

# Oregon Military Department

## SAFETY LINE

July 2010

Welcome to our Agency's quarterly Safety Newsletter. The goal of this newsletter is to provide you with Safety related information and topics on a quarterly basis. As the agency's Safety Manager, I encourage you to participate by providing me with topics or ideas you may have as they relate to Safety. I will try to share some of that information with other employees within our agency through this link. You can contact me at 503-584-3581 or email me at [Robin.M.Webb@mil.state.or.us](mailto:Robin.M.Webb@mil.state.or.us)

### Up Coming Training Opportunities & Events

#### *FREE Health/Wellness & Job Fair*



The Oregon Military Department is hosting a Health/Wellness and Job Fair on October 6<sup>th</sup>. The event will be held at the Salem Auditorium located at 2320 17<sup>th</sup> St NE, Salem. This event will run from 11:00 AM to 6:00 PM and is **FREE and OPEN TO THE PUBLIC**.

As it stands right now, Get a Flu Shot.com is scheduled to be in attendance and provide low to no cost flu shots between 3:00 PM and 5:00 PM to those with certain health care plans.

More to come on this event as it gets closer. For more information please contact Robin Webb at 503-584-3581 or by email at [Robin.M.Webb@mil.state.or.us](mailto:Robin.M.Webb@mil.state.or.us)

#### *Safety Committee and Manager/Supervisor Training*

Due to our increase in workers compensation costs over the last several years, the Executive Safety Committee decided to institute a Safety Committee and Manager/Supervisor training class. Both of these classes consist of OSHA materials and review of OSHA Division One. All safety committee members are required to attend this training which consists of a review of their Safety Committee By-Laws or Charter. The Manager/Supervisor training is a more in depth review of OSHA Division One and the Oregon Safe Employment Act. The class instructors are Marc Snook and Robin Webb. A list of training classes are as follows:

Location	Date	Class
JFHQ	Pending	Manager/Supervisor
JFHQ	Pending	Safety Committee
Camp Rilea	September 2010	Manager/Supervisor
Camp Rilea	September 2010	Safety Committee

Each class is currently scheduled from 8 to 5 PM, end time is really determined by the number of questions or concerns the class materials might raise. Both of these classes are open to everyone so if you are interested in attending either or both classes or missed a class and need to make one up, please contact Robin Webb at 503-584-3581 or by email at [robin.m.webb@mil.state.or.us](mailto:robin.m.webb@mil.state.or.us)

***AED/First Aid/CPR Training***



There are currently two AED/First Aid and CPR classes scheduled for state and federal employees of the Oregon Military Department and Oregon National Guard. The cost of the classes are free so if you are interested in attending one, please contact Robin Webb at 503-584-3581 or by email [robin.m.webb@mil.state.or.us](mailto:robin.m.webb@mil.state.or.us) to get signed up. At this point in time, we can only register employees and soldiers.

<b>Location</b>	<b>Date</b>	<b>Time</b>
Camp Rilea – Warrenton	July 22, 2010	10:00 AM
Camp Rilea – Warrenton	July 22, 2010	1:00 PM

***Performance Management Training***

This is a 4 hour presentation discussing Union Rights, Investigation, Coaching/Counseling, Discipline, Just Cause, and Grievances.

This is required training for AFSCME Union officials and Directors, Managers, and Supervisors of state employees. If you either represent an AFSCME employee or have one working for you than you need to be in one of these classes.

This class is scheduled at The Oregon Youth Challenge Program in Bend on August 13, 2010 from 8:00 AM to Noon. If you are interested in attending, you will need to register through iLearnOregon at <https://ilearn.oregon.gov>

How to register for a class in iLearnOregon - [http://www.oregon.gov/OMD/AGP/docs/training/How\\_to\\_Access\\_a\\_Course.pdf](http://www.oregon.gov/OMD/AGP/docs/training/How_to_Access_a_Course.pdf)

How to create an account in iLearnOregon if you do not already have one - [http://www.oregon.gov/OMD/AGP/docs/training/New\\_user\\_instructions.pdf](http://www.oregon.gov/OMD/AGP/docs/training/New_user_instructions.pdf)

If you need assistance with registration contact Paul Geck 503-584-3815 or by email at [Paul.A.Geck@mil.state.or.us](mailto:Paul.A.Geck@mil.state.or.us)

## *Employee Behavior Guide*

This is a 2 hour power point presentation/discussion reviewing Teamwork, Customer Service, Diversity, Harassment, Drugfree Workplace, Workplace Violence, Personal Wellness, Emergency Preparedness, and Dealing with Change.

