



AGENDA

CITY OF MOLALLA SAFETY COMMITTEE

October 18, 2022

9:00am

City Hall

117 N. Molalla Avenue, Molalla, OR 97038

1. **CALL TO ORDER AND ROLL CALL**
2. **CONSENT AGENDA**
 - A. Meeting Minutes – July 2022
 - B. Meeting Minutes – September 2022
3. **OLD BUSINESS**
 - A. OR-OSHA/CIS Safety Training Update
4. **NEW BUSINESS**
 - A. Safety Shorts – October 2022
 - B. Accident Investigation Scenarios & Reporting
 - C. Preventing Slips, Trips & Falls
5. **ACCIDENT INVESTIGATION**
6. **ADJOURN**

The next Safety Committee meeting is scheduled for Tuesday, November 15th at 9:00am



MEETING MINUTES

CITY OF MOLALLA SAFETY COMMITTEE

July 26, 2022

9:00AM

Molalla City Hall

117 N. Molalla Avenue, Molalla, OR 97038

1. CALL TO ORDER AND ROLL CALL

Staff Present: Christie Teets, City Recorder – City Hall; Ronda Lee, Planning Specialist – Civic Center; Devin Oei, Utility Worker II – PW Shops

Absent Michelle Satyna, Asst. Director – Library Gus Watkins, Sgt. – Molalla PD, Tim Gustafson – Insurance Agent.

Christie called the meeting to order at 9:03am.

2. CONSENT AGENDA

- A. Meeting Minutes – May 24, 2022

A motion was made by Ronda Lee to approve the May 24, 2022, meeting minutes, seconded by Devin Oei. Vote passed 3-0, with all members voting Aye.

3. OLD BUSINESS

4. NEW BUSINESS

- A. OSHA Complaint

Christie presented an OSHA complaint that was received earlier in July. She shared each detailed item with the committee, explaining what had been submitted and what Corrective Actions would be. She shared that she had spoken with Tim Gustafson, Insurance Agent, about the complaint, and the advice he gave. Mr. Gustafson explained that the item needed to be shared with Safety Committee, in order for a discussion to take place. He also provided staff with a list of OSHA requirements and CIS recommended items. The committee talked at length about the importance of the complaint and that proper training be established.

The committee plans to conduct training requirements for Safety Committee members first, then revisited the other areas as required.

The committee felt that Public Works was the most affected, as they work outside the most of all staff. Heat Prevention Illness was the main item of conversation. Christie reminded everyone that when it is hot like this, staff need to be extra mindful to drink water, and take a break to let their body temperature cool.

- B. Accident Investigation

After reviewing the required trainings, the committee reviewed again the Accident Investigation protocol, along with the checklist. The team talked about making sure that each department has access to the form.

C. Calendar for Balance of 2022

Christie provided a calendar for the members to see what has been accomplished this year. She suggested that the next item for review be Job Safety Analysis. This is a 50 minute video, that will be watched and discussed at the next meeting.

The team agreed that the third Tuesday of each month, at 9am, was the best time for a meeting. Meetings are scheduled for August 16, September 20, October 18, and November 15.

5. ADJOURN

Christie adjourned the meeting at 10:09am.

ATTEST: Christie Teets, Safety Committee Chair
City Recorder



MEETING MINUTES

CITY OF MOLALLA
SAFETY COMMITTEE
September 20, 2022

9:00AM

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

1. 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, Devin Oei, Utility Worker II – PW Shops

Christie called the meeting to order at 9:00am.

2. OLD BUSINESS

Christie gave a brief update regarding the OR-OSHA Training Calendar that Admin had been working on. She relayed that it was not ready to implement with employees at this time. Christie hoped that the program would be ready to implement by October.

3. NEW BUSINESS

The group viewed CIS's video SAIF Safety basics – Accident analysis recorder webinar together. A few items that came from the session is to reframe how we think about Accident Analysis. The following are suggested in changing the way they are approached:

- Replace Investigation with Analysis
- Replace Fault with Facts
- Replace Common Sense with Best Practices

The group discussed each of these items and how to apply them to everyday practice.

The next meeting is scheduled for October 18, 2022, at 9:00am at City Hall Conference Room.

