

On 6/1/05 an interagency safety meeting was held at the Hatfield Marine Science Center in Newport. Attendance at the meeting included:

Randy Walker, OSU  
Brian Parker, NOAA  
Bill Hatfield, Marine Science Center  
Faith Cole, EPA-Newport  
Dave Burr, EPA-Corvallis  
Bill Hanschumaker  
Dave Johnson  
Lori Parker, ODFW

Randy opened the meeting with a "Thank You" for Hollis for reserving the meeting room and mentioned that it was nice to have the meeting dates set each month

**Action Item** - to post the tsunami escape plan for the facility on the website

The notes from the previous meeting were reviewed.

It was noted that information sessions regarding tsunamis were not coordinated between the agencies present. Hopefully this will be addressed by Howard Pierpont, an Intel employee who aids in disaster planning.

**Action Item** Brian will call Thea for information regarding First Aid and CPR classes.

There is no work on fire extinguisher training yet.

There was a brief discussion regarding the tsunami video used for training.

Randy recommends flexible couplings for gas entering buildings.

A few notes regarding the Hatfield building:

The building is safer if the doors entrances on the lower floors were opened in the event of a tsunami

**Action Item** Randy offered to fund the placement of a sign which indicates the level of water from the flood in the 1700s

The members noted that public awareness is important

Bill recommended establishing a procedures list with names and alternates

The discussion regarding drills indicated that there was some complacency about drills among residents/workers and the team realizes the importance of drills as a necessary part of the safety system. Drills in the fall seem to be best. Randy recommended an all-campus drill and the team recommended contacting Howard Pierpont regarding the possibility of establishing a written plan.

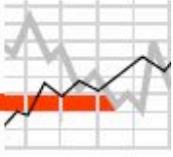
Brian indicated that directional arrows may be necessary to identify traffic patterns on campus and Bill mentioned that busses may be relocated for parking.

**Action Item** The next meeting of this committee is scheduled for the 1st Wednesday of July

**Action Item** Dave Burr mentioned that he would send Randy the safety committee training document from OR-OSHA. (See attached)

Notes submitted by Dave Burr (541) 754-4721

# Workshops by Category



## Safety Committee Workshops

- 101 Safety Committee Operations
- 102 Accident Investigation
- 104 Hazard Identification and Control
- 107 Selling Safety to Management
- 122 Safety Committee Meeting Management
- 199 Safety Committee Basic Training (8 hrs.)

## Safety Management Workshops

- 100 Safety and Health Management
- 106 What to Expect from an OR-OSHA Inspection
- 108 OSHA 300 Recordkeeping
- 112 Safety and the Supervisor
- 116 Safety and Health Program Evaluation
- 118 Safety Leadership
- 119 Safety Accountability
- 126 Recognition and Incentive Programs

## Safety Trainer Workshops

- 105 Safety Training Basics
- 499 Safety Training and your Hispanic Workforce
- 600 Two-Day Train the Trainer

## Technical Workshops

- 117 Industrial Hygiene for the Non-IH
- 201 Ergonomics Awareness
- 202 Ergonomics — Before and After (2 hrs.)
- 204 Lockout/Tagout and Machine Safeguarding
- 205 Hazard Communication Program
- 212 Workplace Emergency Action Plan
- 215 Confined Space Safety
- 216 Exposure Control/Bloodborne Pathogens
- 217 Hearing Conservation Program
- 220 Managing your Vehicle Safety Program
- 221 Forklift Safety
- 301 Fall Protection
- 302 Excavation Safety
- 401 Worker Protection Standard

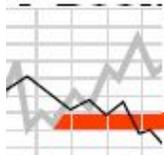
## On-Line Courses

- 100 Safety and Health Management
- 101 Safety Committee Operations
- 102 Accident Investigation
- 104 Hazard Identification and Control
- 112 Safety and the Supervisor
- 120 Developing a Violence Prevention Program
- 200 Developing an Effective Ergonomics Program
- 201 Ergonomics Awareness
- 203 Personal Protective Equipment
- 205 Hazard Communication Program



**Refer to Pages 12-17  
for workshop descriptions.**

**All workshops are 4 hours,  
unless otherwise specified.**



# Workshop Schedule by City

## Baker City

Blue Mountain Community College  
3275 Baker Street

6/7/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)  
6/8/05 8 a.m. 301 Fall Protection  
6/8/05 1 p.m. 302 Excavation Safety

## Beaverton

Portland Community College – Capital Center  
18624 NW Walker Road

10/13/04 8 a.m. 600 2-Day Train the Trainer  
11/2/04 8 a.m. 201 Ergonomics Awareness  
11/2/04 1 p.m. 202 Ergonomics — Before and After (2 hrs.)  
11/3/04 8 a.m. 212 Workplace Emergency Action Plan  
11/3/04 1 p.m. 217 Hearing Conservation Program  
11/17/04 8 a.m. 215 Confined Space Safety  
11/17/04 1 p.m. 221 Forklift Safety  
11/18/04 8 a.m. 220 Managing your Vehicle Safety Program  
12/1/04 8 a.m. 401 Worker Protection Standard  
12/1/04 1 p.m. 499 Safety Training and your Hispanic Workforce  
12/2/04 8 a.m. 205 Hazard Communication Program  
12/14/04 8 a.m. 105 Safety Training Basics  
12/14/04 1 p.m. 106 What to Expect from an OR-OSHA Inspection  
12/15/04 8 a.m. 100 Safety and Health Management  
12/15/04 1 p.m. 107 Selling Safety to Management  
1/11/05 8 a.m. 108 OSHA 300 Recordkeeping  
1/11/05 1 p.m. 118 Safety Leadership  
1/12/05 8 a.m. 112 Safety and the Supervisor  
1/12/05 1 p.m. 116 Safety and Health Program Evaluation  
1/25/05 8 a.m. 117 Industrial Hygiene for the Non-IH  
1/25/05 1 p.m. 216 Exposure Control/Bloodborne Pathogens  
1/26/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)  
2/16/05 8 a.m. 119 Safety Accountability  
2/16/05 1 p.m. 204 Lockout/Tagout and Machine Safeguarding  
2/17/05 8 a.m. 122 Safety Committee Meeting Management  
2/17/05 1 p.m. 102 Accident Investigation  
3/8/05 8 a.m. 201 Ergonomics Awareness  
3/8/05 1 p.m. 202 Ergonomics — Before and After (2 hrs.)  
3/9/05 8 a.m. 212 Workplace Emergency Action Plan  
3/9/05 1 p.m. 217 Hearing Conservation Program  
4/6/05 8 a.m. 215 Confined Space Safety  
4/6/05 1 p.m. 220 Managing your Vehicle Safety Program  
4/7/05 8 a.m. 301 Fall Protection  
4/7/05 1 p.m. 302 Excavation Safety  
4/19/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)  
4/20/05 8 a.m. 104 Hazard Identification and Control

