



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

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Date: September 6, 2013

TO: Paula Wendorf, Chairperson, OMF Safety Committee

FROM: Barb Gibson, Procurement Manager, Procurement Services *B. Gibson*

RE: Procurement Services – Report of Self-Insured Review

Thank you for the opportunity to comments and an updated on the OMF Safety Inspection as conducted August 21, 2013. The Bureau of Internal Business Services, Procurement Services Division appreciates the time and efforts taken by you and the OMF Safety Committee staff in conducting the Inspection to make sure we have a safe workplace and that all are in compliance with Oregon OSHA standards.

Procurement Services works to be proactive regarding safety issues and welcome staff to identify any safety concerns they might have that are within the confines of our working areas on the 7th floor; safety; health management continues to be a topic that is addressed throughout the year. By assisting the City in maintaining an overall safe and healthful workplace for all employees, not only City employees but visitors and contractors working with Procurement Services will benefit as well. In the paragraphs below, I have provided comments and summarized Procurement Service's plan to respond to the corrective actions and recommendations as indicated on the Inspection Checklist.

1. Is ventilation adequate? Large number of fans in the bureau.

There are a number of fans used within the division with most of them simply for moving air around rather than for cooling. With the number of enclosed spaces and individual workstations, the air flow can often feel blocked; the needed air circulation is helpful. Due to asthma and other respiratory issues, additional circulation and ventilation is needed by a number of our employees; therefore individual fans have been found to assist with air movement.

2. Are all storage cabinets secure to resist seismic events? The mail cabinet at the front desk area needs to be secured on both sides.

The mail cabinet in the front entryway is of slight construction with metal sides, bottom and top; the entire back is of card stock and the mail slots are constructed of simple notched corrugated cardboard. It is used only for papers and small envelopes; no packages or boxes can be placed on the shelves as the shelving would not sustain the weight. At any one time, the mail cabinet does not weigh more than 25 pounds. Given the anchoring on one side and its small structural composition, it is impervious to tipping; however, Procurement Services will add an additional anchor to the other side of the cabinet.

3. Are ceiling tiles secure and in place? There are two ceiling tiles in the kitchen that needed to be fixed. A work order was put in for that on the same day.

As previously noted on the Inspection Checklist, a work order was submitted to Facilities on that very day. At this writing, the tiles have not been replaced.

4. Are extension cords used only in an emergency and for temporary use only? Power strip plugged into power strip – Brenda B.

The need for power seems to always exceed the available outlets but we've been able to find an additional wall plug and will eliminate the second power strip..

5. Are electrical cords under the desk safely out of the way? Alex and Mary were given zip ties.

Thank you for providing additional zip ties to our staff. Wire management is important and as equipment is moved around or replaced, we will be watchful about managing the additional electrical cords.

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6. Items stacked on top of shelves where it indicates nothing should be placed there. Recommend it be removed.

The under counter light was removed from a workstation and lacking available space, the light was placed on the top shelf as a temporary measure until another storage location could be found. It will be removed and stored elsewhere.

Thank you again for your time and effort. Please let me know should you have any questions or comments.

cc: Chief Procurement Officer