

Oregon Military Department Safety Review Board Committee 2024 Q3 Meeting Minutes

Meeting Date: September 18, 2024	Time: 2:00 pm	Place: Virtual Via Microsoft Teams	
Division/Department: Statewide	Chairperson: Sara Wassam	Secretary: Cherie R. Cline	
Members in Attendance: Sean McCormick, CSA; Adam Giblin, AGC-CFO; Todd Farmer, AGI-D; Brad Melendy, AGIT-CIO; Tracy Garcia, AGP-D; *Frank Tallman, OYCP-D; Mike Jones, KFANG; *Glenn Russell, CRO; *Dominic (Nic) Kotz, RTC-FSM; *John LeCarno, PANG; KFANG; *Nathaniel Ripp, Safety Committee Chair for Armories, CWO; and Sara Wassam, AGP.		Members absent: *Steve Wolfe, OYCP-DD; Tod Hyland, PANG; Erin Forney, KFANG	
Guests/Non-Voting Members: Cherie Cline, CSA/GLAD-EA; Jaclynn Moore, CAE/CRO; and Chris Deckert, FOM, Fed T5.		Guests/Non-Voting Members absent: Andy Rohner, SAIF; Jim Arnold, AGI-DD; Henry Idica, CRO-FSM; Aimee Sides, PANG-NRS; Janet Johnson, AGI-NRS; MAJ Nathan Christensen, ORARNG Safety; and CMSgt Jonathan Peterson, ORANG Safety.	
Committee Safety Chairs denoted by*			
Old business			
2024 Q2 Minutes – Adam Giblin moved to adopt the SRB 2024 Q2 minutes, from the meeting that took place on June 20, 2024; Sean McCormick seconded the motion. The minutes were approved as presented.			
Heat/Smoke Training - Sara Wassam reported 100% completion of the mandatory training on Heat and Smoke, expressing appreciation for this accomplishment. Sara further stated that no incidents were reported during the quarter, which is excellent news.			
AGP Safety Website Updates - Sara mentioned that updates to OMD’s Employee Resources Safety webpage are progressing, thanks to assistance provided by Luke Jaeger.			
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: September 18, 2024	Approved 9/18/24
AGP 99.200.20	Fire Protection Policy	Effective: June 29, 2022	Approved 6/29/2022

New Business

Seasonal Fall/Winter Reminder (Slips, Trips, Falls) – Sara discussed seasonal weather changes that bring rain, ice and snowy conditions to our areas, which can increase the risks of slips, trips and falls in the workplace. She provided details from SAIF's guidance regarding causes of slips, trips and falls as well as sharing a personal story of a time when she was rushing to respond to a medical incident and slipped, tripped and fell down a stairway while holding on to a handrail. Sara reminded about the need to exercise care and caution with routine activities in order to reduce the risk of slips, trips and falls. Sara also mentioned that workers comp claims filed increase OMD's costs of doing business.

Policy Review – AGP 99.200.19 Powered Industrial Trucks – Sara stated that the policy is effective as of 9/18/24. Adam Giblin moved to approve the AGP 99.200.19 policy as presented.

Reasonable Suspicion Training for Managers - Sara discussed coordinating with managers and supervisors to identify which employees should be receiving that particular training. Adam Giblin discussed Reasonable Suspicion Training; he mentioned that even though it's only required once, he recommends taking it as a refresher every 2 years.

CPR/AED Training - Sara mentioned CPR and AED voluntary training is offered and available to employees, specifically 20 facilities and public facing staff members have been identified for this training.

Other Upcoming Training Offerings – Sara stated that she will be sharing links to training available through SAIF's website. [Note: On September 19, 2024, Sara sent a follow-up message to the SRB group email list with information on 4 different trainings available through SAIF's website at: <https://www.saif.com/trainings/online-training.html>]

Site Visits – Sara mentioned that she will be establishing dates for rescheduling site visits to Camp Rilea and Rees Training Center. Sara commented on the initial goal to visit sites within the first year of her position; this timeline has been adjusted to March 30, 2025. Jaclynn Moore inquired about the timing of a future site visit to OYCP. Sara referenced a tentative date of December 12 for the visit to OYCP, weather permitting and if schedules sync with OMD's safety consultant.

