



## AGENDA

### CITY OF MOLALLA SAFETY COMMITTEE

November 15, 2022

9:00am

City Hall Conference Room  
117 N. Molalla Avenue, Molalla, OR 97038

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1. **CALL TO ORDER AND ROLL CALL**
2. **CONSENT AGENDA**
  - A. Meeting Minutes – October 18, 2022
3. **OLD BUSINESS**
  - A. AED/Fire Extinguisher – ADA Requirements
  - B. CIS Witness Form
4. **NEW BUSINESS**
  - A. Safety Committee Self Assessment
5. **ACCIDENT INVESTIGATION**
6. **ADJOURN**



## MEETING MINUTES

### CITY OF MOLALLA SAFETY COMMITTEE

October 18, 2022

9:00AM

City Hall Conference Room  
117 N. Molalla Avenue, Molalla, OR 97038

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#### CALL TO ORDER AND ROLL CALL

Staff Present: Michelle Satyna, Asst. Director - Library; Christie Teets, City Recorder – City Hall; Ronda Lee, Planning Specialist – Civic Center; Suzanne Baughman, Executive Admin Asst. – City Hall,  
Absent: Devin Oei, Utility Worker II – PW Shops; Gus Watkins, Sgt. - PD

Christie called the meeting to order at 9:02am.

#### CONSENT AGENDA

- A. Meeting Minutes – July 2022
- B. Meeting Minutes – September 2022

*A motion was made by Ronda Lee to approve the Consent Agenda, seconded by Michelle Satyna. Vote passed 4-0, with all present voting Aye.*

#### OLD BUSINESS

Christie shared with the group that the CIS/OR-OSHA Trainings will begin in November. Each Department Head will be responsible for making sure their employees have the necessary time to complete each monthly training. Overtime for training will not be allowed.

#### NEW BUSINESS

- A. Safety Shorts – October 2022
- B. Accident Investigation Scenarios & Reporting
- C. Preventing Slips, Trips & Falls

The group reviewed the October CIS Safety Shorts handout regarding sleep deprivation. The main consensus was that it is very important to say something if you see something that causes concern. Don't be afraid to check in with a colleague and ask if they are feeling alright.

Since Accident Investigation and Reporting is a main function of the Safety Committee, we read through a Chain Saw Accident scenario and filled in a mock report. The SC agreed that there was additional information needed, however, we filled in as much as we could. The main message in the scenario is the importance of teamwork, using the proper PPE provided, and communication with administration. Michelle asked if there was a form provided by CIS for a witness to fill out. Christie will check with Gustafson Insurance.

SC members reviewed Preventing Slips, Trips & Falls. Members will be hanging the information on Staff bulletin boards as a reminder for the fall and winter months. Suzanne asked about de-icer for the

breezeway to City Hall's back door that staff uses. There was discussion about de-icer in the storage room in the kitchen. Ronda also indicated that Public Works often puts de-icer down when it is icy outside.

The next meeting is scheduled for November 15, 2022, at 9:00am at City Hall Conference Room.

**ADJOURN**

Christie adjourned the meeting at 10:06am.

ATTEST: Christie Teets, Safety Committee Chair  
City Recorder

DRAFT

**Portable fire extinguishers****OAR 437  
Division 2/L****Fire Protection**

There may be a number of reasons why your employer or your business has portable fire extinguishers. They may be required by your insurance carrier or the local fire authority, or Oregon OSHA has a rule that requires them. If you have portable fire extinguishers, Oregon OSHA's Portable Fire Extinguisher rules apply. (OAR 437-002-0187)

The fire extinguisher rules require that you properly select and place the extinguishers, that you inspect and maintain them, that hydrostatic testing is performed according to Table 3 in the rule, and that employees be trained on their use. If you are complying with these requirements, most employers need not do anything else.

Some employers may choose to comply differently based on their set of circumstances.

**1) Total Employee Evacuation/Extinguishers Not Accessible**

If you have fire extinguishers, but they are not accessible (in a locked cabinet) and you do not allow employees to use them you are exempt from OAR 437-002-0187. For you to be exempt, you must have a written fire safety policy that requires an immediate evacuation of employees. You must also have a written Emergency Action plan (OAR 437-002-0042) if you have more than 10 employees (plan does not have to be written if you have 10 or fewer employees) that identifies:

- Emergency evacuation procedures,
- Evacuation routes and assignments,
- Procedures to account for all employees after evacuation,
- Procedures for reporting the fire or emergency,
- Procedures for shutting down critical equipment,
- Rescue and medical duties, and
- Names and job titles of employee contacts.

