

OSHA RESPONSE

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

See attached documents:

- 01 7-13-2021 Hot Weather Operations
- 02 6-24-2022 Email to all employees
- 03 6-24-2022 Safety Shorts Memo

- 2.) Please include a copy of your heat illness prevention plan

- 04 Heat Illness Prevention Plan – Draft Document

- 3.) Please include a description of the safety committee established for the city

- 05 See attached Safety Committee Bylaws
- 06 OSHA document used as guideline by committee
- City of Molalla Safety Committee is comprised of employees from each department. Administration, Police, Library, Public Works, and Civic Center.

4.) Please include how the meeting minutes for the safety committee is posted or distributed for employee review

- Not currently being posted or distributed, other than with Safety Committee members

5.) Please include a copy of the last three months of safety committee meeting minutes

- 07 2-9-2022 SC Meeting Minutes - approved
- 08 3-15-2022 SC Meeting Minutes - approved
- 09 4-19-2022 SC Meeting Minutes - approved
- 10 5-24-2022 SC Meeting Minutes – to be presented at the July 26th meeting

It was agreed at the May 24th meeting that we would not meet in June, due to the workload of all employees preparing for the Buckaroo festivities on July 1-4. The team agreed to meet on July 19. This meeting was postponed to July 26th, due to the illness of the Safety Committee Chair on July 15 and 18. (The meeting was not properly noticed, therefore postponed a week.)

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.

The Heat Illness Prevention Plan is in draft form and has not been distributed to employees. Late last summer there was a large shift in administrative staff in the Public Works Department, with a new Division Manager, Operations Manager, and Community Development Director. Staff are reminded verbally regularly about Heat Illness Prevention. Corrective Action is to complete and distribute attached Draft copy.

Meeting minutes are not currently being distributed or displayed at City Hall. All departments are given copies to share at each facility. Corrective Action is to distribute Meeting Minutes via email once approved.