Safety Swag – Sara talked about safety swag available to recognize safe acts and encourage participation in developing a safety conscious culture at the work sites. Safety swag will include: flashlights, lanyards, pens, safety certificates and baseball caps.

Schedule for Remaining Quarterly SRB Meeting in 2024 – Sara reminded about:

- 1 to 2 pm, Wednesday, December 4, 2024 (**Please note: This date/time was later changed to Thursday, December 19, 2024, from 10 to 11 am**)

Sara mentioned a future goal with updating policies in providing more lead time for review and feedback.

Committee Chairs Reports for Regions/Facilities (Roundtable Remarks):

Armories – Nathaniel Ripp: With former security forces experience, measuring success at CWO in that no one got hurt this month. Continued work with cleaning up the shop area. Successful safety committee membership of 7-9 staff members. Collaboration success with federal side. FMS and SMs know each other by name and are working together to make programs better, to include placing appropriate signage strategically.

Kingsley Field – Mike Jones: Praised Erin Forney as being amazing in her role as Safety Committee chair. Have been collaborating with scheduling and providing additional training on confined spaces as well as lock-out/tag-out.

PANG – John LeCarno: Looking forward to the site tour set with Andy Rohner and Sara Wassam. Carrying out various building inspections and posting results. Getting an AED installed with training to take place soon. Collaboration with federal employees can be challenging, but is improving. Fortunate to have a safety committee combined with federal employees; have a lead safety in place. Please give a shout out to Aimee Sides for posting meeting minutes efficiently and effectively, appreciate her support efforts of the PANG safety committee very much.

Owen Summers – Sara Wassam: Commented on areas identified for repair with ceiling tiles staining and discovered signs needing to be updated. Working with Chris Deckert for placement of signage reminding about good hygiene to prevent spread of cold/flu viruses and germs. We're still needing people to join the Owen Summers Safety Committee.

Camp Rilea – Glenn Russell: Keeping up with monthly safety meetings and monthly training videos. Looking for guidance regarding respirator videos. Inquired if some of the training DVDs can be purchased rather than checked out from OSHA.

Rees Training Center – Dominic (Nic) Kotz: Incorporating a wholistic approach, all tenants attend weekly meetings with an emphasis on safety. Important to identify staff members with bee allergies. Provided emphasis on the importance of scheduling outside work in the mornings during hot weather and fire seasons. Emphasis on being prepared when working outdoors and traveling; recommend packing an emergency kit. Will need to reschedule the site visit to RTC. Appreciate people that have a passion for safety, Shout outs due to Zack Cameron, Barry Moore and Lynn Wentzel.

Oregon Youth Challenge Program – Steve Wolfe: OYCP staff members are really engaged and trained to recognize safety hazards, especially because of the importance of keeping the kids safe. There's been some turnover in the safety committee, but they've all received the necessary training. All OYCP staff are trained and certified in First Aid/CPR. 166 of the class 68 cadets have also been trained in First Aid/CPR. Shout out due to OYCP's new medical director Tina Lindquist.

Recognition – Special Shoutouts:

Shawn Copeland - Sara expressed appreciation for him being punctual and supportive of safety needs at Owen Summers.

James Ogan & Chris Deckert - Sara praised their efforts with policy collaboration (state and federal), and establishing a CPR program for staff during Q3.

Glenn Russell & Drew Yocom – Sara thanked them for their proactive approach in providing insight regarding safety concerns and timelines at Camp Rilea as well as providing and sharing necessary data.

Luke Jaeger – Sara mentioned his continuing assistance with volunteering to work on updating policies on AGP’s Safety webpage.

Sean McCormick praised Sara for her boundless enthusiasm and expressed appreciation that everyone recognized today reflects our agency’s top three priorities to: Be Connected, Be Competent and Be Committed.

Sara thanked everyone for participating in today’s SRB.

Meeting was adjourned at 2:54 pm.

Next meeting date: Wednesday, December 4, 2024	Time: 1 to 2 pm	Place: TBD, more than likely Virtual (via Microsoft Teams)
---	------------------------	--

Prepared by: Cherie R. Cline, Executive Assistant, CSA/GLAD	Date: September 18, 2024
--	---------------------------------