



CITY OF MOLALLA

SAFETY COMMITTEE MEETING

Agenda

Tuesday, July 26, 2022

9:00am

Molalla City Hall

117 N. Molalla Avenue, Molalla, OR 97038

- 1. SIGN IN and CALL TO ORDER**
- 2. CONSENT AGENDA**
 - A. Meeting Minutes – May 24, 2022
- 3. OLD BUSINESS**
- 4. NEW BUSINESS**
 - A. OSHA Complaint
 - B. Accident Investigation
 - C. Calendar for Balance of 2022
- 5. ACCIDENT INVESTIGATION**
- 6. ADJOURN**

From: [Dan Huff](#)
To: [Chaunee Seifried](#); [Sharon Tramel](#)
Cc: [Christie Teets](#)
Subject: FW: Oregon OSHA complaint 209461176
Date: Tuesday, July 12, 2022 10:25:31 AM
Attachments: [image002.png](#)
[image006.png](#)

FYI

From: DAVIS Brandi S * DCBS <Brandi.S.DAVIS@dcbs.oregon.gov>
Sent: Tuesday, July 12, 2022 10:19 AM
To: Dan Huff <dhuff@cityofmolalla.com>
Subject: Oregon OSHA complaint 209461176

Per my voice mail message left with HR.....

Oregon OSHA has received a complaint about possible hazards in the workplace. Oregon OSHA is requesting that management look into the alleged hazards and provide a written response back to Oregon OSHA. A reply back to this email is the most efficient means to submit your response. Oregon OSHA is providing 10 business days for the evaluation and the submittal of the response. In the event that Oregon OSHA does not receive a response, we will need to send a compliance officer for an on-site inspection to determine the validity of the complaint items. Please include the following information in your response:

1. Please describe the training that you have provided to employees regarding heat stress program and prevention of symptoms
2. Please include a copy of your heat illness prevention plan
3. Please include a description of the safety committee established for the city
4. Please include how the meeting minutes for the safety committee is posted or distributed for employee review
5. Please include a copy of the last three months of safety committee meeting minutes
6. If any deficiencies were identified during the evaluation of these concerns, please describe what corrective actions will be taken to address any future issues.

Note: I have attached a link to the new heat stress regulation now in effect in Oregon and a link to the safety committee requirements:

Link to heat stress:

<https://osha.oregon.gov/OSHARules/div2/div2J.pdf> - scroll down to heat illness

Safety Committee:

<https://osha.oregon.gov/OSHARules/div1/437-001-0765.pdf>

The complainant will be provided with a copy of this communication and a copy of your response. ORS 651.062(4) provides protection for employees against discrimination because of their involvement in protected safety and health activity. Employees have the right to bring up their concerns regarding workplace safety and health. The Oregon Bureau of Labor investigates worker safety and health whistleblower complaints.

Please refrain from providing supporting documentation such as trade secrets, proprietary and/or confidential information, employee identifying information and protected health information covered by HIPAA (Health

Insurance Portability and Accountability Act). Submitted supporting documentation will be included in the public file, and is subject to inspection and disclosure in accordance with Oregon Public Records Law, ORS Chapter 192.



A Division of the Department of
Consumer and Business Services

Notice of Alleged Safety or Health Hazards

Intake Date: Tuesday, July 12, 2022 07:22 AM

Complaint No: 209461176

EDS/Employer Name:	CITY OF MOLALLA	Emp No:	5688965
Establishment Name:	City of Molalla	Emp Loc:	000
Site Address:	117 N Molalla Avenue Molalla, OR 97038	Site Phone:	503-829-6855
		Site FAX:	
Mailing Address:	PO Box 248 Molalla, OR 97038	Mail Phone:	
		Mail FAX:	
Site Manager:	Sharon Tramel, Dan Huff		
Email:	hr.cityofmolalla.com; dhuff@cityofmolalla.com		
Primary NAICS:	921140 - Executive and Legislative Offices, Combined		
Business Type:	Municipality	Ownership Type:	LOCAL GOVERNMENT

HAZARD DESCRIPTION:

Item No: 1

The city of Molalla has not provided training or put into practice OR-OSHA guidelines for heat related illnesses and prevention rule.

Location:

Response:

Item No: 2

The employer did not establish or administer a safety committee.

