

*Safety Committee
Agenda
December 1, 2010*

*We will be having our Annual Safety Committee Lunch on
December 1st 2010 at SubTerra Restaurant*

*Our Speaker will be Adrian Albrich from CIS Insurance, our new
district Representative.*

*We will take this time to greet our new committee members and
thank our outgoing members.*

*Again thank you all for the extra time and effort you put into the
committee.*

*I have had feedback from staff and management that the committee's
projects and events are appreciated.*

This is a direct reflection of your efforts.

Safety Committee Agenda
November 3, 2010 1 p.m.
Public Safety – Training Room

Call to Order

Review and Approval of Minutes:

Minutes from the Safety Committee Meeting of October 5th, 2010

Old Business:

- **Third Quarter Inspections:**

- Oct - Dec2010**

- PSB, Animal Shelter and P.W. Yard –
 - Wastewater Treatment and Water plants –
 - Library and Annex –
 - City Hall and Achieves –

Be sure you notify the department at least 24 hrs in advance that you will be conducting inspection.

- Animal Shelter tour & meeting w NPD summary
- Risk Management Grant update

New Business:

Replacements for Committee Members – attend Annual December Lunch
December Lunch – Location ? Speaker ?

Incident Reports:

Reports from Departments:

Adjourn 2:00pm

Safety Committee Agenda

October 6, 2010 1 p.m.

Public Safety – Training Room

Call to Order

Review and Approval of Minutes:

Minutes from the Safety Committee Meeting of September 1st, 2010

Inspections:

Third Quarter Inspections:

July 1st 2010-September 30th 2010

PSB, Animal Shelter and P.W. Yard – Tami & Craig Completed 9/24/10

Wastewater Treatment and Water plants – Completed 8-17-2010

Library and Annex Bldg – Becky & Melissa Completed 9/9/10

City Hall, Archive Bldg – Linda & Caleb completed 9/27/10

Fire Dept – NFD Alex Haven -

Be sure you notify the department at least 24 hrs in advance that you will be conducting inspection.

Old Business:

CIS Wellness Grant – correction to Massage Program cost for 2010

Our cost was about \$1080 for the 108 employees who participated. (\$10 per employee)

Linda - Update Wellness Lunch Status – NFD Oct 18th station 20 / flyers went out via email.

Update: Andy/Becky – Risk Management Grant

New Business:

Employee right to know issue

New inspection Form review

Incident Reports:

Reports from Departments:

Adjourn 2:00pm

Safety Committee Agenda
September 1, 2010 1 p.m.
Public Safety – Training Room

Call to Order

Review and Approval of Minutes:

Minutes from the Safety Committee Meeting of August 4th, 2010

Inspections:

Third Quarter Inspections:

July 1st 2010-September 30th 2010

PSB, Animal Shelter and P.W. Yard – Tami & Craig

Wastewater Treatment and Water plants – **Completed 8-17-2010**

Library and Annex Bldg – Becky & Melissa

City Hall, Archive Bldg – Linda & Caleb

Be sure you notify the department at least 24 hrs in advance that you will be conducting inspection.

Old Business:

Revised NFD Plan – accepted by NFD and City Mngr.

- NFD will conduct their own inspections – copies to Becky and Safety Chair each quarter.
- NFD will provide Safety with written review of each accident and “near miss” events to Safety Chair
- NFD will continue to maintain a representative on City Safety Committee

Linda - Update Lunch n Learn Date, Topic etc

Please note in record: Email vote on August 10, 2010 7 yes and 1 no vote approving spending \$10.00 from account 31.524.000 for prizes for the Employee Disk Golf Tourney managed by Barton Brierley.

New Business:

Andy - CIS Annual Wellness Grant \$1935.00 – Deadline Sept 15th.

Last year used for: Dispatch Blood Pressure Cuff, NFD Ping Pong Table, Massage Program 107 sessions, 2 of 4 wellness lunches.

Andy/Becky – CIS Risk Management Incentive Grant up to \$10,000 – Once approved for program-CIS Rep gives preapproval for each item and then reimburses as \$ spent as paperwork is submitted.

Incident Reports:

There are two 801 Forms to review – pending accident reports from NFD to accompany 801 forms.