4. ADJOURN

Christie adjourned the meeting at 10:06am.

ATTEST: Christie Teets, Safety Committee Chair
City Recorder



HELPING PUBLIC ENTITY EMPLOYEES STAY SAFE

October 2022

SLEEP DEPRIVATION, FATIGUE, AND WORKER SAFETY

By Lisa Masters, Senior Risk Management Consultant

In today's world, there are increased responsibilities, fast-paced lifestyles, and what feels like fewer hours in a day. According to the [Sleep Health Foundation](#), the average adult needs around seven to nine hours of sleep per day. However, according to the National Health Interview Survey, 30% of adults reported that they average less than six hours of sleep per night. Workers who report that they suffer from sleep disturbances are twice as likely to die in a work-related accident or incident.

Some signs of fatigue and sleep deprivation include:

- Difficulty keeping your eyes open
- Continual yawning
- Inability to focus or difficulty keeping your mind on task
- Mood swings or irritability
- Issues with memory, particularly short-term memory
- Slow reaction time
- Difficulty processing information
- Not feeling refreshed after a night's sleep
- Feeling lethargic throughout the day
- Needing multiple cups of coffee or caffeine to get through the day

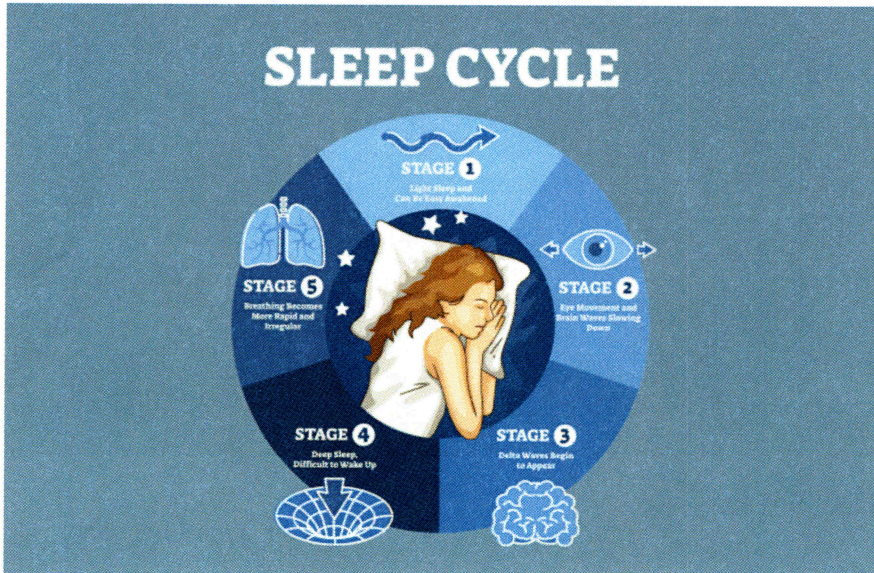
Approximately four out of ten employees in the U.S. suffer from loss of sleep and highly fatigued workers are more than 70% likely to be involved in an incident that could result in worker injury (National Safety Council).

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Safety Shorts

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Maintaining natural sleep patterns is extremely important in maintaining circadian rhythms that impact your mental, physical, and behavioral functions of your body that follow a 24-hour cycle.

The body has natural biological clocks that impact all the tissue and organs in the body. Interrupting those natural clocks contributes to worker fatigue and results in various health and safety impacts on the human body. This includes an increase in cardiovascular disease, asthma attacks, depression, cognitive impairment, hormone release issues, changes in body temperature, obesity, depression, mental disorders, increased stress, and SAD (seasonal affective disorder). Interrupting these natural clocks also decreases your ability to sleep during rest times.

Sleep deprivation also impacts the body's natural ability to heal and decreases productivity and attentiveness, thus leading to higher accident rates — including vehicle-related accidents, increased errors, and slower reaction times. Lack of sleep also results in reduction of one's ability to think clearly, metabolic productivity interruption, hand/eye reflexes, and interactions, etc.