Location:

Response:

Brandi S. Davis MS, CIH, CSP
Health Enforcement Manager - Industrial Hygienist
16760 SW Upper Boones Ferry Road
Suite 200, Tigard, Oregon 97224
Office: 503-229-5910
Direct: 971-673-2863



Department of Consumer
and Business Services

How to conduct an accident investigation

1. **Establish an investigation team:** Include employees who have been trained to conduct an effective investigation. A typical team might include:
 - An employee from the work area where the accident occurred
 - A supervisor from a work area not involved in the accident
 - A maintenance supervisor or an employee who understands equipment or processes associated with the accident
 - The safety supervisor
 - A safety committee representative
2. **Gather information:** Record the facts about the accident. Interview witnesses and others involved.
3. **Analyze the facts:** Identify the accident's causes and contributing factors. Determine how the accident could have been prevented.
4. **Report the findings:** Prepare a written report that describes who was involved, where the accident occurred, when it happened, and what caused it. Recommend, specifically, how to prevent the accident from happening again.
5. **Act on the recommendations:** Have management review the report and determine what will be done to prevent the accident.
6. **Follow up:** Ensures that appropriate corrective action was taken to prevent the accident.



City of Molalla Employee Accident/Incident Report

All overnight hospitalizations must be reported to OR-OSHA within 24 hours. Any fatality or catastrophes involving 3 or more hospitalizations must be reported within 8 hours. Contact OR-OSHA at (800) 922-2689.

PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION:

Employee Name: _____ Incident RPT #: _____
Dept: _____ Job Title: _____

To Be Completed By Employee:

(Attach second page if more space is required)

When did the Incident Occur? Date: _____ Time: _____ a.m. p.m.

Accident/Incident Location: _____

When was Incident Reported?: Date _____ To Whom : _____

Witnesses Information:

Witness #1 (Name, Phone): _____

Witness #2 (Name, Phone): _____

List all Parts of the Body Affected: _____ Left side Right side

Type of Injury/Illness/Exposure: (i.e. strain, cut): _____

What were you doing just before the Incident occurred? _____

Describe what happened (include sequence of events; equipment, materials, and substances being used; and environment – PLEASE BE SPECIFIC): _____

Was the Incident caused by defective equipment, another person, or during training? Yes No

If yes, equipment info, name of person (suspect) or instructor name: _____

Reporting information (If known and applicable): Vehicle #: _____ Case#: _____

Have you injured this part(s) of your body previously or is there any pre-existing condition that could affect the injury? Yes _____ No _____ (if yes, please explain): _____

What do you think can be done to prevent this Incident from reoccurring? _____

If seeking medical attention or unable to return-to-work, complete form 801 (Report of Job or Illness for Workers' Compensation Claim).

Employee's Signature: _____ Date: _____

To Be Completed By Employee's Site Supervisor:

What was the Root Cause of this Incident?

Lack of Training Supervision Rule Enforcement Maintenance Other _____

What was the Surface Cause of this Incident?

Unguarded Machine Broken Tools Defective PPE Horseplay Fails to Enforce
 Other _____

Did worker report incident within 24 hours? Yes No

Supervisor Review of Incident and Findings: _____

What could have been done, or should be done, to prevent this accident/incident?: _____

Site Supervisor's Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Safety Committee Evaluation of Accident/Incident:

Corrective Action Needed: _____

Committee Recommendations: _____

Estimated cost: \$ _____

Safety Committee Chair Signature: _____ Date: _____

Administrator Signature of Approval: _____ Date: _____

Comments: _____

Safety Committee Follow-up:

Corrective Action Assigned To (if applicable): _____

Date Completed: _____

Safety committee: Annual training calendar

(Training topic is each month **in addition** to required monthly agenda items)

January:	<ul style="list-style-type: none"> • <i>Safety committee planning</i> • Intro to Safety Committee - December 2021
February:	AED Units & First Aid Kits Trips, Slips, & Falls Proposed Meeting Schedule
March:	<ul style="list-style-type: none"> • <i>Quarterly hazard inspection</i> • Facility Visits w/CIS AED Training
April:	Report on Facility Visits (CH, CC, Lib) Accident Report - Public Works
May:	Summer Safety - Heat Illness Prevention Mandatory Harrassment Training
June:	<ul style="list-style-type: none"> • <i>Quarterly hazard inspection</i> • Did not meet
July:	OSHA Complaint Accident Investigation
August:	
September:	<ul style="list-style-type: none"> • <i>Quarterly hazard inspection</i> •
October:	
November:	<ul style="list-style-type: none"> • <i>Centralized safety committee self-assessment</i> •
December:	<ul style="list-style-type: none"> • <i>Quarterly hazard inspection</i> •