Open to Oregon Military Department employees (Federal, State, Represented, Management, etc...).

Classes are scheduled as follows:

Date: 8 July 2010 (1 Session)

Time: 9:15 to 11:15am

Where: PANG Bldg 140 Classroom

Date: 14, 15 July 2010 (4 Sessions)

Time: 9:00 to 11:00 am or 1:00 to 3:00 pm

Where: Salem Anderson Readiness Center Rm 114

Date: 21 July 2010 (1 Session)

Time: 9:00 to 11:00am

Where: Pendleton OEM Office conference room

Date: 4 August 2010 (1 Session)

Time: 9:00 to 11:00am

Where: Bend Armory (Readiness Center)

**TO REGISTER:** go to <https://ilearn.oregon.gov>

How to register for a class in iLearnOregon -

[http://www.oregon.gov/OMD/AGP/docs/training/How\\_to\\_Access\\_a\\_Course.pdf](http://www.oregon.gov/OMD/AGP/docs/training/How_to_Access_a_Course.pdf)

How to create an account in iLearnOregon if you do not already have one -

[http://www.oregon.gov/OMD/AGP/docs/training/New\\_user\\_instructions.pdf](http://www.oregon.gov/OMD/AGP/docs/training/New_user_instructions.pdf)

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## **WORKERS' COMPENSATION STATISTICS**

**Workers Compensation Claims for 2009** – The Oregon Military Department ended 2009 with 48 workers compensation claims and 16 near miss incidents that only required first aid for a total of 64 injuries. We finished out 2008 with 47 SAIF claims. Our biggest percent of injuries for 2009 was strains and sprain at 39% with lacerations (cuts) at 20%. These numbers indicate we need to think safety when working around sharp objects, bending, twisting and lifting heavy items. The 2009 cost associated with sprains and strains were \$49,601.95 compared with 2008 at \$32,949.29. Our total agency costs associated with SAIF Claims for 2009 was \$220,261.00. This cost is eventually passed on to each programs operating budget within our agency. This means fewer dollars available to be spent on other program operating needs such as new equipment, training and new hires. Our

agency's cost for workers compensation insurance coverage for the 2011-13 biennium has increased to \$2,136,608 which is based on past workers compensation claim costs. This is an increase of \$1,054,339 over the 09-11 bienniums. Because of our recent loss history, our costs increased more than the statewide average.

### **OSHA - Safe Employment Act**



Did you know that under OSHA 654.010 each employer is required to furnish its employees with a safe and healthful place of employment? That means furnishing devices and safeguards such as practices, means, methods, operations and whatever processes are reasonably necessary to perform your job safely.

In addition, under OSHA 437-001-0760 – Rules for all Workplaces, The Employer's responsibility is also to make sure you are properly instructed and supervised in the safe operation of any machinery, tools, equipment, process or practices that you are authorized to use or apply.

You as an Employee under OSHA 437-001-0760 – Rules for all Workplaces, are responsible for conducting work in compliance with safety rules contained in the OSHA codes. You need to report all injuries immediately to the person in charge or other responsible representative and make full use of safeguards provided for your protection, this includes your PPE. You will not operate a machine unless guards or method of guarding is in good working condition. You also will stop using a machine or moving parts and properly tagout or lockout if the tools or equipment are defective.

If you have not looked at this OSHA Act, you can review it in it's entirety at [http://www.cbs.state.or.us/external/osha/pdf/rules/division\\_1/437-001-0760.pdf](http://www.cbs.state.or.us/external/osha/pdf/rules/division_1/437-001-0760.pdf)

### **REMINDERS/NOTES FROM THE SAFETY MANAGER**

**Updated Safety Webpage** – The AGP website has been updated to include a separate Safety Committee and Safety page. This site includes all safety related information such as policies, minutes, and safety information. Check it out! <http://www.oregon.gov/OMD/AGP/index.shtml>

**Safety Newsletter** – You can find this and previous newsletters posted on your Safety Bulletin Boards and on the AGP website at <http://www.oregon.gov/OMD/AGP/safety2.shtml> Because this is your newsletter, I encourage you to provide feedback or topics that are safety related you would like to see addressed. If you have any suggestions or ideas, please contact me at 503-584-3581 or email me at [Robin.M.Webb@mil.state.or.us](mailto:Robin.M.Webb@mil.state.or.us)

**Suggestion Box, Location & Forms** – There is a Safety Suggestion Box located just off the Drill Floor at JFHQ in which you can suggest, comment or report safety violations. There is also an anonymous form you can use to report safety issues if you are uncomfortable with giving your name. This form can be found on the Safety Bulletin Board or on the AGP website. All safety concerns will be reviewed by the Safety Committee at the next scheduled Safety Committee Meeting the month following the receipt of the concern. The results of such review will be indicated in the safety minutes which are posted on the

Safety Bulletin Board and on the AGP website.

