

# Oregon Military Department Safety Review Board Committee 2023 Q1 Meeting Minutes

<b>Meeting Date:</b> March 22, 2023	<b>Time:</b> 1:00 pm	<b>Place:</b> Virtual Via Microsoft Teams
<b>Division/Department:</b> Statewide	<b>Chairperson:</b> Julie Paris	<b>Secretary:</b> Cherie R. Cline
<p><b>Members in Attendance:</b> *Julie Paris, AGP; Tracy Garcia, AGP; Sean McCormick, DCSA; Todd Farmer, AGI – D; Dan Radabaugh, OYCP-D; David Martin, CIO; Aimee Sides, PANG; *Mick Mantle, Safety Committee Chair for Armories; *Glenn Russell, CRO; *Barry Moore, CUO/RTC; *Jenny Zamadia – OYCP; *Kurt Aarrestad, AGI – Owen Summers; Mike Jones, KFANG; *Sara Wassam, AGP, Owen Summers; *Erin Forney, KFANG; Tod Hyland, PANG; and Tod Hyland, PANG.</p> <p><b>Guests/Non-Voting Members:</b> Andy Rohner, SAIF; Chris Shaver, AGI-DD; Keith Ellis, CUO; and Cherie Cline, DCSA/GLAD-EA.</p> <p>Committee Safety Chairs denoted by*</p>		<p><b>Members absent:</b> Maj Gen Mike Stencel, TAG; *John LeCarno, PANG; and Frank Tallman, OYCP-DD.</p> <p><b>Guests/Non-Voting Members absent:</b> Col Jen Pardy, JCOS; MAJ Nathan Christensen, ORNG; Jim Arnold, AGI-E; and Janet Johnson, AGI-E.</p>

**Q3 Minutes** – Sean McCormick made a motion to approve the Q4 minutes from the December 13, 2022 meeting; Todd Farmer seconded the motion. The minutes were approved as presented.

**Old business:**

**Safety Inspection Working Group** – Julie Paris spoke briefly about the safety inspection checklist topic brought up during December’s Q4 2022 meeting. A seven-member working group has been formed; they’ve had two meetings already and the next one is set for March 29, 2023. Julie further explained that the safety inspection checklists are maintained on-site at each facility and submitted to her on a quarterly basis. She asked people to make time in their schedules to attend the March 29th meeting.

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: June 29, 2022	Approved 6/29/2022
AGP 99.200.20	Fire Protection Policy	Effective: June 29, 2022	Approved 6/29/2022

## **New Business**

**Review of Policies:** Julie referenced her email with attachments provided on February 28, 2023 that included policies to review.

**Hot Work** – AGP-99.200.10 – No changes.

**Respiratory** – AGP-99.200.12 – Received feedback, suggested comments were about defining and clarifying language, but nothing that requires a vote of SRB.

**Report of Accident/Incidents 10-1-22 through 3-31-23** – AGP-99.200.11 – Julie shared a screen to show a slide regarding accidents and incident reports for the last 6 months. The light blue color depicts accidents and injuries; the dark blue color reflects SAIF claims.

Sean McCormick asked if there is a trend of certain types of injuries. Julie responded that it varies.

Andy Rohner offered to generate reports for comparison and to provide historical details; he referenced an example that led to ODOT implementing Yak Tracks. Sean confirmed and agreed that seeing a detailed report will be very interesting and helpful.

Julie stated that none of the fall accidents or injuries were terrible.

Sean asked for details regarding the exposure incidents, more specifically, what hazard has been identified. Tracy Garcia stated possibly lead and possibly asbestos.

Dan Radabaugh noted that OYCP is on the list; however, the accident injury didn't occur at the worksite.

Julie mentioned that the month with the highest accidents had 9 incidents documented; however, the number of monthly accident injuries is going down.

Mick Mantle asked about near miss accidents. Julie stated those need to be documented and submitted to her through Workday.

