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| **Meeting date:** June 15, 2021 | **Time:** 1300 **Adj:** 1400 | **Place:** Teleconference |
| **Division/Department:** Statewide **Chairperson:** Julie Paris **Secretary:** Ullyssa Althaus | | |
| **Members in Attendance:** Ullyssa Althaus, \*Julie Paris, AGP;  Tracy Garcia, AGP  **Via Phone:** Dave Stuckey, AGDD; Sean McCormick, AGC; Stan Hutchison, AGI-D; Andrew Phelps, OEM; Michelle Lovejoy; \*Clifford Dennis, AGI – CW; Philip Johnson, AGI-CRO; Jeff Loa, AGI-CUO; \*Stan Thomas, OEM; \*Erin Forney, KFANG; \*Brad Dunham, PANG; Tod Hyland, PANG; Andy Rohner, Saif; Keith Ellis    **Guests:**  Committee Safety Chairs denoted by\* | | **Members absent:** Mike Jones, KFANG; Dan Radabaugh, OYCP; \*Frank Tallman, OYCP; \*Kevin Lucas, PANG; \*Melissa Carter, AGC; Todd Farmer, AGI - DD; Nathan Christensen, ORNG; Jim Arnold, AGI – E |
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| **Review and approval of 1st Quarter 2021 Meeting Minutes:** Sent out at the end of last months meeting. No changes heard. Sean approved. Erin seconded.  **New SRB Members:**  \*Stan Thomas will be taking over for Dan Lareto as the Chair of the PICO Safety Committee, PICO (Combination of offices here in the Salem area, TAG, AGP, AGI, AGC, OEM). Stan will be a member of the SRB through his offilliation with that as the Chair.  \*Ullyssa Althaus (AGP) has agreed to take minutes for this meeting. Pam Stroebel Power has moved on to her dream job. Cherie Cline, DDO will begin as the SRB minutes scribe in the 3rd Quarter meeting in September.  \*Phillip Johnson from Camp Rilea is replacing Dan Wilcox as the Chair. Believed to be temporary out at Camp Rilea. Phillip Confirmed that it’s short termed.  **Old business:**  **Exposure Control and Bloodborn Pathogen Policy** – Has been in draft and rewrites since last year. Julie sent out the draft policy on 3/30/21 for a comment period, hopefully the final draft. She received those comments and a final draft was sent out on May 11th. Any opposition to voting on this policy as it is written? No opposition heard. Julie requests policy be approved. Sean motioned to approve. Tracy seconded.  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-99.200.16 | Lead Policy | Effective: Upon Approval | In progress | | AGP-99.200.15 | Respiratory Policy | Effective: Upon Approval | In progress | | AGP-99.200.03 | ECP BBP Policy | June 15, 2021 | Approved: 6/15/2021 | |  |  |  |  | |  |  |  |  |   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\* (Dig Plans) Utility locates Excavation locates\* Hantavirus Licensing of Equipment Fire Protection\* | | |
| **New Business – Review Draft Policies: 3 policies requested in December**  Respiratory Policy– This policy was sent out for review on March 25, 21 with comments due by March 30, 21. It went out again on March 30, 21 with the comments added but some people didn’t receive so more time was given for review. Those comments were due by 4/16/21. Final draft which included everybody’s feedback was sent out on May 11, 21. Julie asked for opposition or comments on this policy as it is written? K. Ellis notes distribution issue – Not getting the email at work. Julie sent them to home/personal email. Not able to open attachments there. Ongoing correction needed. Stan claims the same. Julie working with Pat Pope to rectify email situation.  J. Paris - Policies will be reviewed once a year. Does the committee want more time to review this policy?  S. Hutchison – Doesn’t believe that employees should have the right to don the respirator if it has not been approved by their supervisor. Should have to go through an approval process which then has the supervisor a part of making sure they’re medically qualified and everything that goes along with it. Needs to be clear that an employee that is approved to voluntarily wear a respirator is able to be a part of the program. Julie and Andy worked on this policy modification and made necessary changes.  A. Rohner – Your employees can only wear respirators if they are approved to and that is in the policy because there are potential risks associated with wearing certain types of respirators. As the employer you have the right to decline someone’s request to wear one unless there is a hazard that actually warrants it.  J. Paris – Sounds like we may need a little more time for review. Tabling policy until the next meeting.  Lead Policy – Draft policy was sent out June 2, 21 for review. Feedback due by June 11, 21. Julie received feedback and accepted the proposed changes. K. Ellis and C. Dennis did not receive the lead policy.  