**DID YOU KNOW?**

**Safety Committee Minutes** – All Safety Committee Minutes should be posted to a bulletin board or to a website that all employees can access.

**Safety Committee Members** – Do you know who your safety representatives are? See Safety Meeting Schedules and Chairpersons below. If you are still unsure, please contact me and I will find out for you.

**Safety Committee Member Training** - All safety committee members are required by OSHA to attend at least three training programs to include Hazard Identification, Accident Investigation and Safety Committee Basics Training. If you are a Safety Committee member and have not attended any of these classes (or the classes that Marc Snook and I have put on), please talk with your supervisor or call me to get you started. You can find a list of OSHA classes on their website at <http://orosh.org/pdf/pubs/catalogs/3447a.pdf> All OSHA classes are free to state employees and are available all over the state.

SAIF Corporation also offers FREE group training on safety related items such as fork lift training, ladder safety, confined spaces, etc. If you are interested in having a Loss Control Consultant provide some training at your facility, please contact me at 503-584-3581 or send me an email at [Robin.M.Webb@mil.state.or.us](mailto:Robin.M.Webb@mil.state.or.us) and I will work with SAIF to facilitate that training.

***SAFETY MEETING SCHEDULES & CHAIRPERSONS***

<b>LOCATION</b>	<b>CHAIRPERSON</b>	<b>MEETING DATES</b>	<b>MEETING TIMES</b>	<b>CONTACT NO.</b>
<b>JFHQ &amp; Readiness Ctrs Region 2 thru 8</b>	Owen Pence	2nd Tuesday each month	1:30 PM	541-312-4309
<b>Camp Withycombe CSMS &amp; State Shop</b>	Aaron Hochstrasser	Monthly	10:00 AM	503-557-5425
<b>Portland Airbase Civil Eng., Fire Dept. &amp; Security Forces</b>	Steve Mezzanatto	3 <sup>rd</sup> Wednesday each month	9:00 AM	503-335-4458
<b>Camp Rilea</b>	Ken Klee	Monthly		503-861-4178
<b>Klamath Falls Fire Dept., Civil Eng. &amp; Security Forces</b>	Gene Hurst	2 <sup>nd</sup> Wednesday each month	10:00 AM	541-885-6381
<b>JFHQ Federal Safety Committee</b>	MAJ Timothy Deckert	Quarterly	9:00 AM	503-584-3222
<b>Youth Challenge Program (YCP)</b>	Karen Rawnsley	Quarterly	2:30 PM	541-317-9623 ex 226

**Safety Committee Updates from Around the Agency**

What's new in your area? Look for future updates and information happening in your locations via your

safety committees or if you now of a special event or happening and would like to see it posted, please let me know and I will add it to our newsletter.

*PANG*: Nothing new to report

*Camp Rilea*: Nothing new to report

*K-Falls*: Nothing new to report

*YCP*: Nothing new to report

*Camp Withycombe*: Nothing new to report

*Federal Safety Office*: Nothing new to report

### *Smoking and Bark Dust Don't Mix*



**The Smoke Free Workplace Plan went into effect as of January 1, 2009. The law prohibits smoking within 10 feet of entrances, exits, windows that open, and ventilation intakes of workplaces or public places.**

Yesterday as I was leaving there was another bark dust fire located on the west side of the building near the Federal Supply entrance. This is the third time on this side of the building in the last year that I have had to extinguish a bark dust fire after 4:30 PM.

Please remember if you smoke to use approved ashtray cans provided (remember to empty them occasionally as they fill up and can still burn and smolder for hours inside the plastic can) and always make sure your cigarette is out. **DON'T EVER THROW YOUR CIGARETTE BUTT OR ASHES IN THE DIRT/BARK DUST.**

On that note, officials of the Salem Fire Department, and the Keizer Fire District would like to remind everyone to be extremely careful with fire and the things that start fires, especially at this dry time of the year. More and more residents are not smoking inside their homes; instead they are going out on the patio of their home or the balcony of their apartment to smoke. When they are done, they flip their cigarette butt into the bark dust or drying grass surrounding their residence and go inside. The cigarette smolders, sometimes for several hours, and then ignites into a fire.