You must also have a fire prevention plan that contains:

- A list of major fire hazards, handling, and storage procedures for hazardous materials
- A list of potential ignition sources and control procedures,
- The type of fire equipment necessary to control the hazard,
- Names or job titles of person responsible for maintaining the equipment,
- Procedures to control accumulations of flammable and combustible waste, and
- Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.(OAR 437-002-0043)

**2) Total employee evacuation/Extinguishers Accessible But Not Used**

If your extinguishers are accessible but your policy is that employees not use them you must have an Emergency Action Plan (OAR 437-002-0042) and a fire prevention plan (OAR 437-002-0043) but you do not need to train your employees on the use of extinguishers.

You must comply with all other requirements of OAR 437-002-0187.

**3) Evacuation of Some Employees/Extinguishers Used by Designated Employees**

If you have extinguishers and you designate certain employees to use them, you must have an Emergency Action Plan for those employees required to evacuate.

You must comply with all the requirements of OAR 437-002-0187 including training those employees who are designated to use the extinguishers.

**4) Any or All Employees May Use the Extinguishers**

If you intend that all of the employees be allowed to use the extinguishers you must meet all of the requirements of OAR 437-002-0187.

**Website:**[www.orosha.org](http://www.orosha.org)

Salem Central Office  
350 Winter St. NE, Rm. 430  
Salem, OR 97301-3882

Phone: 503-378-3272  
Toll-free: 800-922-2689  
Fax: 503-947-7461



## Fire Extinguisher Selection and Distribution

Employers must mount, locate, and identify extinguishers for easy employee access. Do not obstruct or obscure them from view. Indicate the location of the extinguisher. Employees must be able to find them and use them without being exposed to injury. Select and distribute (place) fire extinguishers based on the class of anticipated workplace fires. Fire extinguishers are classified by their ability to handle specific classes and sizes of fires.

**Class A** – ordinary combustibles; travel distance for employees to extinguisher is 75 feet or less.

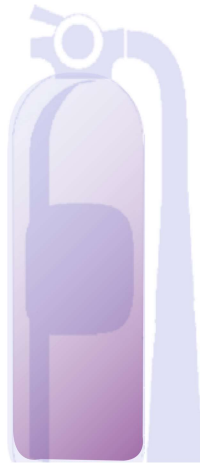
**Class B** – flammable liquid and gas fires; travel distance for employees to extinguisher is 50 feet or less.

**Class C** – electrical fires; usually Class A or Class B fires involving energized electrical wiring and equipment. Travel distance based on the burning fuel source (flammable or combustible).

**Class D** – combustible metals; travel distance for employees to extinguisher is 75 feet or less.

## Extinguisher Inspection, Maintenance, and Testing

Employers are responsible for the inspection, maintenance, and testing of portable fire extinguishers. Employers must ensure that fire extinguishers are fully charged, operable, and kept in their designated place at all times; employers must provide equivalent protection when extinguishers are removed for maintenance or recharging.



- Ensure annual maintenance checks are conducted by a person trained to recognize problems.
- Record annual maintenance date. Retain records for one year after the last entry or for the extinguisher shell life.
- Conduct external visual inspections monthly.
- Have trained persons with suitable testing equipment and facilities conduct hydrostatic testing based on 2/L requirements.
- Remove extinguishers that fail hydrostatic pressure testing.

## Employee Training

Employers must provide training upon initial assignment and at least annually for employees who use fire extinguishers. A training program must familiarize employees with the general principles of fire extinguisher use, fire hazards, and the use of appropriate equipment.

Training may also include controlled fires (check with local authorities) to train employees in the proper use of extinguishers. Employees should be taught to sound the alarm and when to evacuate and call the fire department.

## Emergency-Exit Requirements

Every workplace must have enough exits suitably located to enable everyone to evacuate the facility safely during an emergency. Considerations include the type of structure, the number of persons exposed, the fire protection available, the type of industry involved, and the height and type of construction of the building or structure. Fire doors must not be blocked or locked when employees are inside. Exit routes from buildings must be free of obstructions, have adequate lighting, and be properly marked with exit signs. See OAR 437-002-0041, **Exits and Exit Routes**.