Update from Operations – Faulty Dehydration Unit Latch Causing injury discussed last month has been corrected.
Recommendation from Committee to provide work gloves has been submitted to supervisors of that Department.

Reports from Departments:

Adjourn 2:00pm

Safety Committee Agenda

August 4, 2010 1 p.m.

Public Safety – Training Room

Call to Order

Review and Approval of Minutes:

Minutes from the Safety Committee Meeting of July 7th, 2010

Inspections:

Third Quarter Inspections:

July 2010

PSB, Animal Shelter and P.W. Yard – Tami & Craig

Wastewater Treatment and Water plants – Karen & Andy

Library and Annex Bldg – Becky & Melissa

City Hall, Archive Bldg – Linda & Caleb

Be sure you notify the department at least 24 hrs in advance that you will be conducting inspection.

Old Business:

Revised NFD Plan presented to NFD Chief – waiting for response

Review new duties of committee members – answer any questions

New Business:

Schedule & brainstorm topics Lunch n Learn – Linda

Incident Reports:

Reports from Departments:

Adjourn 2:00pm

Safety Committee Agenda
July 7, 2010 1 p.m.
Public Safety – Training Room

Call to Order

Review and Approval of Minutes:

Minutes from the Safety Committee Meeting of June 2nd, 2010

Inspections:

Second Quarter Inspections: completed June 30th, 2010.

Third Quarter Inspections:

July 2010

PSB, Animal Shelter and P.W. Yard – Tami & Craig

Wastewater Treatment and Water plants – Karen & Andy

Fire Station 21, Library and Annex – Becky & Melissa

City Hall, Fire Station 20 – Linda & Caleb

Be sure you notify the department at least 24 hrs in advance that you will be conducting inspection.

Speaker: Div. Chief Alex Haven Newberg Fire – Topic Overview In-house Safety Review Program
10 minutes

New Business:

Tami - CIS Grant suggestion Overview

Committee Duties: Duration – thru end of service rotation.

- **(Open)Grant Coordinator** – coordinate programs and make all purchases approved by committee from grant funds (*massage program scheduling, WII systems, blood pressure cuffs etc*)-*This person could take on the Grant application process or choose to be a part of a team to each year.*
- **(Open)Wellness Coordinator:** Calendar, plan, promote and arrange food for two lunches per year.
- **Caleb: Treasurer-** keep record of projected spending for year and expenses accrued including city budget and grant funds, report quarterly to committee, coordinate with Becky and Finance at budget time.
- **Tami: Secretary** – takes attendance/meeting minutes: prepare & distribute each month. Distribute monthly wellness newsletters to all departments. Schedule Committee meeting room locations.
- **(Open)Wellness Fair** - Coordinate all correspondence relating to annual wellness fair with vendors each spring. *This can be one person or a team*
- **Karen: Chair** – receives/redacts/distributes accident reports, schedules quarterly inspections, follows up with dept heads on inspections, liaison between committee and departments for all issues/questions, writes annual report on committee to city council, monthly newsletter article, keeps archive records of inspections, agendas, minutes, accident reports; prepares meeting agendas, conducts meetings, schedules speakers, reviews reports from OSHA & CIS, keeps training records of all committee members, arrange training for all new members, communicates with department heads when committee members near end of service rotation, works with HR on other items as needed.

Incident Reports: 3 reports – see attached pages.

Reports from Departments:

Adjourn 2:00pm

Safety Committee Agenda

June 2, 2010 1 p.m.

Public Safety – Training Room

Call to Order 1:00pm

Review and Approval of Minutes:

Minutes from the Safety Committee Meeting of May 5th, 2010

Second Quarter Inspections: Progress reports

April - June 2010

PSB, Animal Shelter and P.W. Yard – Karen & Caleb

Wastewater Treatment and Water plants – Becky & Craig

Fire Station 21, Library and Annex – Linda & Andy

City Hall, Fire Station 20 – Tami & Melissa

Business:

Agenda posting

Annual CIS Wellness Grant

City Hall AED

Summer wellness Lunch:

Heat & Sun Safety June 21 2010 12-1pm PSB

Lunch Provided: sandwiches, chips, fruit, drinks

Incident Reports:

