



Oregon National Guard
Youth Challenge Program
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Minutes 03-08-2011
Youth Challenge Program
Safety Meeting

Those in attendance:

Karen Rawnsley, Steve Wolfe, Ken Olsen, Dave Nolte - scribe.

Absent:

Rossiter, Forney, Stanley

Procedures Dedicated:

1. Issues of importance brought to this meeting were as follows:
2. The next meeting will occur on April 12, 2011 in the Teachers Conference room at 1430. Future meetings will be held in the teacher's conference room each month on dates/times denoted on the OYCP calendar. Committee Members are: Rawnsley - Chair, Rossiter, Forney, K. Olsen, Stanley, Wolfe, Scribe; Nolte. With Safety Representatives being: Peterson, Martinez, and Sutterfield.
3. All agenda items of concern for future meetings need to be provided 10 days in advance, via e-mail, to Mr. Nolte. Mr. Nolte will then forward agenda items to the committee chair Ms. Rawnsley.
4. The committee chair will review all Safety meeting minutes. Minutes will then be e-mailed by Mr. Nolte, to include a copy to Salem Personnel Department. Mr. Nolte will post a copy of the minutes on the Board in the Information Hall in the Safety Minutes area.

Old Business:

- Emergency Evacuation – Drills will continue on a random basis.
- SOP for Cadet Power tool use update by Mr. Olsen – due at end of class. Tool list will be presented at the next meeting.
- OYCP Safety Walk Through – update on pending items from Mr. Forney – defer to April meeting.
- 2010 Fire Drill Report (class #41) to be emailed to committee members before next meeting

New Business:

- Incident/Accident reports – reviewed and signed (cadet and staff). Mr. Nolte to restructure binder and develop a database of staff injuries.
- February Minutes were approved
- Mr. Forney to install key and lock the first set of doors entering the maintenance area.
- Obstacle course needs plan of repairs and schedule to be completed. Walk-through by Safety Committee prior to use.
- March Safety Topics Handouts circulated
 - Automated External Defibrillators
 - Daylight Savings Time
 - Personal Protection Equipment
- Reports from Areas:
 - Mr. Wolfe:
 - Reports that fire alarm not audible in the male latrine and there may be other areas where sound is limited. We should do more testing to identify those areas and possible use of strobes.

- Mr. Wolfe reports that the Pull Alarms are out dated. Ms. Rawnsley will add them to the Maintenance projects to-do list.
- Running in facility remains an ongoing concern.
- Socks off when in shower shoes, and cadets to change socks more often.
- Crutches and braces are outdated and need replacement. This is being addressed in the Medical Team meeting.
- Supervisors /Teachers of cadets need closer accountability during breaks. Suggested that a head count be conducted in each section/classroom versus by platoon.
- Mr. Olsen:
 - Activity buses need tool and equipment cages to prevent movement of items during transport or accident.
 - Recommend from the Director to price the cost of cages.
 - Injury of cadets while in community service to be reviewed.
- Ms. Stanley sent email on DFAC – indicating that all safety measures are in place and there are no injuries to report.

**** Copies will be given to all members ****

**RECOMMENDATIONS TO MR. RADABAUGH
REGARDING
SAFETY MEETING
03-08-2011**

We inform Mr. Radabaugh that:

- 1) After discussion of Mr. Wolfe's report on the status of the Obstacle Course, it is recommended that:**
 - **Mr. Wolfe will submit a proposal for all of the needed repairs and maintenance for your review and approval to proceed.**
 - **Mr. Wolfe and Mr. Forney will identify all of the tasks that need to be added to our Scheduled Maintenance list in order to keep current on the Obstacle Course maintenance in the future.**
 - **The Obstacle Course is currently off limits for Cadets and should remain that way until adequately repaired.**

- 2) After discussion of a situation this class where a Cadet went missing for an extended period of time, it is recommended that:**
 - **The access door to the Maintenance Area (GA key) is kept locked in the future.**
 - **The Maintenance Shop (#50 key) continues to be kept locked whenever Mr. Forney is not present.**

- 3) After discussion by Mr. Ken Olsen, the installation of equipment/tool cages for the buses be addressed, it is recommended that:**
 - **The price to purchase/develop/install equipment/tool cages to be researched for feasibility.**