Other things that can contribute to fatigue in the workplace are:

- Work that is physically or mentally strenuous
- Less than 12-hour turnaround time between shifts before returning to work
- Long commute times
- Noisy workplace or inadequate lighting
- Highly repetitive activities
- Inadequate ventilation or extreme temperatures
- High worker stress

Resources

[Sleep Health Foundation - How much sleep do you really need?](#)

[National Safety Council - Who is at risk for fatigue?](#)

[Public Risk Management Association - Safety Risks Associated with Sleep Deprivation and Resulting Fatigue](#)

[National Institute of General Medical Sciences - Circadian Rhythms](#)

[American Academy of Sleep Medicine - Healthy Sleep Habits](#)

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Safety Shorts

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- Lack of appropriate rest breaks
- Use of chemicals that might increase fatigue
- Long shifts, shift rotation, or excessive overtime
- Forceful exertion tasks

Sleep health is important, so establishing healthy sleep habits is very important. Some tips to help with this include:

- Try to maintain a consistent sleep schedule as much as possible. This includes getting up and going to bed at the same time every day, even during the weekend.
- Ensure that you can get at least 7-8 hours of sleep. This can be achieved by setting a bedtime that you adhere to daily.
- Do not go to bed if you are not sleepy. If, after about 20 minutes, you cannot fall asleep, then get out of bed and do some light activities until you feel sleepy.
- Eliminate the use of electronics for at least 30 minutes before going to bed. If you are not sleepy, do not turn to your tv or mobile device to try to invoke sleepiness, as studies show this does not work.
- Avoid eating before going to bed, so you are not trying to sleep on a full stomach.
- Make your room quiet, relaxing, and dark. Keep the temperature cool and comfortable.
- If outside noise keeps you awake, try using white noise — such as a fan or other background noise — to reduce the disruptive sounds preventing you from sleeping.
- Exercise regularly and maintain a healthy diet.
- Avoid consuming alcohol or caffeine in the afternoon and evening and reduce fluid intake late in the evening as well, as this will cause the need to use the restroom and interrupt your sleep during the night.
- Consider utilizing a sleep tracker which lets you know how much you are sleeping and how much deep sleep (REM) you are getting.
- Reduce processed foods from your diet, increase physical movement, and drink appropriate amounts of water early in the day.
- If fatigue lasts longer than two weeks despite a healthy lifestyle and good sleep health, make sure to contact your doctor to ensure that the fatigue is not related to an underlying health issue.

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Safety Shorts

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SAIF has a variety of resource information regarding [worker fatigue](#) through their [Total Worker Health program](#). These include [online training](#), a [fatigue bookmark](#), [posters](#) on the benefits of sleep, and a 10-minute safety talk flyer on [how fatigue impacts work](#).

If your employer's Employee Assistance Program (EAP) benefits are through CIS Benefits, you can contact [Canopy](#) by phone at 1-800-433-2320, text 503-850-7721, [chat](#), or [email](#), for a variety of resources to help reduce stress and address fatigue.

CIS Benefits members covered through Kaiser Permanente can [access mental health and wellness resources](#) on their website. Members on CIS medical plan administered by Regence can access [behavioral health](#) resources through the [Regence website](#), including programs such MDLive and BeyondWell.

The CIS Learning Center also has a variety of resources and videos on [sleep/fatigue](#). If you have any questions, please contact your CIS Risk Management Consultant.

CIS Risk Management
Consultants

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Chain Saw Accident – Scenario # 3

You are a representative of the safety team and serve on the accident investigation team for your office. You are notified that an employee, Jack Wagner, has been injured in a chain saw accident while clearing a tree that has fallen across a road outside of Grants Pass (about one hour from your office). He had been working with his partner Tom Morris. Jack has been taken to the emergency room with a deep cut to his right leg, but you learn he will be okay. You also learn that Jack is a new employee. His supervisor is Bob McCallister, a long-time employee.

- ❖ Based on the above information, how would you initially proceed with your investigation?
- ❖ What would you look for first?
- ❖ What questions would you ask first?
- ❖ What measurements would you take or items would you collect?
- ❖ What personnel would you interview other than Jack and Tom?
- ❖ What documents would you review?
- ❖ List the sequence of events
- ❖ List the surface causes of the accident
- ❖ List the root causes of the accident
- ❖ What improvements would you recommend (start with engineering controls, then administrative, then PPE)?
- ❖ How would you write your report to have these improvements implemented? Be prepared to present your report and recommendations to the group, and provide convincing evidence to support why your recommendations should be implemented.