Andy commented on DAS recently implementing a Claims Frequency Reduction (CFR) Metric. Under that new standard, OMD falls within the SL1 category. Andy further commented that because OMD has a smaller number of the claims, the numbers work against us. Andy explained that CFR is very crude; with a 5% reduction, a 7-year rolling average would be more realistic. He further explained that the 5% reduction goal is rather unreasonable for those agencies that are already doing so well.

Tracy commented on Julie noticing names appearing on reports that don't belong to OMD, so there may be administrative housekeeping needed before generating the next report.

Julie mentioned that it's very helpful to see time lost related to injuries and light duty.

**Annual Testing and Training for 2023** –Julie stated that with the start of the New Year, it’s a perfect time to provide a reminder about the Annual Testing and Training requirements.

**Audiology testing** – Always use the same date for a 12-month look back review; use the same anniversary date each year.

**Hearing Protection** – provided for all new employees.

**BBP/ECP** – annual refresher

**Fall Protection** –

**Respiratory** –

**Heat Illness** – Training will come out in Workday in May.

**Wildland Fire Smoke** – Training will be available in Workday in May.

Julie mentioned another training lined up for May 3rd, A Train the Trainer event with 11 attendees.

Mick expressed appreciation for Julie’s notices about the mandatory training.

### **Accomplishments and Recognition**

**Reasonable Suspicion Training** – December 8th, Reasonable Suspicion Training required by the Feds.

**Lead & Asbestos Awareness Training** – February 24<sup>th</sup>, mandated by OSHA.

**OYCP handling of medical emergency** – staff responded to acute medical emergency prior to handing off to EMT.

### **Committee remarks/callouts (Roundtable):**

*Erin Forney:* Taking on role of Safety Committee Chair and working to develop a culture of safety.

*Dan Radabaugh:* Coming out of winter, focusing on summer safety. Cadets focus is on community service and safety.

*Aimee Sides:* Working the role of Secretary for PANG’s Safety Committee. In last week’s meeting, presented Julie’s Workday slide. Excited about first aid kits and completing First Aid Training.

*Tod Hyland:* Mentioned the importance of instant reporting of everything that may be an accident injury incident and the expectation that staff will self-report to supervisors.

*Glenn Russell:* Recently updated AEDS and conducted training for 25 state employees.

*Barry Moore:* Focusing on safety working with equipment. Received first aid kits (courtesy of Tracy Garcia’s delivery – thank you); placed them in vehicles.

*Kurt Aarrestad:* Dealing with challenges of working while the Owen Summers building is being renovated.

*Julie Paris:* Complimented Kurt and other staff for recent accomplishments with completing training.

*Erin Forney:* Expressed appreciation for the call-out recognition. Monthly meetings are going well.

**Committee remarks/callouts (Roundtable continued):**

*Tod Hyland:* Working with fire department for fire extinguisher training. Looking to get all staff in CPR and AED training. Working to add fall protection assists into building designs. Amy and John are doing a great job.

*Andy Rohner:* Other agencies requesting training regarding Narcan to administer life saving from Fentanyl overdoses. That training is more geared to public encounters.

*David Martin:* Within IT work environment, injuries usually related to ergonomics, and noise exposure related to fans.

*Todd Farmer:* Inquired if Workday will allow him to view injuries related to his division.

*Andy Rohner:* Mentioned that Dan Jones at DAS is the Workday “fixer.”

*Tracy Garcia:* Reminded that she shares those details in the monthly meetings with division directors.

*Julie Paris:* Reminded that supervisors can print out the information from Workday.

**Upcoming 2023 Meeting Schedule:**

**Q2, June 2023** – Wednesday, 6/21/23 at 1 pm

**Q3, September 2023** – Wednesday, 9/20/23 at 1 pm

**Q4, December 2023** – Wednesday, 12/13/23 at 1 pm

Meeting was adjourned at 2:01 pm.

<b>Next meeting date:</b> Wednesday, March 22, 2023	<b>Time:</b> 1 to 2 pm	<b>Place:</b> TBD, more than likely Virtual (via Microsoft Teams)
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<b>Prepared by:</b> Cherie R. Cline, Executive Assistant, DCSA/GLAD	<b>Date:</b> March 22, 2023
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