



# CITY OF PORTLAND

## OFFICE OF MANAGEMENT AND FINANCE

Charlie Hales, Mayor  
Jack D. Graham, Chief Administrative Officer  
Bryant Enge, Director, Bureau of Internal Business Services  
OMF Safety Committee

August 21, 2013

Scott Karter  
Revenue Bureau

RE: OMF Safety Incident Report – Review and Recommendation from OMF Safety Committee

Dear Mr. Karter.

As part of the OMF Safety Committee responsibilities, we must review and recommend action on any OMF Safety Incident reports we receive. The OMF Safety Committee received an Incident Report last month that we have reviewed and have determined a recommendation for your bureau to consider. I have attached a copy of the original report and will provide you with a summary.

The incident occurred on July 22, 2013 at the Revenue Bureau. A deadbolt on the front door was opened and a gentleman who was passing was hit by the door as it swung out. The action of the door is set so that if there is any obstruction it will swing back open. The gentleman let the front desk know about the issue and Allen Buller investigated the matter right away. He also provided some feedback on corrective action.

The OMF Safety Committee is recommending that the Revenue Bureau install a deadbolt that uses a key on both sides of the door. It would remove access to accidental extension of the deadbolt and therefore eliminate the hazard. We determined that this type of lock would be the most efficient and cost effective way to avoid this type of hazard in the future.

Thank you for your consideration.  
Sincerely,

Paula Wendorf  
OMF Safety Committee Chairperson  
Procurement Services  
City of Portland

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