Reports from Departments:

NFD - Blood Drive

Adjourn by 2:00pm

Safety Committee Agenda
May 5, 2010 1 p.m.
Public Safety – Training Room

Call to Order

Review and Approval of Minutes:

Minutes from the Safety Committee Meeting of April 7th, 2010

New Business:

Second Quarter Inspections:

April - June 2010

PSB, Animal Shelter and P.W. Yard – Karen & Caleb

Wastewater Treatment and Water plants – Becky & Craig

Fire Station 21, Library and Annex – Linda & Andy

City Hall, Fire Station 20 – Tami & Melissa

Be sure you notify the department at least 24 hrs in advance that you will be conducting inspection.

Safety Fair review & wrap up:

Massage Program: Review

Summer wellness Lunch: Heat & Sun Safety by CIS ... Dates ? June 21,23, 24 July 8,12,14,15

Incident Reports:

Reports from Departments:

Adjourn 2:00pm

See attached page for Accident reports



CIS Workers Compensation Group
c/o City County Insurance Services
PO Box 1469
Lake Oswego, OR 97035
Phone: 1-800-922-2684 Fax: 503-763-3901

Report of Job Injury or Illness

Workers' compensation claim

Worker

Complete this form and give a copy to your employer if it is your intention to file a claim for Workers' Compensation Benefits for this injury/disease.

NAME: (Last, first, middle)		JOB TITLE: Volunteer firefighter	
1. Date of injury or illness: 4-25-2010	2. Date you left work: 4-25-2010	3. Shift on (from) ☐ a.m. ☐ p.m. day of injury: (to) ☐ a.m. ☐ p.m.	4. Regularly scheduled days off: ☐ ☐ ☐ ☐ ☐ ☐ M T W T F S S on call
5. Time of injury or illness: 1:10 ☐ a.m. ☒ p.m.	6. Time you left work: ☐ a.m. ☒ p.m.	7. Check here if you are employed by more than one employer: ☐	
8. What is your illness or injury? What part of the body? Which side? ☐ Left ☒ Right (Example: sprained right foot) right Sided lumbar strain		9. Workers' language preference other than English: ☐ Spanish ☐ Other (please specify):	
10. What caused it? What were you doing? Include vehicle, machinery, or tool used. (Example: fell ten feet when climbing an extension ladder carry a 40 lb. box of roofing materials) Bent over to put Boots on. when i pulled Boot on i twisted and felt my lower back pop.			
11. Name of Witnesses: N/A		12. Have you previously injured or sought treatment for this body part? ☒ No ☐ Yes	
13. Your legal name		14. Birthdate: 10-21-1983	15. Gender: ☒ M ☐ F
16. Mailing address (incl. state and zip)		97132	17. Home Phone: 503-538-2840
18. SSN:		19. Dept: Newberg Fire Dept	20. Work Phone: 503-554-7716
21. Name of physician or health-care professional: Brandi Mendonca		22. If medical treatment was given away from the worksite, print name and address of facility: Providence ER Providence ER Newberg OR Physical Therapy	
23. Were you hospitalized overnight as an inpatient? ☒ No ☐ Yes			
24. Were you treated in the emergency room? ☐ No ☒ Yes			
25. By my signature, I am giving notice of a claim for workers' compensation benefits. The above information is true to the best of my knowledge and belief. I authorize health care providers, insurers, self-insured employers and claims administrators to release relevant medical records and claim records to the workers' compensation insurer, self-insured employer, claim administrator, and the Oregon Department of Consumer and Business Services. Notice: Relevant medical records and claim records include records of prior treatment and claims for related conditions or of injuries to the same area of the body. A HIPAA authorization is not required (45 CFR 164.512(i)). Release of HIV/AIDS records, certain drug and alcohol treatment records, and other records protected by state and federal law require separate authorization. I certify, as attested by my signature and under penalty of law that all information I have given is true and contains no false statements and/or misrepresentations.			
26. Worker Signature: [Signature]		27. Completed by (please print): Damon Ellis	
		28. Date: 4-26-2010	

Employer

Complete the rest of this form and give a copy of the form to the worker and maintain a copy for your records. Notify CIS within five days of knowledge of the claim.

