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| **Meeting date:** December 16, 2020 | **Time:** 1302 **Adj:** 1348 | | **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; Andrew Phelps, OEM; Clifford Dennis, AGI – CW; Frank Tallman, OYCP; Debbie Stratman, AGC; Stan Hutchison, AGI; Dan Radabaugh, OYCP; Dave Stuckey, AGDD; Mike Jones, KFANG; Andy Rohner, Saif; Brad Dunham, PANG; Kevin Lucas, PANG; Dan Wilcock, AGI - CRO; Tod Hyland, PANG;  **Guests:** Henry Idica, AGI – CRO; Keith Ellis, AGI – CUO; John Lecarno, PANG | | **Members absent:** Brandon Parks, AGI-CUO; Todd Farmer, AGI; Nathan Christensen, ORNG; Sean McCormick, AGC (was represented); Patrick Stine, AGI – O&M; Melissa Carter, AGC; Erin Forney, KFANG; Jim Arnold, AGI – E; | |
| **Old business:**  *Q3 Minutes* – No discussion or proposed revisionswere made.  Motion from Tracy G, the motion was seconded; minutes approved/passed as written.  Previous committee action items were discussed and updated for Q4:   * 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up opportunities for testing at 2 more locations; we’ve had to close multiple accounts that are no longer being used/no longer active which had been keeping us opening new accounts.* * Q1-2020-3: Confined Space Coordinators – *Julie is working on identifying confined spaces at all sites and is working to collect designated supervisors for each site.* * Q1-2020-4: Update on adding hearing test language to existing position descriptions (PDs) – *Goal is to have completed by March, Julie will send out required language to add to PD’s for those employees.* * 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 completed by first quarter 2021.* * 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.* * Q3-2020-2: Prioritize Respiratory Protection Policy – look at CUO for plan for what can be adapted to full-agency policy. See below for Q4 update that this policy is being drafted for the Q1 2021 meeting in March. * 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.* * MERV 13 Filter – *Stan H brought up in regards to OSHA requirements for ventilation – filters have been ordered.*   Additional items on the list that were not addressed during the meeting:   * 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.* | | | |
| **Old Business Cont. – review of previously discussed policies:**  *Julie P. reviewed the policies that were revised and re-sent out, see as summarized below:*  Fall Protection Policy 99.200.12 - Verbiage was revised to say: Inform the AGP Safety Manager of the designated competent person.                Definitions were added for: Qualified Person, Authorized Person, and Certified Person  Hot Work Policy 99.200.14 – Added a reference to the Open Burn Plan for in-policy under non-established hot work areas.    Automatic External Defibrillation Policy 99.200.13 –  Added language for designated responsible party for AED maintenance.    Maintaining Readiness:    With the exception of Portland Air National Guard Base (PANG), Kingsley Air National Guard Base, and Oregon Youth Challenge Program (OYCP), maintenance will be the responsibility of the ORARNG State Safety Office. Maintenance at PANG and Kingsley Field is the responsibility of the Federal Medical Clinic on each base. Maintenance at OYCP will be the responsibility of a designated person at that facility. The AED will be checked for readiness after each use and at least once every 90 days if it has not been used in the preceding 90 days. Checks will include the following:  Personal Protective Equipment Policy 99.200.01 – The Appendix was removed. A reference to the OSHA temp rule regarding COVID-19 workplace risks was added.  Lock Out/Tag Out – Energy Control Program -  Added accepted language for the Applicability heading.  *Discussion:*  Dave asked about Lock Out Tag Out not going out to the group and requested those go out in the future.  Dan R. asked about the AED policy which reads the state’s safety office will be responsible for maintenance. OYCP asked if they should be responsible for the maintenance since they have 3? Tracy mentioned a conversation with Captain Christensen who said his office was responsible for all the devices at all sites except Wings – OYCP said they have always inspected their own and feels they can do their own inspections. Julie would like to talk to Captain Christensen first – Dave said OYCP can do it themselves as the Program doesn’t fall under Christensen’s authority.  Dave motioned all 5 policies be adopted with stated revisions; the motion was seconded. Julie will send out the revised AED and Lock Out Tag Out policies.  Bloodborne Pathogens has been put off for further discussion, it was to have been included in the December meeting but wasn’t on the agenda or included in meeting materials.  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-99.200.04 | 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-99.200.14 | 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\* Respiratory Protection\* 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 Bloodborn Pathogens\*  Q4 Conversation:  Lead has been high on the list. Julie is continuing to work on Bloodborn Pathogens, and Respiratory Protection had also previously been prioritized. We could work on one more for first quarter 2021. Andy feels like the 3 plus infectious disease is probably ambitious for the first quarter of 2021. Dave and Tracy agreed with Andy’s recommendation. | | | |
| **New Business:**  SAIF presented the “Workers Compensation Program Management Excellence” award from DAS Risk Management to recognize the work we have been doing. Tracy email a picture of the award out to committee members. OMD received a plaque and will receive years to add each time we are recognized – Andy mentioned we may not receive the award every year and stressed that what we’ve done over the last year is making a difference! Andy R. explained that SAIF works closely with agencies & DAS – quarterly they get together to discuss barriers, challenges, etc. to safety programs. DAS has metrics they watch for agencies – OMD met those metrics for this policy year; DAS asked SAIF for input on the award and Andy explained the factors impacting the award included: the work the Safety Review Board is doing to re-instate these programs and injury counts decreasing this year. He believes our success is as result of intentional work.  