S. Hutchison – This was specifically targeting airborn lead protection as opposed to the dust lead protection. Suggested that we change the title of this to be an airborn lead protection policy or that we expand it to include the proponents of the problems that we have in our facilities which is not airborn lead problems. Through our testing, we have traditionally tested below 1 microgram within our facilities, it’s the dust lead that we really have an issue with.  A. Rohner – Seeking clarification. Are you looking for guidance on how to clean up lead dust? There are some cross overs here. Dust is not naturally airborn unless you are in the process of making it airborn and so when we look at lead as a potential hazard or exposure to our employees, one of the major concerns that we have, in areas that have lead dust, is what work is being done to agitate that dust to make it airborn. Second part to that is do we have employees working in that environment more than 30 days in the entire calendar year? We have to do some due diligence any place that we suspect there could be lead dust that could be agitated to get into the air to ensure that our folks are not exceeding the action level. If they are exceeding, is that happening less than 30 days in a calendar year? Policy is not necessarily here to create standard operating procedures on how to remove the dust, it’s to protect the emplyoees in the instances in which dust is identified and needs to be removed.  S. Thomas – Lead standard which covers airborn contamination of lead hazard also has a section in it for housekeeping which includes the cleaning of surfaces/floors, facilities and practices relating to that.  Stan H. – Policy as we have it currently drafted, it does not address the threshold for lead dust measured in our facilities. It does address the airborn threshold. There are two specifically different threshold that we manage our facilies under and in our facilities if you have 40 micrograms per square foot then we close our facilies to the public. That’s not addressed in this policy at all. If it is 200 micrograms per square foot then we close our facility to all occupants. That’s not addressed in this policy. If this is going to be an all encompassing policy to deal with lead then it should address both issues. If it’s just dealing with airborn particulates then we should just change the title.  D. Stuckey – Suggests we table this topic for a week or two and do a quick sync outside of the meeting with himself, J. Paris, T. Garcia, S. Hutchison & J. Arnold.  A. Rohner – Did a quick review and Stan is absolutely correct. We do address the threshold which Stan mentions in the definitions but we could do a little bit better to address some of that in a slightly different way.  J. Paris - Will do more research and will get something new sent out within the month and hopefully open for voting in the third quarter SRB meeting.  Camp Umatilla Issues – Keith Ellis:  Keith – Camp Umatilla had an investigation by OSHA sometime back (2019/2020) and in that enforcement visit from OSHA, the inspector had made a recommendation that we invite OSHA for a consultation visit at Camp Umatilla. They came out and went through the facilities with them. There was question as to what was in the scope of what they were entitled to inspect as a state agency because this is OR OSHA not federal OSHA. They defined that scope as the buildings that were occupied by state employees with an office or work space permanently located in those buildings. They found 18 different issues or recommendations for us. Twelve (12) of the 18 were serious for OSHA. We were able to spot correct most of these and were given 60 days to provide a completion of how we corrected the action. We completed within 30 days and we were able to complete all of the corrections. The experience was positive for Camp Umatilla and good to identify those issues. We were able to share some of this information with Camp Rilea to be mindful of for potential future inspection.  One of the findings that he noted that we still have areas of improvement in, was concerns about the communication and coordination piece between Keith as the training site manager and other entities that are on the post. We have a lot of entities on the post and not all report to Keith. They also had some concern over folks on the post not having accountability underneath Keith. What authority does he have over those individuals to make corrections for safety. If we make people accountable or in charge of certain programs, the scope of what they have as their authority to the policy, do they also have people that they’re responsible for? Do those people have accountability to that person? Do they have the ability to have direct input to make corrections about safety policy or concerns that they see in the field? Where are the lines drawn and who has the authority to make those people accountable? Julie and Keith will discuss further after the meeting.  