People should also be aware of what they are using for an ash tray when smoking. Firefighters recently responded to a residence where the occupant had used a plastic ash tray as an ash tray. The basket, not intended for use as an ash tray, ignited and caused damage to the porch of the home. The problem is fire can smolder for days in bark dust and dry grass. While the fire is in this smoldering state it can "creep" under the bark dust or grass in gopher tunnels and mouse holes for several hundred feet before breaking out into a free burning fire. It is not unheard of for firefighters to be called to put out a grass or bark dust fire and then having to go back several hours later to extinguish another fire some distance away from

where the original fire was located. Another big problem is smokers discarding cigarette butts from vehicles along roadways. Motorists are reminded that there is a \$500 fine for throwing burning items from a car.

Here are some suggestions to be sure you are not responsible for a tragedy:

1. Smokers need to be aware of what happens to their cigarette remains. Have ash trays available and be sure to use them.
2. At picnics and small gatherings have a group ash tray or can and make sure it is used by everyone who smokes.
3. No one should ignore smoke coming from bushes or landscaping in town or in rural areas. Remember, at this time of year smoke is not your friend.
4. Take some time to look around your residence and identify conditions that could present a fire hazard and fix them.
5. Make sure landscaping is well watered and not too close to the house.

Taking these steps will help to assure that everyone will have a fire safe summer.

### *Noise Induced Hearing Loss*



**LISTEN UP.** Noise-induced hearing loss is one of the most common occupational diseases. How can you avoid it? Always wear your recommended equipment to prevent hearing loss (canal caps, earplugs or earmuffs) which may vary depending on the noise level and work environment. If you are uncertain, ask; and generally, if you have to shout over noise to be heard on or off the job, that noise could be damaging your hearing.

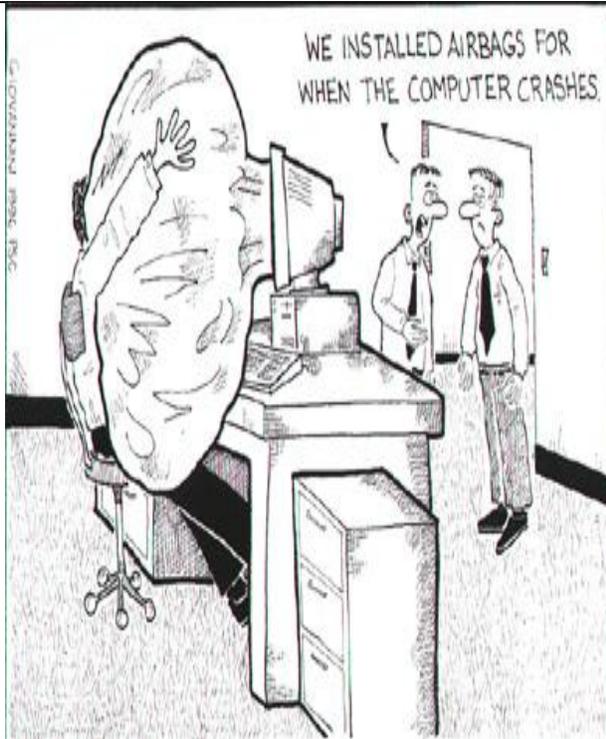
### *6 TIPS FOR SAFE DRIVING*



1. **Drive the speed limit.** Remember: The faster you are driving, the longer it will take for you to stop.
2. **Be aware of vehicles around you.** Always leave enough space between you and the car in front of you. One car length for every 10 mph you are traveling is a good general rule. If you see someone driving dangerously or erratically, pull off the road. If possible, note the license plate number and call the police.
3. **Use caution at intersections.** More than two-thirds of all traffic-accident-related injuries happen at intersections. Tap your brakes a few times before you come to a stop to let drivers behind you know you are slowing down. Proceed carefully, looking both ways even if you have a green light.
4. **Drive defensively.** Communicate with other drivers through your brake lights and turn signals. Yield to other vehicles whenever possible. Pay attention to the vehicles both in front of and in back of you. Always look ahead for turning or slowing vehicles.
5. **Use caution at turns.** Turn on your directional signal 100 feet before your turn and slow down.

Assume that other drivers don't see the turn signal and proceed with caution.

6. **Use cell phones sparingly.** Dialing or talking on a cell phone while driving is not only illegal, but also minimizes your ability to respond to road hazards and may distract you from driving safely. It's best to find a safe place to pull over and stop when using your cell phone.



**Actually, I'm worried the new office furniture is *too ergonomic*.**