

# Oregon Military Department Safety Review Board Committee 2023 Q4 Meeting Minutes

<b>Meeting Date:</b> January 9, 2024	<b>Time:</b> 10:00 am	<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-D; Sara Wassam, AGP; Sean McCormick, CSA; Dan Radabaugh, OYCP-D; Frank Tallman, OYCP-DD; Jim Arnold, AGI-DD; *Erin Forney, KFANG, Henry Idica for *Glenn Russell, CRO; *John LeCarno, PANG; David Martin, CIO; James Ogan for *Nathaniel Ripp, Safety Committee Chair for Armories, CWO; Aimee Sides, PANG; and *Kash Wrightson, RTC.</p> <p><b>Guests/Non-Voting Members:</b> Martie McQuain, RTC; Jaclynn Moore – CAE; Andy Rohner, SAIF; and Cherie Cline, CSA/GLAD-EA.</p> <p>Committee Safety Chairs denoted by*</p>		<p><b>Members absent:</b> *Kurt Aarrestad, AGI – Owen Summers; Todd Farmer, AGI-D; Tod Hyland, PANG; Mike Jones, KFANG; *Nathaniel Ripp, Safety Committee Chair for Armories, CWO; and *Glenn Russell, CRO.</p> <p><b>Guests/Non-Voting Members absent:</b> MAJ Nathan Christensen, ORNG; and Janet Johnson, AGI.</p>

**Q3 Minutes** – Erin Forney moved to adopt the SRB Q3 minutes from the meeting that took place on October 4, 2023; UNK (will ask at next meeting) seconded the motion. The minutes were approved as presented.

**Old business - None**

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

**Old Business** – None to report.

**New Business**

**Hearing Tests Needed for 2024** – Group discussions regarding the requirement of hearing tests conducted annually. Could potentially consider providing better PPE.

**Fire Drill Requirements** – Review of county rules, a drill for inclement weather and one unexpected drill per year.

**Earthquake Drills** - Earthquake Drills can be conducted at any time; however, participating with The Great Oregon ShakeOut is an option, this year’s is scheduled for 10:17 am on 10/17/24, go to <https://www.shakeout.org/oregon/> for more details.

CSA Sean McCormick and Cherie Cline joined the meeting at 10:25 am, due to the TAG Sync meeting running overtime.

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

*John LeCarno and Aimee Sides:* Shared current highlights, milestone accomplishments and concerns from PANG’s Safety Committee to include:

- Representatives from each shop - Federal/State staff working well together;
- Program development for PPE within first weeks of employment;
- Full Building inspection of Building 140;
- Incident reporting form in development - example of battery explosion / hot work incident, with contractor not following proper procedure – will be submitting soon and request Julie’s critique;
- Fire report sent to Julie
- Request for an AED in their facility - check into costs;
- Hearing Tests – misunderstandings RE: locations – request clarification on exact physical addresses;
- Training on various equipment going well, evacuation program, fall protection training also emphasized;
- Management bought new harnesses and ladders;
- Strive to make the workplace safe – safety posters strategically placed around their site; and
- Ensuring LOTO equipment is in place.

*Andy Rohner:* Mentioned that the responsibility is on the contractor; adherence to OMD’s Safety Policies can be a requirement of the contract.

*Tracy Garcia:* Reminded that sites can’t have their own safety policies; they have to adhere to following OMD’s SRB approved policies.

*Julie Paris:* Asked when the last training on LOTO occurred.

*James Ogan for Nathaniel Ripp:* Shared details regarding trends with the Safety Committee for Armories and at CWO, to include:

- Big push with mitigation and improved communications/information sharing - Using Teams to distribute information;
- Highlighting policy and trainings, striving to emphasize and develop a culture of safety first;
- Engagement is good – Conducting Lunch box check-in meetings to discuss accidents and accident prevention;
- New Supervisor in the Salem area, Roger Slough – welcoming his safety experience to the team;
- Goal to get everyone trained on proper use of equipment and training documents; and
- Appreciation for involvement with Nathaniel Ripp leading site safety efforts.

*Julie Paris and Tracy Garcia:* Commented and praised their revised plans and engagement.

*Henry Idica for Glenn Russell:* Shared recent accomplishments and safety concerns at CRO to include:

- Upgrading the lighting in all mechanical rooms, Glenn currently touring with electrician contractor;
- Purchased three more AEDs – using OF budget;
- Finishing OSFM site visit review - went to 90% of buildings – most small write-ups were easily fixed, even while OSFM staff were still on-site.
- Worked with Janet Johnson of AGI’s Environmental Branch to complete Wildland Fire/Risk Assessment – RE: smoke detectors, clean bill of health for detectors – replacing with dual detectors that also sense for carbon monoxide; and
- Constant emphasis on Safety for the Soldiers and CRO staff members.

