



OMF - Safety Incident report

Near Miss Report

A near miss is a potential hazard or incident that has not resulted in any personal injury. This report is intended as a means to communicate unsafe conditions or unsafe behavior. Please use this form to notify your supervisor of any situation that has potential to cause an incident/accident. This form will be reviewed by your supervisor and the OMF Safety Committee. Recommendations for correction will be made to address the issue. Safety is everyone's responsibility.

Location of incident 7th Floor Procurement Date 10/2/14

Time 7:15 until (all the time) AM PM

Description of incident/potential hazard strong smell of gas-like
smell that is giving me a headache, nausea
and throat problems

Employee signature
(Optional)



Date 10/2/14

Incident Investigation

Description of incident checking on HVAC work with facilities.
After asking other personnel on the floor and within
the area, no other employees smelled the odor. Facilities
was contacted to ask to follow up with Risk & Procurement

Causes (Primary and Contributing) May be work being done on HVAC unit.
Description of particulates -

Corrective Action Recommended (Remove the hazard, replace, repair, or retrain) Follow up w/
facilities. If problem persists recommend testing air quality
in area, or moving individual to area not directly under vent

Signed Paula Wendoff Date 10-3-14

Not completed for the following reason Still waiting for facilities response.

Management _____ Date _____

Please submit this form to your immediate supervisor. Immediate supervisors will submit to Bureau supervisor. Bureau supervisor will review and file for review by the OMF Safety Committee. OMF Safety Committee will determine recommendations and submit to Bureau supervisor for action. OMF Safety Committee to add to Incident Matrix for quarterly review. All completed forms should be filed in assigned bureau location.

Wendorf, Paula

From: Moody, Christine
Sent: Thursday, October 02, 2014 9:18 AM
To: Wendorf, Paula
Subject: FW: Procurement Odor, 7th Floor

Importance: High

Do you know about this?

Christine Moody, CPPO, CPPB
Chief Procurement Officer
City of Portland
503-823-1095

From: Cave, Michael
Sent: Thursday, October 02, 2014 9:17 AM
To: Lasley, Mike
Cc: Moody, Christine; Gibbons, Jimmy; Wood, Kate
Subject: Procurement Odor, 7th Floor
Importance: High

Are there any work on the HVAC system or other work activities that could potentially be discharging odors into Procurement on the 7th Floor?

An employee in Procurement has noticed the odor and stated they are sustaining a sore throat and headache. When they left for fresh air and returned, the odor was still noticeable.

I could not detect an odor, but my olfactory senses are not that keen, however the employee could notice it when standing next to me and it is causing them concerns.

Can you let us know? Thank you

Best Regards,

*Michael Cave
Sr. Risk Specialist
City of Portland - Risk Management
(503) 823-9641*



Procurement Odor, 7th Floor

10/02/14 – approximately 0700 hours

On 10/02/14, Viki Bisby of City Risk – Workers Comp approached Mike Cave and myself at our cubicle and informed us that there was a lady outside that worked in Procurement stating she had detected an odor in her cube and that it was irritating her throat.

Mike Cave went out to the City Risk lobby and met [REDACTED] of Procurement. She stated that she had detected an odor in her cube that irritated her throat and chest. Mike asked her some questions including if she had gotten fresh air and she stated she gone outside, came back in and noted the odor was still present.

Mike went to see if an odor could be detected and went with her to her cube. The cube was located at the NW corner of the office and was located under an HVAC vent. Mike walked through the cube area, stood under the vent and walked the aisle to the next cube. Mike could not detect any odor.

[REDACTED] stated that the odor to her was like an oil or lubrication smell. We discussed the greater ability of some individual's olfactory senses to detect odors that others cannot and that Mike Cave would contact Facilities to see if any work on the HVAC vents or intakes was being performed. Before leaving, Mike Cave spoke with a lady in the next cube [REDACTED] and she stated she did not detect any odor.

Mike then asked me if I could go and check out the odor while he contacted Facilities about the HVAC system. I also went to the cube and attempted to detect an odor, I informed Mike that I could not detect an odor. While exiting Facilities I saw Paula Wendorf at her cubicle and told her that she may have an incident report to complete based on Mike Cave investigation.

Best Regards,

Jimmy Gibbons, City Risk

Procurement Odor, 7th Floor

10/02/14 – approximately 0700 hours

On 10/02/14, Viki Bisby of City Risk – Workers Comp approached myself and Jimmy Gibbons at our cubes and informed us that there was a lady outside that worked in [REDACTED] stating she had detected an odor in her cube and that it was irritating her throat.

I went out to the City Risk lobby and met [REDACTED]. She stated that she had detected an odor in her cube that irritated her throat and chest. I asked if she had gotten fresh air and she stated she gone outside, came back in and noted the odor was still present.

I informed I could go see if I could detect an odor and went with her to her cube. The cube was located at the NW corner of the office and was located under an HVAC vent. I walked through the cube area, stood under the vent and walked the aisle to the next cube. I could not detect any odor.

[REDACTED] stated that the odor to her was like an oil or lubrication smell. We discussed the greater ability of some individual's olfactory senses to detect odors that others cannot and that I would contact Facilities to see if any work on the HVAC vents or intakes was being performed. Before leaving, I spoke with a lady in the next cube [REDACTED] and she stated she did not detect any odor.

I then went to contact Facilities on the HVAC question. Jimmy Gibbons of City Risk also went to the cube and attempted to detect an odor, he stated to me he could not detect an odor. I called Facilities, did not get a response and sent an e-mail at 0715 hours.

Respectfully,

Michael Cave, City Risk

Hi [REDACTED],

I wanted to follow-up with you about the incident you reported on 10\02\14 with regard to an odor you were smelling around the north end of the Procurement Services (Construction Workgroup) area. At this time I wanted to let you know that we checked with facilities and they have confirmed that they were not doing anything with the HVAC unit on that day, nor was any work being done in the building that would initiate such a smell. I took some time during the next few days to see if I could smell something in the area around your cube first thing in the morning because I arrive very early, and my thinking was, that perhaps something gets picked up from the HVAC when it first kicks on in the mornings. I did not discover anything. I also asked the other employees in your area if any of them were smelling an odor and none were affected. However, this is not to say that you did not smell something, it is simply that were unable to identify a source of any odor. So I would ask that in the future if you smell something like you smelled on 10/2/14, please fill out another incident report and let a manager know. As a way of closing this incident report, I have redacted the report, and am logging this incident on the OMF Safety Committee Website and documenting all actions taken.

Thanks,

Paula Wendorf
City of Portland
Bureau of Internal Business Services
Procurement Services
503-823-1090
paula.wendorf@portlandoregon.gov