



OREGON SUSTAINMENT MAINTENANCE SITE  
 Camp Withycombe  
 10101 SE Clackamas Rd.  
 Clackamas, OR 97015



MEMORANDDUM FOR RECORD

9 FEB 2011

SUBJECT: Safety Meeting for February 2011.

The OSMS (Oregon Sustainment Maintenance Site) Safety Committee met on 9 February 2011, at the lunch room in building 6480. The meeting convened at 1000 hrs. The members in attendance were as follows:

Aaron Hochstrasser	RSMS Automotive	President
Tyler Nitzke	RSMS Inspection	Scribe
Michael Bays	CSMS Supply	Member
Malia Childs	Production Control/Front Office	Member
Sarah Crawford	FMS Office	Member
Dan Eggleston	Power Division Supervisor	Member
Michael Evans	RSMS Supply	Member
Killian Hough	OCC Health	Member
Karen Jacobs-Harryman	CSMS Calibration	Member
Ed Kimberly	RSMS State Shop	Member
Eric Kliewer	Allied Trades	Member
Danner Robbs	RSMS Automotive	Member
Quentin Wells	CSMS Auto	Member

**1. Review of Minutes:** Minutes from January were reviewed. No further input.

**2. Old Business:**

- Master site map – The first draft of the map was presented and handed out to the committee. Each section’s safety person needs to get with Killian by the end of the week to make any additions/corrections. The eyewash stations still need to be verified and coordinated through the alarm system.
- JHA – Nothing new to report for job hazard analysis, Aaron is still waiting to hear back from his request.
- Mr. Snook inspection – Safety personnel need to get with their supervisors to ensure the findings from this inspection are being addressed. It is the supervisor’s responsibility to make sure this is happening but the safety committee personnel should also be involved.
- Section monthly checklist – Most sections have turned in their ideas and Aaron is close to working up a format for this checklist. These may seem redundant but is

another important check to ensure we are doing what we are suppose to and doing it safely.

- Food/drink, headphones in work area – Nothing new to report. Aaron is still doing some research on this and needs to get with the higher ups to solidify how this will integrate into our safety policies.

**3. Report of Incident/Accident/Illness:** One incident to report. Auto mechanic cut his left hand on a bar when tightening an alternator belt. They sought out medical attention and received three stitches. Safety committee recommendation was to use better body positioning and technique, though it was also determined that this incident was more of an anomaly rather than neglect or unsafe practices.

#### **4. New Business:**

- Examinetics – Examinetics is a company that does on-site testing for all types of safety issues (blood, hearing, urinalysis, etc.). They are very efficient and keep records of everything. They sent us a response to the position descriptions we sent them which entails all things they believe should be tested in respect to certain jobs. These test protocols were handed out to the committee for review. It still needs to be determined how this will work on the Federal side.
- Compound safety – Aaron took suggestions for safety concerns when working out in the compounds. Some suggestions were: bees/wasps, don't go alone, use of 2-way radios, and warm clothing when temps get low. It was noted by one member that the new stop signs that were recently put in over by the paint booth have helped out tremendously.
- Forklift safety – A forklift safety handout was given to each committee member; this could be a good toolbox safety meeting topic. A few members shared examples of incidents where safety was overlooked and people were killed by forklifts. It could happen here so always be aware of your environment and put safety first.
- A few issues not on the schedule were brought to attention:
  - Jogging – Someone who was jogging in the morning around post was almost hit by a car. They had reflective gear on (which is mandatory) so please be very careful driving, especially in the morning when visibility is low and you are still tired!
  - Front gate speeding – One member brought up their concern with cars that speed around the corner by the front gate. Since the new construction a lot of cars come around that corner much faster so just be aware. This entrance will be closed soon so no action needs to be taken really besides just being more careful.
  - State shop work orders – It was brought to attention that all WO's that go to the state shop are now sent down to Salem for approval.

**5. Next Meeting:** The next meeting is scheduled for 9 March 2011 at 1000hrs. Please bring your copy of the minutes with you to be able to discuss any issues or updates to previous concerns so we can do our job by keeping our agency safe!