Overview of Oregon OSHA training requirements and CIS training recommendations

Training is an integral part of employee safety. It's important for employees to know their responsibilities, what hazards they could potentially be exposed to, and how they (and you) can eliminate or control exposures. Oregon OSHA requires employees receive training in the safety and health aspects of their jobs. This document outlines some of the common training requirements cities and counties may encounter. A comprehensive list of rule requirements can be found on Oregon OSHA's website: <https://osha.oregon.gov/Pages/topics/training.aspx>.

Topic	Audience	Timeline	Requirement
Asbestos Awareness	Maintenance/ staff	Initial training at hire and annual refresher training	OR-OSHA Required CIS Recommended
Accident Investigation	Safety committee members	At initial assignment and at least every 2-3 years for individuals responsible for accident investigation for work related incidents/accidents	OR-OSHA Required CIS Recommended
Active Shooter Awareness	All staff	Initial training at hire and refresher training as needed	CIS Recommended
Back Safety	All staff	Initial training at hire and refresher training as needed	CIS Recommended
Bloodborne Pathogens	Those with occupational exposure	Initial training at hire and annual training	OR-OSHA Required CIS Recommended
Confined Spaces	Those with occupational exposure	Initial training at assignment, then as assignment changes or updates are made. Required annually for rescuers	OR-OSHA Required CIS Recommended
Coaching	Supervisors	Within first year of hire and refresher training as needed	CIS Recommended
Cyber Security	All staff	Initial training at hire and annual refresher training	CIS Recommended
Dealing with People Who Are Different Than Me (Generational Training)	All staff	As needed or requested	CIS Recommended
Driven to Distraction-Safe Driver Training	Those who drive for entity	Initial training at hire and refresher every 2-3 years based on policy	CIS Recommended
Drug Free Workplace	All staff	Initial training at hire and refresher training for supervisors every 3 years	CIS Recommended

Topic	Audience	Timeline	Requirement
Electrical Safety	Those with occupational exposure	At initial assignment, then as assignment changes or updates are made. Note: must be trained by a qualified electrician	OR-OSHA Required CIS Recommended
Emergency Response	All staff	As needed and refresher training for supervisors every 3 years	CIS Recommended
Employees Lifecycle and Avoiding the Top 10 Mistakes Supervisors Make	Elected officials, supervisors, and managers	As needed or requested and refresher every 2-3 years	CIS Recommended
Ergonomic Responder for Office Ergonomics	Those who provide basic office related ergonomic assessments	Recommended as biennial refresher or as new team members are designated	CIS Recommended
Ethics in Government	All staff	Initial training at hire and refresher training every 2 years	CIS Recommended
Excavation Safety/Trenching/Shoring	Those with occupational exposure	Initial training at assignment and refresher training as needed	OR-OSHA Required CIS Recommended
Fall Protection and Ladder Safety	Those with occupational exposure	Initial training at assignment and then as there are plan/equipment changes, or inadequacies are found	OR-OSHA Required CIS Recommended
Family Leave and ADA - Disability and Absence Management	Elected officials, supervisors, managers and absence leave administrative staff	Initial training at assignment and refresher every 2-3 years or as needed	CIS Recommended
FEMA IS - 100, 200, 700, and 800	Designated staff	Initial training at hire and refresher training as needed for assigned staff	CIS Recommended
Fire Extinguisher Training	Designated staff	At initial assignment, then annual refresher training for designated staff	OR-OSHA Required CIS Recommended
First Aid / CPR / AED Training	Designated staff	First aid every 3 years. CPR every year	CIS Recommended
Forklift Safety	Those with occupational exposure	At initial assignment, then every 3 years. Note: must be live training, demo and evaluation	OR-OSHA Required CIS Recommended
GHS - Globally Harmonized System of Classification	All staff	Initial training at hire and refresher training as needed	OR-OSHA Required CIS Recommended
Harassment, Equal Employment and Other Laws that Matter to You	All staff	Initial training at hire and refresher every 2-3 years. Note: review of policy should be included at time of training	CIS Recommended
Hazard Identification in the Workplace	Safety committee members	Initial training at assignment and refresher training thereafter. Consider for all staff as well	OR-OSHA Required CIS Recommended