## Resources

The full text of Oregon OSHA rules is on our Web site, [www.orosha.org](http://www.orosha.org), Rules/laws. Fire Protection requirements outside of Division 2/L, General Industry, are also found on our Web site.

### Related resource links

[www.osha.gov/SLTC/etools/evacuation/portable.html](http://www.osha.gov/SLTC/etools/evacuation/portable.html)

[www.osha.gov/SLTC/etools/evacuation/fixed.html](http://www.osha.gov/SLTC/etools/evacuation/fixed.html)

[www.dol.gov/elaws/fire.htm](http://www.dol.gov/elaws/fire.htm)

[www.cbs.state.or.us/external/osha/pdf/workshops/212i.pdf](http://www.cbs.state.or.us/external/osha/pdf/workshops/212i.pdf)

[www.cdc.gov/niosh/topics/emres/business.html](http://www.cdc.gov/niosh/topics/emres/business.html)



OR-OSHA (12/11) FS-07

Oregon  
OSHA

**From:** [Tim Gustafson](#)  
**To:** [Christie Teets](#)  
**Cc:** [Melissa Lennon](#)  
**Subject:** RE: CIS Accident Reporting Form  
**Date:** Friday, October 21, 2022 9:03:32 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[OR OSHA Fire Extinguisher Fact Sheet.pdf](#)

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Hi Christie,

From everything I have found, the City would need to just add their own template for a witness statement to the back of the current incident form. I also looked on CIS' website and could not find any templates that I thought could help.

Regarding your other question on AED/Fire Extinguishers, please see the below and attached information that CIS provided to me : ).

I didn't immediately know the answer to your question, but in doing some research I've found two *slightly* different answer that are derived from the ADA and then again from OSHA.

However, the two responses can be aligned for a final solution:

#### 1. ADA Mounting Heights for Cabinets

According to the ADA Standards for operable parts (Sections 205, 308 and 309) the cabinet handle **cannot be mounted higher than 48" above finished floor (AFF)** for applications which allow for a forward or side approach in a wheelchair to the object. See Section 308 for reach ranges for children, which are lower than 48".

Operable parts including alarms, pulls, and hardware for fire extinguisher cabinets, must be usable with one hand and without tight grasping, pinching or twisting of the wrist, or more than 5 lbs of force. Some manufacturers provide a key-operated latch with a bendable plastic cam. These doors can be opened without a key by pulling firmly, but appear to be locked to deter theft and tampering.

Non-fixed elements, such as fire extinguishers, are not subject to the ADA standards. Fire hose cabinets and other elements used only by fire fighters are not required to comply (309). [What is ADA mounting height for fire extinguisher? - Google Search](#)

#### 2. OSHA

To prevent fire extinguishers from being moved or damaged, they should be mounted on brackets or in wall cabinets with their carrying handles placed **3-1/2 to 5 feet above the floor**, depending on the type of extinguisher. HA [1910.157 - Portable fire](#)

[extinguishers. | Occupational Safety and Health Administration \(osha.gov\)](#)

One other “pro tip;” OSHA technically prohibits employees from using a portable fire extinguisher unless they’ve been trained on how to use the tool (see attached). There is no requirement to document initial or follow up training sessions, but clearly my advice would be to document the attendance of those that participated in the training.

As for AED’s, everything I find matches the not to be mounted above 48” line.

Thank You,

**Tim Gustafson** CIC, ATP, CFII

| GUSTAFSON INSURANCE AGENCY |

Phone: 503.266.2216 Fax: 503.266.7510

Address: 541 NW 2<sup>nd</sup> Ave Canby, OR 97013 ~ Po Box 927



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**From:** Christie Teets <cteets@cityofmolalla.com>

**Sent:** Wednesday, October 19, 2022 12:16 PM

**To:** Tim Gustafson <tim@GustafsonINS.com>; Melissa Lennon <melissa@GustafsonINS.com>

**Subject:** CIS Accident Reporting Form

Hi Tim,

We held a Safety Committee meeting yesterday, and used the attached form for a mock exercise. I found a couple of accident scenarios on the CIS training website, so we put them together to practice filling out this form. It was well received by the SC members, which included a great question.

Is there a form for witnesses to fill out? Or an addition form that a supervisor would use to take down a witness statement? This form is for the employee and employee’s direct



supervisor.

Any help you can provide is greatly appreciated.