Chain Saw Accident - Scenario # 3: Supporting Information

Jack Wagner is a new employee recently assigned to the trail maintenance crew. He received a brief orientation from his supervisor and has been on the job approximately 15 days.

Jack and his partner Tom Morris were driving along a County road, when they noticed a tree that had fallen across the right-of-way. Jack got out with his chain saw to clear the tree, and Tom walked ahead on the road to see if additional trees had fallen. Jack didn't take the time to put on the leather chaps in his vehicle, or his eye or hearing protection

since he thought the job would take just a few minutes. It would have taken more time to put on the PPE than to complete the job.

While cutting through the fallen tree, Jack rested his right knee against the side of the log. As he started to cut into the log (cutting next to and towards his leg), Jack hit a knotty spot and the chain saw bucked off the log, cutting into his right thigh.

Because his partner was out of hearing distance, Jack had to hobble to his truck to retrieve his radio. Luckily, his partner was near and came quickly. Tom administered first aid and contacted the main office to call emergency response. Luckily the cut was not deep, and required only stitches.

Jack Wagner:

Jack is a new employee. He is 23 years old. Jack had used a chainsaw a few times. He had not yet received his saw certification, but was scheduled to take the class in a few weeks. He was wearing light cotton khakis, boots, and a short sleeve shirt the day of the accident. He wasn't wearing any PPE, such as leather chaps, hearing protection or safety glasses. Jack's supervisor, Bob McAllister, has only spoken to Jack once, briefly, on the date of hire. He assumed that Jack knew how to do his job and depended upon the crew lead worker to provide that training to him.

In reviewing Jack's personnel file, there was no record that PPE training had been completed.

Tom Morris:

Tom has been employed with for 15 years. He is 43 years old. He was aware that staff are required to have a co-worker nearby when operating chainsaws, but had wanted to speed the process by going ahead to cut other trees that had fallen across the road.

He was not equipped with the appropriate PPE.

Miscellaneous Information:

JHA is up-to-date, but had not been reviewed with Jack.

It was a sunny day, with the temperature about 85 degrees.

Both were trained in first aid/CPR.

Don't Let Safety Slip



Preventing Slips, Trips and Falls at Work

According to the National Safety Council; slips, trips and falls are the leading cause of workplace injuries

What are some common causes?

SLIPS

- ⚠ Surface conditions (water, snow and ice)
- ⚠ Loose rugs
- ⚠ Recently mopped or waxed floors

TRIPS

- ⚠ Uneven or damaged floor
- ⚠ Objects obstructing walkways or paths
- ⚠ Poor lighting

FALLS

- ⚠ Loss of balance when entering/exiting equipment or vehicles
- ⚠ Improper use of a ladder
- ⚠ Lack of railing on stairs

For CIS members Slips/Trips/Falls are responsible for **19%** of all Workers Compensation costs over the past five years



For CIS members **42% of all claims** happen in the first 5 years of employment, and they represent **37% of the costs**



Nationwide **63,350 injuries** and **44 deaths** occurred as a result of falls in government work spaces in 2016

1.

Consider personal protective equipment needed to do a job safely. This might include personal restraint devices for work on building rooftops, ladder types proper for job, slip-resistant surface treatments and footwear – the more traction footwear offers increases traction.

Identify training needed to conduct the job safely – people and hazards. This might include fall protection, floor cleaning methods and teaching workspace hazard inspection identification.

2.

3.

Assess workplace hazards and surfaces. Scan for items stored within walkways (cords, tools, boxes), wet surfaces, adequate and working lighting, proper signage and cautions. Regularly inspect outdoor surfaces for cracks greater than 1/2" and uneven surfaces.

When the temperature drops don't forget to wear proper footwear for walking on snow and ice. Consider slip-resistant footwear that's appropriate for the work being conducted and use of shoe traction devices such as ICETrekker chains or Yaktrax cleats. Remember to take short steps and walk at a slower pace so you can react quickly to a change in traction.



citycounty insurance services
cisoregon.org