Also had a near miss accident where an employee drove a scissor lift off of a sidewalk, tipped it and got it stuck. Thankfully no one was injured but it could have been a fatal injury or accident if he had been thrown out of the lift. Process was investigated by a supervisor. It was looked at as an equipment issue (equipment was damaged) but it wasn’t investigated as a potential safety issue. Bringing it up to the safety committee to remind everyone at the local level that near miss accidents are really our best opportunity to make positive change before they turn into a real accident.  Quarterly Safety Inspections:  Julie - There have been some inquiries about quarterly safety inspections and the need to have those inspections in areas that are not always occupied or used by state employees. Julie and Andy researched the OSHA rule 437 001 0765 re: quarterly inspections and the need for them. These can be up to the safety committee on how often we might have to conduct those. Appears to be quarterly safety inspections if they’re not occupied or frequently used. Most were not used in 2020 but might pick back up. Please contact Julie if you have comments or concerns on quarterly safety inspections for places that are not normally used. At this point we’re leaving as is but if the group agrees, there may be some areas where we limit that to every 6 months rather than quarterly but it would need to be discussed.  **Other Topics For Future Consideration:**  Julie listed off policies for consideration to be vetted/discussed at next meeting(s)…Limited Building Maintenance, Powered Industrial Trucks, Electricians License, Excavation Locates, Hazard Inspection, Pesticides, Hantavirus, Hazardous Waste Operator, Licensing of Equipment, Asbestos, Emergency Action Plan, Utility Locates, Fire Protection.  Erin – Would like to see Hazerdous Waste Operator, Pesticides and Asbestos.  Julie – Will be working on Trenching and Digging. She will send out plan that Jeff Loa worked on with someone at Camp Rilea. Hoping to finalize the Lead Policy and Respiratory Policy via email.  3rd Quarter Policy we will be focusing on Trenching and Digging, Hazardous Waste Operator and review of Lead Policy and Respiratory Policy.  **Other committee remarks (Roundtable):**  *AGDD, D. Stuckey* – Reiterating Corona requirements re: face coverings and the state achieving 70% vaccinated.  *AGC, S. McCormick* – Nothing to add.  *AGI, S. Hutchison* – Nothing to add.  *OEM, A. Phelps* – Nothing to add.  *AGI, T. Garcia* – Nothing to add.  *Michelle Lovejoy* – Nothing to add.  *AGI-W, C. Dennis* – Nothing to add.  *PANG, B. Dunham* – Nothing to add.  *AGI-CRO, P. Johnson* – Nothing to add. Echo Keith’s concern about the integration of different titles, personnel, different duty status working within OMD in different and the same facilities. It’s a very grey area that probably needs a little more clarification with direct assistance relating to the training sites.  *OEM, S. Thomas* – Nothing to add.  *KFANG, E. Forney* – Nothing to add.  *PANG, T. Hyland* – Nothing to add.  *SAIF, A. Rohner* – (1). Multi employee worksite issues that have been expressed. Not uncommon for construction companies to have multi employer worksite policies that clearly identify rights, responsibilities and expectations of all the parties onboard. That might be something that we can look at developing being that we aren’t dealing with federal entities and power dynamics can be a little challenging not to mention throwing in contractors from the private industry. Should be developed with heavy federal cooperation. (2). Going on 5th or 6th meeting. Some of the policies that have been adopted are hitting that one year mark. Some of OR OSHA policies require annual reviews, others don’t. We might need to start revisiting the original policies that were developed. | | |
| **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):**  Q1-2020-5 & 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. Testing has been set up if there were to be affected employees at KFANG.  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.)  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. | | |
| **Next meeting date:** 21 September 2021 | **Time:** 1300 – 1500 | **Place:** TBD (likely OS Rm 236 & teleconference) |
| **Prepared by:** Ullyssa Althaus, Executive Assistant | | **Date:** 6.15.21 |

**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