29. Employer legal Business name: Newberg Fire Dept		30. Phone: 503-537-1230	31. FEIN: 92-6002221
32. If worker leasing company, List client business name:		33. Client FEIN:	
34. Address of principal place of business (not P.O. box): 414 E. Second St. Newberg OR 97132		35. Insurance policy no.:	
36. Street address from which Worker is/was supervised: 414 E. Second St. Newberg OR zip: 97132		37. Nature of business in which worker is/was supervised: municipal government	
38. Street address, city, and State where event occurred: 3100 middlebrook St. Newberg		40. NCCI code: 8411	
39. Was injury caused by failure of a machine or product, or by a person other than the injured worker? ☐ Yes ☒ No		43. OSHA 300 log case #:	
41. Were other workers injured? ☐ Yes ☒ No		42. Did injury occur during course and scope of job? ☐ Unknown ☒ Yes ☐ No	
44. Date employer knew of claim: 4/26/2010		45. Worker's weekly wage: monthly \$ 1200.	46. Date worker hired: March 2006
48. Return-to-work status: ☒ Not returned ☐ Regular Date: ☐ Modified Date:		49. If returned to modified work, is it at regular hours and wages? ☐ Yes ☐ No	
50. Employer signature: Rebecca J. Green		51. Name, title and phone (print): REBECCA J. GREEN HR manager - 503-537-1261	52. Date: 4/27/2010

801
x801 1/05

OSHA requirements: On the job fatalities and catastrophes must be reported to OR-OSHA within eight hours. Report any accident that results in overnight hospitalization within 24 hours to OR-OSHA. Call (800) 452-0311, on nights and weekends.

801

Newberg Fire Department
~ PRELIMINARY ~
Accident/Incident Report

Procedure:

- ★ Form must be completed by the employee/injured within 24 hours.
- ★ Form must be reported immediately to and verified by the On-Duty Supervisor.
- ★ Completed original form will be routed to the Division Chief of Training/Operations.
- ★ If professional medical attention is necessary (ie. Doctor, hospital), employee must complete a Workers Compensation Form at City Hall during normal business hours, and as soon as possible following incident (within 24 hours unless medical condition prohibits).
- ★ If no emergent need for medical attention is present, or follow up with a doctor is necessary, a Workers Compensation Form is required to be completed with City Hall during normal business hours BEFORE medical attention is obtained.

Employee Name (please print): _____

Date and time of injury/incident: 4-25th 2010 13:10

Accident/Incident reported to: LT Dickenson

Date and time report filed: 4-25th 2010 13:15

Nature of accident/incident, *describe fully how/what happened* I Bent Down
To put my turnouts on and twisted while pulling my boots on
I felt a pop and had pain in the small of my back radiating
to the right

Who witnessed accident/incident (list all names): N/A

Was the accident/incident the result of faulty product or equipment? No

If equipment failure, please explain. _____

~ OVER ~

Safety Committee Agenda

April 7, 2010 1 p.m.

Public Safety – Training Room

Call to Order

Review and Approval of Minutes:

Minutes from the Safety Committee Meeting of March 3rd, 2010

New Business:

Second Quarter Inspections:

April - June 2010

PSB, Animal Shelter and P.W. Yard – Karen & Caleb

Wastewater Treatment and Water plants – Becky & Craig

Fire Station 21, Library and Annex – Linda & Andy

City Hall, Fire Station 20 – Tami & Melissa

Be sure you notify the department at least 24 hrs in advance that you will be conducting inspection.

Safety Fair: Tami

Incident Reports:

1 report from NFD – see attached pages.

Reports from Departments:

Achieves Bldg: Karen discussed with Norma Alley and followed up in writing. Norma will remind all Dept Heads that the Achieve Bldg is for achieves only. No storage of any items including maintenance products should be allowed to protect the safety and integrity of the records. This addresses our concerns about paint and other chemical storage at the achieve bldg.

Massages: Last two departments are scheduled April 7th and April 14th. Then an email will be sent to see if anyone has missed out – if there is enough interest in scheduling a make up session we will. Otherwise we will have completed this project.