Kind Regards,

*Christie Teets*

City Recorder

117 N Molalla Ave. | PO Box 248 | Molalla, OR 97038

Phone: 503.829.6855 | Direct Line: 503.759.0285

Fax: 503.829.3676



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No.	Safety committee self-assessment	Yes	No
1.	Does the safety committee have an equal number of employer and employee representatives?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are the employee representatives either volunteers, or elected by their peers?	<input type="checkbox"/>	<input type="checkbox"/>
3.	If the company has more than 20 employees, are there at least four safety committee members?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is the safety committee chairperson elected by the committee?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are safety committee members paid at their normal hourly wage during safety committee trainings and meetings?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Do employee representatives serve a continuous length of term that is at least one year?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is length of membership alternated or staggered so that at least one experienced member is serving on the committee?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are reasonable efforts made to ensure that the committee members represent the major work activities of the company?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Does the safety committee hold regular meetings at least once per month except for months when workplace inspections are performed?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Does the safety committee work from a written agenda?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Are minutes recorded for each meeting?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Are the minutes available to all employees?	<input type="checkbox"/>	<input type="checkbox"/>
13.	Are the minutes kept for at least three years?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Are all reports, evaluations, and recommendations made by the safety committee incorporated into the safety committee minutes?	<input type="checkbox"/>	<input type="checkbox"/>
15.	Has a reasonable time limit been established for the employer to respond in writing to safety committee suggestions?	<input type="checkbox"/>	<input type="checkbox"/>
16.	Is there a system for safety committee members to get safety-related suggestions, reports of hazards, or other information directly from people involved in the operations of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
17.	Are all suggestions, hazard reports, or other information reviewed during the following safety committee meeting and recorded in the minutes?	<input type="checkbox"/>	<input type="checkbox"/>
18.	Does the safety committee help the employer evaluate the employer's accident and illness prevention program?	<input type="checkbox"/>	<input type="checkbox"/>
19.	Does the safety committee make written recommendations to improve the safety and health program as necessary?	<input type="checkbox"/>	<input type="checkbox"/>

<b>20.</b>	Has the safety committee established procedures for workplace inspections by the safety committee inspection team to identify safety and health hazards?	<input type="checkbox"/>	<input type="checkbox"/>
<b>21.</b>	Does the safety committee conduct workplace inspections at least quarterly?	<input type="checkbox"/>	<input type="checkbox"/>
<b>22.</b>	Does the safety committee make recommendations on how to eliminate hazards and unsafe work practices in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
<b>23.</b>	Does the safety committee inspection team include both employer and employee representatives?	<input type="checkbox"/>	<input type="checkbox"/>
<b>24.</b>	Does the safety committee inspection team provide a written report on the location and type of hazards?	<input type="checkbox"/>	<input type="checkbox"/>
<b>25.</b>	Does the safety committee inspection team's written report make recommendations to the employer about correcting hazards?	<input type="checkbox"/>	<input type="checkbox"/>
<b>26.</b>	Are quarterly inspections of satellite locations done by the safety committee inspection team or by a person designated at the location?	<input type="checkbox"/>	<input type="checkbox"/>
<b>27.</b>	Has the safety committee established procedures to review all safety and health inspection reports made by the committee?	<input type="checkbox"/>	<input type="checkbox"/>
<b>28.</b>	Based on the results of the above review, does the safety committee make recommendations to improve the safety and health program?	<input type="checkbox"/>	<input type="checkbox"/>
<b>29.</b>	Has the safety committee evaluated the employer's accountability system?	<input type="checkbox"/>	<input type="checkbox"/>
<b>30.</b>	Has the safety committee made recommendations to implement supervisor and employee accountability for safety and health?	<input type="checkbox"/>	<input type="checkbox"/>
<b>31.</b>	Has the safety committee established procedures for investigating all safety-related incidents, including injury accidents, illnesses, and deaths?	<input type="checkbox"/>	<input type="checkbox"/>
<b>32.</b>	Has safety committee purpose and operation been discussed with all safety committee members?	<input type="checkbox"/>	<input type="checkbox"/>
<b>33.</b>	Do all safety committee members know the safety committee rules?	<input type="checkbox"/>	<input type="checkbox"/>
<b>34.</b>	Do safety committee members have ready access to all Oregon Occupational Safety and Health Administration (OSHA) Rules that relate to the establishment?	<input type="checkbox"/>	<input type="checkbox"/>
<b>35.</b>	Have safety committee members received training based on the type of business activity and principles regarding hazard identification and effective accident investigation?	<input type="checkbox"/>	<input type="checkbox"/>