*Tracy Garcia:* Commented on the great job they’re doing being proactive.

*Kash Wrightson:* Shared current events at Rees Training Center to include:

- Annual Training Completed;
- Added new AEDs last year;
- First Aid/CPR Training Scheduled on 1 Feb 2024;
- OSHA training completed and current;
- Completed tailgate safety checks before monthly safety checks;
- Fire Inspection Checks;
- Fire Alarm Tests and Drill training program;
- Fire Extinguisher maintenance scheduled;
- New Employee safety training;
- Requests information for hearing tests and future fit testing; and
- Actions to mitigate hazards.

*Julie Paris:* Mentioned that she sent information to Joey Medel RE: hearing test locations and provided details for best practices RE: Fire Drills, recommend taking roll at muster site to measure success.

*Tracy Garcia, Julie Paris and Andy Rohner:* Commented on being very impressed with everyone’s efforts.

*Frank Tallman:* Discussed safety activities at OYCP to include:

- Safety team expanded, added 2 more members, so all departments are covered/represented;
- Serious emphasis on Safety Policies - Review / Safety Roles / Safety walkthrough’s – Annual Safety Inspections / fire sprinklers / buildings completed.
- 25% reduction in safety incidents w/cadets and quicker response times;
- Developed On-line Safety Concern Form and usually concerns are corrected before next meeting;
- Conducted 12 Fire Drills, 2 Earthquake Drills and 1 Power Failure Drill;
- Worked through a water shortage issue, conducted water testing, cleaned water tank, and coordinated five-year water inspection survey;
- Flu Clinic and Heb B Blood Borne Pathogen preventative maintenance program with county doing well; and
- All staff completed, and documented, annual safety and equipment training.

*Erin Forney:* Commented on site safety at Kingsley Field to include:

- Maintained safety program in 2023;
- Jennifer Hall is Erin’s Backup – assists with meetings when Erin’s tending to Environmental issues;
- 2 staff members from Security personnel have joined their Safety committee;
- Maintains check-ins with STARBASE on a regular basis to assess any safety concerns;
- Job safety / Hazard analysis training w/occupational health;
- Concerns RE: State/Federal position duties, Questions RE: resources that can’t be shared or utilized - Why can’t Federal side help state employees on base?
- Request to reschedule job hazard analysis training that got cancelled in December 2022 – asking for Big State Training to close the training gap;
- Develop culture to look for and identify hazards that may be present in work site locations; and
- Emphasize more safety awareness training / starts the conversation.

*Andy Rohner:* Stated that he will check his notes regarding the training that was cancelled to refresh his memory and recommends looking for a time in the Spring to reschedule, to allow for travel when the roads and weather are more predictable. Andy also discussed pre-task plan assessments (Examples: welding or plumbing projects), which is somewhat similar to an awareness training.

*Sean McCormick:* Requested specific details regarding the Federal/State/Health issues that he could discuss in his monthly 1:1 meeting with Mike Jones.

*Erin Forney:* Commented on the culture change in CE, which is a definite win.

*Julie Paris:* Congratulated everyone on being a part of the change to adopt safety as a culture in the work site. Julie also stated how proud she feels of everyone’s safety accomplishments and recognition.

**Group Discussion RE: Upcoming 2024 Meeting Schedule:**

*Julie Paris:* She and Sara Wassam will work with Cherie to establish the SRB meeting schedule for 2024, next meeting forecasted for March.

*Tracy Garcia:* Mentioned that this is Julie’s last SRB meeting and that she will be retiring from state service on February 29, 2024; she thanked Julie for doing a great job leading the agency with worksite safety issues.

*Andy Rohner:* Stated that the people doing the work on site are making the difference, but Julie was the anchor point and catalyst.

*Many other SRB members added comments of congratulations and appreciation of Julie’s years of service.*

*Julie Paris:* Thanked everyone for their well wishes and participation in the SRB meeting(s).

Meeting was adjourned at 11:10 am.

<b>Next meeting date:</b> Wednesday, March 20, 2024	<b>Time:</b> 2 to 3 pm	<b>Place:</b> TBD, more than likely Virtual (via Microsoft Teams)
<b>Prepared by:</b> Cherie R. Cline, Executive Assistant, DCSA/GLAD		<b>Date:</b> January 9, 2024