Adjourn 2:00pm

See attached page for Accident reports

Safety Committee Agenda
March 3rd, 2010 1 p.m.
Public Safety – Training Room

Call to Order

Review and Approval of Minutes:

Minutes from the Safety Committee Meeting of February 3, 2010

Old Business:

First Quarter Inspection assignments: All completed for First Quarter

P.S. Bldg, Animal Shelter, P.W. Yard – Becky & Andy *Completed 1/27/10*
Wastewater Treatment and Water plants – Melissa & Linda *Completed 2/11/10*
Fire Station 21, Library and Annex – Caleb & Tami *Completed 2/12/10*
City Hall, Fire Station 20 – Karen & Craig *Completed 2/25/10*

- Purchase of Ping Pong Table **Completed**
- Blood Drive – Feb 26th 2010 11am-4pm PSB **Completed**
- Wellness Lunch March 17th noon – Identity Theft: Protecting Customers and Yourself
Speaker NPD Det. Ronning-Food Pasquales: Salad, Pizza, beverages–*Linda (Onsite Coordinator)*
- Wellness Fair April 20th – Tami: vendor, floor layout, invitational letters
Review list of "to dos" and assign tasks including getting giveaways and food
Caleb - \$200.00 give away budget – status
Craig – Staffing- Status
Karen/Andy – Food/snacks- status
Karen - Flyer
- Massage Program-Karen
Scheduled: Police Feb8th | NFD 21 Feb24th | City Hall March1st | Public Works Maint March8th@11am |
Library March17th 12noon |
Remaining: NFD 20 | Operations | Dispatch | Make up session for those that missed first round
- Estimated Budget Upcoming expenses (Becky/Karen) - *will schedule meeting with Finance in March.*

Safety Committee Training: by CIS February 23rd 2010

Notes from Class:

- Safety Committees are required to post agendas and minutes; **Safety Committee Rep should post**
- **Each Dept should inventory** their City Vehicles: 1st aid kits, batteries/flashlights, reflective devices, water, jumper cables?
- PPE papers for each employee verifying training and knowledge – in each employees file – **check with your dept.**
- A member of committee should follow up on Committee recommendations-Does management respond **(Volunteer needed)**
- Each building should have a bio hazard clean up kit; **Check your locations**
- Fire extinguishers, turn upside-down when checking; **advise your staff**
- **NO EXTENTION CORDS** – Power Strips ok **check your locations**
- City Hall - outside stairwell, if 88"+ needs middle handrail; *Not required by city code but checking with OSHA*

Safety Committee now has a public calendar.

Incident Reports:

Reports from Departments:

Next Meeting: April 7th, 2010 1pm Public Safety Bldg.

Safety Committee Agenda

February 3, 2010 1 p.m.

Public Safety – Training Room

Call to Order

Review and Approval of Minutes:

Minutes from the Safety Committee Meeting of January 6, 2010

Old Business:

First Quarter Inspection assignments:

P.S. Bldg, Animal Shelter, P.W. Yard – Becky & Andy *Completed 1/27/10*

Wastewater Treatment and Water plants – Melissa & Linda

Fire Station 21, Library and Annex – Caleb & Tami

City Hall, Fire Station 20 – Karen & Craig

*Be sure you notify the department **at least 24 hrs** in advance that you will be conducting inspection.*

- Purchase of Ping Pong Table at NFD ? Status
- Blood Drive – Feb 26th 2010 11am-4pm PSB
Promotion and sign ups by Andy/Justin/NFD
- Wellness Lunch March 17th noon – Identity Theft: Protecting Customers and Yourself
Speaker NPD Det. Ronning-Food Pasquales: Salad, Pizza, beverages—*volunteer to coordinate day of ?*
- Well Workplace Newsletters for 2010 *Ordered 1/2010 (for April 2010 – March 2011)*
- Wellness Fair April 20th – Tami: vendor, floor layout, invitational letters, and decide upon changes.
Review list of "to dos" and assign tasks including getting giveaways and food
 1. Request from Jessica Nunley/Clinton Alley to host info table for employee teams (running, volleyball walking, yoga etc)
- Massage Program (*see email sent prior to meeting*)

