

City of Portland
Office of Management & Finance Safety Committee
Meeting Agenda— December 17th 2014, 9:00 am Rivers

Attendees: *Allen Buller, Karla Frahler, Robin Lockwood, Erich England, Scott Karter, Melvin Riddick, Colin Steeves*

Absent: *Suzanne Browne, Thomas Lannom, Leigh Wheeler, Scott Ellertson*

Guests: *None*

Old Business: *Update Evacuation Plan.*

Closed Items: *Order of safety equipment.*

New Business:

TOPIC ONE: *Emergency Supplies Audit: Karla & Suzanne performed an Emergency Supplies Inventory of the 8 large wheeled containers located throughout the Bureau*

- **FOOD**
 - Meals Ready to Eat - these had no expiration date and appeared in good condition
 - Emergency Ration Food Bars – expired
- **WATER**
 - Individual serving water containers –expired
 - Water purification tablets – expired
- **TOOLS**
 - All cutting flashlights, tools, gloves, multi-use tools and the like were in new condition or in original packaging
 - Hand crank radio/light – generator did not work upon testing. Batteries for backup expired
 - Walkie talkie – batteries expired
 - Flashlights (2) - batteries expired
 - Bag of 4 “D” cell batteries- expired
- **FIRST AID / SANITATION**
 - All antiseptic wipes, ointments, cleansing wipes were expired.
 - Anti- acid tablets – expired
 - Acetaminophen – expired

RECOMMENDATIONS:

- Replace all expired consumables (food, water, medicines)
- Replace all batteries (soon, to prevent leakage)
- Test battery powered equipment with fresh ones
- Test and replace hand-crank radios if necessary (they may operate on batteries only- check FEMA recommendations for necessity of hand crank feature)
- Replace antiseptic wipes, cleansing wipes and ointment packets (may be dry or have lost medicinal or alcohol content)
- Emergency/disaster occurrences may place employees in situations where help may not arrive for hours or days. The containers are equipped using standard 72 hour survival kit guidelines. While there seems to be adequate food and water, we would suggest adding:
 - Compression bandages for sprains
 - Personal sanitation items such as feminine hygiene products, wipes and disposal bags
 - Toilet supplies (buckets, seats, disposal bags and toilet paper)

TOPIC TWO: *Annual Safety Conference: Allen*

- *November 6, 2014 @ Camp Withycombe Clackamas Oregon*
- *Keynote speaker Don Wilson of SafeStart-Summary of conditions that result in work place injuries:*
 1. *Rushing*
 2. *Frustration*
 3. *Fatigue*
 4. *Complacency*

**These conditions also create other errors in our work...*

TOPIC THREE: *Equipment review*

New Radios

- *Updated to Scott K, Colin Steeves, Karla Frahler, Melvin Riddick, Robin Lockwood, & Erich England*
- *Colin to complete an operations checklist*

New Flashlights

- *Moving to LEDs or hand-crank models*
- *Turned in old models*

To do before next meeting:

- *Inventory check of first aid supply cupboard - Allen*
- *Further review of disaster supplies – Karla & Suzanne follow up*
 - *Is there a standard distance/number of kits required for our size office?*
 - *Review costs of:*
 - *replacing expired items*
 - *adding hygiene items*
 - *Test battery powered equipment*
 - *Create contents list which includes expiration date of consumables and set an annual review date*
- *Mobility of disaster supply containers – Scott K follow up*
 - *Check wheels to remove plastic covers/zip ties*

Items to discuss for next meeting:

1. *All staff update/presentation on safety at home.*
2. *CPR training: Karla to follow up with estimate from American Red Cross*
3. *Safety hazards in the office*

Items to discuss for next All Staff meeting scheduled for 1/18/2015:

- *Creating a disaster kit for the home-Allen; Karla will research*

Next Meeting:

*February 12, 2014
Rivers Conference Room
2:30 pm – 3:30 pm*