been made available for all Force Protection and Grounds Maintenance employees.  See 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 | | AGP-99.200.03 | Exposure Control Plan/Bloodborne Pathogen Policy | Effective: Upon Approval | Revisions out for Review | | AGP-99.200.04 | Confined Space Entry Plan | Revised: January 1, 2020 | Approved | | 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 | Approved | | AGP-99.200.08 | Portable Fire Extinguisher Inspection and Maintenance | Revised: January 1, 2020 | Approved | | AGP-99.200.09 | Lock Out/Tag Out – Energy Control Program | Revised: July 1, 2020 | Approved 12/16/2020 | | AGP-99.200.10 | Ladder Policy | Effective: July 1, 2020 | Approved 6/2020 | | AGP-99.200.11 | Aerial Lifts Policy | Effective: July 1, 2020 | Approved w/ Rev 6/2020 | | AGP-99.200.12 | Fall Protection Policy | Effective: Upon Approval | Rev Approved 12/16/2020 | | AGP-99.200.13 | Automatic External Defibrillation (AED) Policy | Effective: Upon Approval | Approved 12/16/2020 | | AGP-99.200.15 | Respiratory Protection Policy | Effective: Upon Approval | Draft 3/30/2021 | | AGP-99.200.14 | Hot Work Policy | Effective: Upon Approval | Approved 12/16/2020 |   The remaining list below are policy topics that have been identified as needed by the Agency but the Committee has not yet been presented with a draft policy on (\*indicate topics that have come up in conversations around concerns expressed by committee members):  Limited Building Maintenance Hazard Inspections Lead\* Asbestos Powered Industrial Trucks Pesticides Hazardous Waste Operator Emergecy Action Plan Electricians License (LBME) Trenching / trenching plans\* Utility locates Excavation locates\* Hantavirus Licensing of Equipment Fire Protection\* | | |
| **New Business – Review Draft Policies: 3 policies requested in December**  Julie P. commented that the three worked on for this meeting were complicated and lengthy.  Respiratory Policy– The policy has been drafted and sent out for review but is not yet ready for approval; committee members should review and get feedback to Julie. It will be revised based on feedback then sent out for review and will be considered for approval at the 2nd quarter 2021 meeting. Todd F. asked for some additional time for review – comments are requested by 2nd week of April – 4/16.  Exposure Control Plan/Bloodborne Pathogen Policy– The original draft was sent out 3/12 – Julie P. appreciated all the feedback she received. A revised version was sent out last week. She has incorporated some additional feedback since. Erin F. commented she didn’t receive a final copy of the changes. There was some additional discuss that committee members weren’t sure if they received the final version. The final revisions will be re-sent after this meeting and Julie requested any additional comments back by 4/16.  Lead Policy – This draft policy has not been completed yet. AGI has a draft document – Julie P. will be getting feedback from the Federal Safety Office, Captain Christensen. She also has some lab results from the Klamath Falls firing range to take into consideration. She’ll involve the industrial hygienist from SAIF. Captain Christensen wasn’t sure that the exposure level our employees might be exposed to in K-Falls would be above the minimum permitted exposure level. She hopes to have a draft policy out to committee members in advance of the 2nd quarter Safety Review Board (by 5/30.) Todd F. commented that there has been some discussion between AGI and G3 about this policy, they are discussing a work group starting up, he’d like to meet with Julie to ensure the state and Federal are in sync with this effort. He stated they are also discussing weapons cleaning and would like to consider nesting the lead policy with weapons cleaning guidance. Todd and Julie agreed to connect after the meeting.  Future Policy Priority – Julie P. only got feedback on 2 policies for priority: Excavation Locate and Fire Protection; Todd F. also recommends trenching/dig plans. Dave S. asked if anyone had opposition to trenching being the next topic for policy effort and the group did not respond with any opposition. | | |
| **Prior Action Items** **- Completed**  Q1-2020-1 – Revisions to Hazard Communication Policy after discussion with AGI-Enviromental.  Q1-2020-3: Confined Space Coordinators – Julie has collected the names from all sites and will maintain the list. (completed March 2021)  Q1-2020-5 – Inclusion of OEM into the AG-PICO Safety Committee.  Q2–2020-3 – Prioritize work on the following policies: Fall Protection, PPE, Bloodborne Pathogens, AEDs, Hot Work Permit – all drafted and worked on in October (Q3), to be finalized in December.  Q2–2020-4 – Revisions to policies as discussed were sent out to all committee members prior to Q3 meeting.  Q3-2020-1: Revise approved fall protection policy to include language about designated by leadership and clarify requirement for sending certifications to AGP. Expedite finalization and re-send out.  Q3-2020-3: AGP re-send out all policies with revisions as discussed and not yet resolved from the June and October meetings as well as an agenda for the December meeting including all action items to date.  Q4-2020-1: Julie to send out revised AED and Lock Out Tag Out policies to committee members.  Q4-2020-2: Required training will be disbursed by 12/21.  **Previous committee action items - updated as of Q1-2021 (see from old business above):**  Q1-2020-2: Annual hearing (audiology) test results for 2019 and update for 2020 – tests completed in 4 locations and setting up opportunities for testing at 2 more locations; we’ve had to close multiple accounts that are no longer being used/no longer active which had been keeping us opening new accounts.  Q1-2020-4: Update on adding hearing test language to existing position descriptions (PDs) –Julie has sent out required language to add to PD’s for those employees and those sites need to add the language to relevant PD’s. (Last updated Q1-2021.)  Q1-2020-5 & Q2-2020-2: Lead Policy – Work has begun on this policy: Julie and Erin, Environmental Specialist at K Falls and Captain Christensen, NGB Safety are working with with Jim A. from AGI-Environmental and Andy R. from Saif; Andy is in conversations with an industrial hygienist; hoping to have a draft out to committee members for review prior to Q2-2021 meeting.  • Lead testing for Security Forces and Grounds Maintenance employees – This was originally included as a side note for follow-up – we are possibly looking to have testing completed for security and grounds maintenance personnel at KFANG; currently looking at creating an agreement with a health clinic to do the testing if deemed necessary. Stan H. of AGI asked if they are planning to just do this testing at KFANG – Julie responded that if it is determined to be a factor, they will look at other areas where it may also be a problem. Mike at KFANG stated that these positions were chosen based on security forces work with the outdoor range and indoor facility – lead had been tracked, and additionally some employees do grounds maintenance out there – however it is likely that only security personnel have been exposed. Q1-2021 update: testing has been set up for affected employees at KFANG.  Q1-2020-6: Andy Rohner, SAIF will provide some information on inurys to the committee to help prioritize policy work. A list of all requirements should be provided.  Q2-2020-1: OSHA inspection report discussion points for full committee consideration (AGI). Q3 update: Stan H. (AGI) will be prepared to discuss in December.  Q3-2020-2: Prioritize Respiratory Protection Policy – look at CUO for plan for what can be adapted to full-agency policy. (Q1-2021 update: draft policy was set to committee members for review, comments due to Julie P in AGP by 4/19/2021.)  Q3-2020-4: Differences between Federal OSHA and State OSHA standards – OSHA standards have a minimum requirement which must be met however the state can go stricter – if there is a specific standard we are interested in we should let Julie know. Can remove – this has been settled.  Q4-2020-3: Lead and Bloodborne Pathogens Policies will be worked on and distributed for Q1-2021. (A revised BBP was sent out to Committee members following the Q1-2021 meeting, feedback requested to Julie P. in AGP by 4/19/2021. Julie P. will send the draft Lead policy out by May 30, 2021. | | |
| **Other committee remarks (Roundtable):**  *AGI-W – Cliff:* No update  *CRO – Dan W/Phil J/Henry I:* Phil - Nothing to add but if Julie P. could include the suspense date for when the products for review and comment are due in the email she sends out after the meeting, that would be appreciated.  *KFANG – Mike/Erin:* Erin expressedconcern about the email issue – she hasn’t been receiving the updated documents Julie sent out with the calendar appointment; Pam SP mentioned attachments seem to be removed from calendar invitations to Federal emails so Julie will just email those out.  *PANG –* *Brad/Kevin/Tod H.:* Only Tod got the emails not Brad and Kevin.  *AGI – Stan H.*/*Jim A./Todd F:* No update  *OEM – Andrew P./Stan T./Scott L.:* Nothing to add  *OYCP* – *Frank T./Dan R.:* Nothing to add  *AGP – Tracy G.:* Tracy asked if we know if there has ever been a Trenching/Dig Plan in place at any of our facilities. Todd F. added that Camp Umatilla will be our first experience. Dave recommended we go to SAIF for some examples. Julie asked Jeff L. to send her any examples or information he has.  *AGI* *- Pat S. and Cliff D.:* No update  *AGDD – Dave S.:* Nothing to add  *SAIF - Andy R.:* Absent  *AGC - Sean M./Melissa C.:* Nothing to add  *CUO – Jeff L:* Working with Rilea on a welding policy. Once they have a draft they will send to the Safety Committee. Dave S. asked Todd F. if this would be an applicable statewide policy. Camps can do the work on the draft policy and forward to Safety Committee Review Board for consideration. Julie P. had thought Camp Umatilla didn’t do any welding (based on a tour she recently attended); Jeff responded that they do not have a certified welder on site but they do some cutting and tap welding – Julie will follow-up with CUO.  *IA:* Nothing to add  *NG:* Nothing to add  Julie P. reminded the Committee Chairs of the importance that site Safety Committee meetings be occurring regularly. Also, there have been some issues of policies only going to the site Safety Committee members and not getting out to all employees – they need to be discussed in Safety Committee meetings and sent out to all site employees. | | |
| **Next meeting date:** 15June 2021 | **Time:** 1300 – 1500 | **Place:** TBD (likely OS Rm 236 & teleconference) |
| **Prepared by:** Pamela J. Stroebel Powers, Chief Audit Executive | | **Date:** 4.1.2021 |

**Remaining 2021 Meeting Schedule:**

Tuesday, September 21, 2021 1:00 pm – 3:00 pm at Owen Summers Bldg./Teleconference

Tuesday, December 14, 2021 1:00 pm – 3:00 pm at Owen Summers Bldg./Teleconference