OAR 437-001-0744 – Review of PowerPoint Training – Discuss and Q&A  Julie reviewed deadlines for implementation of processes – the first is 12/7/2020 to create the exposure risk assessment and infectious control plans. OMD has 2 areas of exceptional work place risk: force protection and the fire departments – the assessment and plan were developed and completed and sent out 12/4 for dissemination and feedback by 12/10. She’s received a couple back. Julie created an example plan for the Owens-Summers building. There shouldn’t have been a lot of variance. 12/21 is next deadline – employee information and training. She sent a PowerPoint presentation of the training that will be disseminated to all managers and then to employees – the training is required and will be available on iLEARN so completion can be tracked by employee. January 6th is the deadline for ventilation requirements – Julie has spoken with Stan and Tim Gilbert in AGI about this, we have already met and we may be above requirements with use of MERV filters. Dave asked if the same would apply to KFANG and PANG – Julie is not sure what filters they use at the Wings. KFANG is working on transitioning to MERV-13 filters as preventative maintenance comes due, if the equipment allows. Dave remembers a DAS policy applicable to AGI for buildings located on Federal property – Dave asked if there was an applicable policy KFANG is following – Mike J. of KFANG believes it is a good idea but doesn’t have a Federal policy that he is aware of; currently they look at what the equipment allows and occupancy of the building. PANG is still looking at the requirement – they haven’t changed anything out yet and haven’t seen an official policy from the Federal Government yet, they are just relying on the recommendation of doing the same thing the state is doing, however they have some concerns with equipment restrictions and cost. Julie is still pulling information out of the Rule and applying information, she will try to answer questions if she can.  Julie asked if anyone had a chance to go through PowerPoint training presentation prior to the meeting: OYCP stated they have reviewed and believe it is good information that should be shared with employees; it is a good reminder of what they are already doing. Frank T. feels the presentation does a good job of definining language that’s been used as well as what is and isn’t appropriate. Julie mentioned the training is still being developed and needs a little more work before it is distributed to employees. She will post it to the website for easy access by employees. That should meet the training requirements – Julie said there are 10 basic elements that have to be covered by the training and it currently only covers 4. There are videos that must be accessed as well that aren’t currently accessible through the PowerPoint. Julie will work to add the remaining elements. The training must be distriuted by 12/21. Julie will also put the requirement in iLEARN for employees.  Keith E. from Umatilla stated he has reviewed the plan at Umatilla (the infection control plan must be posted and sent out to teleworkers.) | | | |
| **Prior Action Items** **- Completed**  Q1-2020-1 – Revisions to Hazard Communication Policy after discussion with AGI-Enviromental.  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.  **Committee Action Items**  **- New (See In Progress Updates under Old Business at beginning of Minutes)**  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.  Q4-2020-3: Lead, Bloodborne Pathogens and Respirtory Protection Policies will be worked on and distributed for Q1-2021 meeting scheduled for March. | | | |
| **Other committee remarks (Roundtable – especially Safety Committee Chairs)** Tracy and Julie stressed that this is the opportunity for Safety Committees to express concerns/issues to Executives – they asked for input on whether committee members believe this forum has been successful:  Dave asked specifically for Rilea to comment – Dan Wilcock was in attendance to comment – Dan has dropped off the safety committee and has missed out on recent meetings. He does like the opportunity to be involved in reviewing the files and documents the Safety Review Board receives. Camp Rilea hasn’t been having the regular safety committee meetings due to COVID – they were trying to meet by phone but that format hasn’t been working.  Tracy asked Cliff from Wythcombe for input – he believes the Safety Review Board has brought insight and it has helped to have input into policies they have had no input on before. Julie thanked Cliff for his input.  Tracy asked if there were any other Chairs or anyone else who would like to share for roundtable:  *KFANG – Mike:* Feels concerns are being met; looking forward to a more normal time than this last year – feels pandemic has stifled this committee but he does believe the safety program has improved at OMD over the last year. He looks forward to being able to meet in a room!  No additional comments were received from:  *PANG –* *Brad/Kevin/Tod H.*  *AGI – Stan H.*: *Jim A.:*  *OEM – Andrew P.:*  *YCP* – *Frank T./Dan R.:*  *AGP – Tracy G.:*  *AGI* *- Pat S. and Cliff D.:*  *AGP – Melissa C. and Sean M.:*  *AGDD – Dave S.:* Gave kudos to Julie for the meeting and made some closing comments: thank you to Andy for all the SAIF help, also for State Active Duty (SAD) and COVID assistance; all sides of SAIF have been helpful - claims adjustments as well. Dave also discussed the award mentioned earlier in the year – Andy stated we may not get the award every year because there are other factors like weather that we can’t fully control. Andy stressed we should continue to work to get better. Dave appreciates everyone’s attendance at the meeting especially with current push for telework.  Andy R., SAIF – he works with 1/3 of the state’s agencies. Safety work has been pretty paralyzed since March – all agencies are seeing a dip in safety committees, foundational program maintenance, etc. Similar struggles to what OMD faces are being felt everywhere. He does see that we are continuing to work toward our goals and feels we are doing better than others. He thanked us. Tracy stated we couldn’t have done it without Andy’s help! | | | |
| **Next meeting date:** 30March 2021 | **Time:** 1300 – 1500 | | **Place:** TBD (likely by teleconference) |
| **Prepared by:** Pamela J. Stroebel Powers, Chief Audit Executive | | **Date:** 12.16.2020 | |

**Remaining 2021 Meeting Schedule:**

Tuesday, June 15, 2021 1:00 pm – 3:00 pm at Owen Summers Bldg./Teleconference

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