Topic	Audience	Timeline	Requirement
Hazardous Energy Control - Lockout/Tagout	Those with occupational exposure	Initial training at hire and as new equipment is introduced, then refresher training as needed	OR-OSHA Required CIS Recommended
HAZMAT	Those with occupational exposure	At initial assignment, then as assignment changes or updates are made	OR-OSHA Required CIS Recommended
Hearing Conservation	Those with occupational exposure	Initial training at assignment, then at least annually or as changes occur to those exposed	OR-OSHA Required CIS Recommended
Hiring Right to Avoid Managing Tough	Elected officials, supervisors, and managers	As needed or requested	CIS Recommended
How to Evaluate a Police Chief and a Police Department	Elected officials	Initial training at assignment	CIS Recommended
Job Safety Analysis	Supervisors, managers, and safety committee members	Ongoing as new job responsibilities are assigned, or hazards are introduced into the job.	OR-OSHA Required CIS Recommended
Law Enforcement Force Response Civil Liability Prevention	All law enforcement patrol, detectives and SWAT staff including managers and supervisors	Initial training at assignment	CIS Recommended
New Employee Orientation	All staff	Initial training at hire. Note: see course sample New Hire Orientation Certification Plan in the Learning Center	CIS Recommended
Performance Management	Elected officials, supervisors, and managers	As needed or as requested.	CIS Recommended
Personal Protective Equipment (PPE)	Those with occupational exposure	At initial assignment and then as plan changes, PPE requirements change, or new job responsibilities are introduced	OR-OSHA Required CIS Recommended
Recordkeeping and Reporting	Designated staff	Initial training at hire and refresher as needed	CIS Recommended
Respiratory Protection	Those with occupational exposure	At initial assignment, then annual refresher training	OR-OSHA Required CIS Recommended
Risk Management for Law Enforcement	Police Chiefs, Sheriffs, and Undersheriffs	Initial training at hire	CIS Recommended
Safe Driver Training: 15 Passenger Vans	Those with occupational exposure	At initial assignment, then refresher training every 2-3 years thereafter	CIS Recommended
Safe Driver Training: Law Enforcement Program – Effectively Handling Multiple Distractions	Those with occupational exposure	As needed	CIS Recommended

Topic	Audience	Timeline	Requirement
Safety Committee Training	Safety committee members	Initial training at assignment, then refresher training as needed	OR-OSHA Required CIS Recommended
Sewer Backups – Risk Management Techniques to Manage, Maintain & Respond	Those with occupational exposure	Initial training at assignment, then refresher training as needed	CIS Recommended
Slip, Trips and Falls	All staff	At initial assignment and thereafter as plan/ equipment changes or inadequacies are found	CIS Recommended
Stress Management	All staff	As needed. Note: consider utilizing training through Employee Assistance Program (EAP) or Benefits Provider	CIS Recommended
Supervisor 101	Elected officials, supervisors, and managers	Initial training at assignment and refresher training every 2-3 years or as needed	CIS Recommended
Supervisors – Harassment, Equal Employment and Other Laws that Matter to You	Elected officials, supervisors, and managers	Initial training at assignment and refresher training every 2-3 years or as needed	CIS Recommended
Safe Operation of Machinery, Tools and Equipment	Those with occupational exposure to specific machinery, tools, and equipment	Initial training at assignment and refresher training as needed	OR-OSHA Required CIS Recommended
Whistleblower Rights	Elected officials, supervisors, and managers	At least once	CIS Recommended
Winter Driving – When Good Weather Goes Bad	Those with occupational exposure	As needed	CIS Recommended
Workers’ Compensation 101 / Return to Work for Supervisors	Elected officials, supervisors, and managers	Initial training at hire	CIS Recommended
Workplace Violence Prevention	All staff	Initial training at hire and refresher training as needed	CIS Recommended



citycounty insurance services
cisoregon.org

**Overview of Oregon OSHA training requirements
and CIS training recommendations
Safety Committee Members**

Safety Committee Training - done

Accident Investigation

Hazard Identification in the Workplace

Job Safety Analysis