New Business:

- Estimated Budget Upcoming expenses (Becky/Karen) See attached excel spread
- Definition of Safety Committee Functions (Karen)
- Request from Jessica Nunley/Clinton Alley to pay fees for team in Portland to Eugene Relay June 2010: *Issues—team only has 8 employees -\$1000 fee - Swag Bags given to all runners (taxable)*
- Request from Clinton Alley for Police Dept - \$400 new Kick Bag Stand for their gym room
- Request from Operations for consideration for Wii Fit this year or next. \$200

Safety Committee Training: by CIS February 23rd 2010 at PSB 9am- 3pm

Class will be hosted by City of Newberg and CIS and will include other agencies - no cost to the City.

Incident Reports: (See attached PDF for reports)

NPD – Broken/sprain Left Foot

PWM – Crush to Right Foot

NFD – 1 employee exposed to Severe Flu from Patient – resulting in employee illness/ER visit

NPD – 2 officers rear ended – stopped at Light hit from behind. Soft muscle injury neck and back.

Reports from Departments:

Library – bottom step tripping hazard. Referral for painting submitted to Bldg Maint/Library Director ?

Next Meeting: March 3rd, 2010 1pm Public Safety Bldg.

Safety Committee Agenda

January 5, 2010 1 p.m.

Public Safety – Training Room

Call to Order

Review and Approval of Minutes:

Minutes from the Safety Committee Meeting of Dec 2, 2009

Old Business:

Status Fourth Quarter Inspections: Comments or discussion:

First Quarter Inspection assignments:

P.S. Bldg, Animal Shelter, P.W. Yard – Becky & Andy

Wastewater Treatment and Water plants – Melissa & Linda

Fire Station 21, Library and Annex – Caleb & Tami

City Hall, Fire Station 20 – Karen & Craig

*Be sure you notify the department **at least 24 hrs** in advance that you will be conducting inspection.*

Purchase of Ping Pong Table at NFD ? Status, cost

New Business:

Blood Drive February 2010 – Date times confirmed ? (Justin)

Wellness Lunches for 2010 – continue ?

Well Workplace Newsletters for 2010 – Renew subscription?

Wellness Fair – Preliminary discussion dates (April or May ?) Need a Volunteer to coordinate

Pursue cost for Chair Massages – Coordinator needed to look into cost with local LMT

Safety Committee Training: by CIS February 23rd 2010 at PSB 9am- 3pm

If you are new to safety committee plan on attending this class in order to meet OSHA requirements.

If you cannot attend, a series of 3 classes through OSHA can be arranged for you.

This class will be hosted by City of Newberg and CIS and will include other agencies but will be at no cost to the City.

Incident Reports:

Library – Knee strain

Reports from Departments:

Library – bottom step tripping hazard. Need to recommend painting ? (carry over from Dec mtg)

Next Meeting: February 3rd, 2010 1pm Public Safety Bldg.

Adjourn 2:00pm

City of Newberg Quarterly Building Inspections 2010

January 2010

PSB, Animal Shelter, P.W. Yard – Becky & Andy
Wastewater Treatment and Water plants – Melissa & Linda
Fire Station 21, Library and Annex – Caleb & Tami
City Hall, Fire Station 20 – Karen & Craig

April 2010

PSB, Animal Shelter and P.W. Yard – Karen & Caleb
Wastewater Treatment and Water plants – Becky & Craig
Fire Station 21, Library and Annex – Linda & Andy
City Hall, Fire Station 20 – Tami & Melissa

July 2010

PSB, Animal Shelter and P.W. Yard – Tami & Craig
Wastewater Treatment and Water plants – Karen & Andy
Fire Station 21, Library and Annex – Becky & Melissa
City Hall, Fire Station 20 – Linda & Caleb

October 2010

PSB, Animal Shelter and P.W. Yard – Linda & Melissa
Wastewater Treatment and Water plants – Tami & Caleb
Fire Station 21, Library and Annex – Karen & Craig
City Hall, Fire Station 20 – Becky & Andy

Please remember to give the department you are inspecting 24 hours notice or more. If you are unable to complete an inspection please switch with another member or notify the chair.