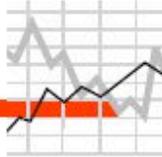
4/20/05 1 p.m. 106 What to Expect from an OR-OSHA Inspection  
5/4/05 8 a.m. 102 Accident Investigation  
5/5/05 8 a.m. 112 Safety and the Supervisor  
5/5/05 1 p.m. 216 Exposure Control/Bloodborne Pathogens  
5/18/05 8 a.m. 101 Safety Committee Operations  
5/18/05 1 p.m. 105 Safety Training Basics  
5/19/05 8 a.m. 108 OSHA 300 Recordkeeping  
5/19/05 1 p.m. 118 Safety Leadership  
6/1/05 1 p.m. 221 Forklift Safety  
6/2/05 8 a.m. 117 Industrial Hygiene for the Non-IH  
6/2/05 1 p.m. 126 Recognition and Incentive Programs  
6/14/05 8 a.m. 119 Safety Accountability  
6/14/05 1 p.m. 204 Lockout/Tagout and Machine Safeguarding  
6/15/05 8 a.m. 122 Safety Committee Meeting Management  
6/15/05 1 p.m. 104 Hazard Identification and Control  
7/13/05 8 a.m. 401 Worker Protection Standard  
7/14/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)  
7/26/05 8 a.m. 201 Ergonomics Awareness  
7/26/05 1 p.m. 202 Ergonomics — Before and After (2 hrs.)  
7/27/05 8 a.m. 101 Safety Committee Operations  
7/27/05 1 p.m. 220 Managing your Vehicle Safety Program  
8/10/05 8 a.m. 212 Workplace Emergency Action Plan  
8/10/05 1 p.m. 217 Hearing Conservation Program  
8/11/05 8 a.m. 301 Fall Protection  
8/11/05 1 p.m. 302 Excavation Safety  
8/23/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)  
8/24/05 8 a.m. 105 Safety Training Basics  
8/24/05 1 p.m. 106 What to Expect from an OR-OSHA Inspection  
9/7/05 8 a.m. 100 Safety and Health Management  
9/7/05 1 p.m. 107 Selling Safety to Management  
9/8/05 8 a.m. 108 OSHA 300 Recordkeeping  
9/8/05 1 p.m. 118 Safety Leadership

## Bend

National Guard Armory – Room 140 B  
875 SW Simpson Avenue

5/10/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)  
5/11/05 8 a.m. 112 Safety and the Supervisor  
5/11/05 1 p.m. 499 Safety Training and your Hispanic Workforce  
5/12/05 8 a.m. 401 Worker Protection Standard  
5/12/05 1 p.m. 205 Hazard Communication Program  
7/12/05 8 a.m. 301 Fall Protection  
7/12/05 1 p.m. 302 Excavation Safety  
7/13/05 8 a.m. 119 Safety Accountability  
7/13/05 1 p.m. 122 Safety Committee Meeting Management  
7/14/05 8 a.m. 215 Confined Space Safety  
7/14/05 1 p.m. 216 Exposure Control/Bloodborne Pathogens

# Workshop Schedule by City



## Coos Bay

Southwestern Oregon Community College  
Newmark Center – Room 228  
2110 Newmark

11/30/04	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
12/1/04	8 a.m.	100	Safety and Health Management
12/1/04	1 p.m.	105	Safety Training Basics
12/2/04	8 a.m.	107	Selling Safety to Management
12/2/04	1 p.m.	116	Safety and Health Program Evaluation
2/8/05	8 a.m.	117	Industrial Hygiene for the Non-IH
2/8/05	1 p.m.	205	Hazard Communication Program
2/9/05	8 a.m.	119	Safety Accountability
2/9/05	1 p.m.	126	Recognition and Incentive Programs
2/10/05	8 a.m.	201	Ergonomics Awareness
2/10/05	1 p.m.	202	Ergonomics — Before and After (2 hrs.)
4/12/05	8 a.m.	600	2-Day Train the Trainer

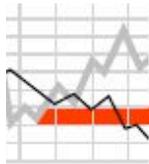
## Eugene

OSHA Field Office – Conference Room  
1140 Willagillespie Road #42

10/19/04	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
10/20/04	8 a.m.	105	Safety Training Basics
10/20/04	1 p.m.	106	What to Expect from an OR-OSHA Inspection
11/2/04	8 a.m.	100	Safety and Health Management
11/2/04	1 p.m.	107	Selling Safety to Management
11/3/04	8 a.m.	108	OSHA 300 Recordkeeping
11/3/04	1 p.m.	118	Safety Leadership
11/17/04	8 a.m.	112	Safety and the Supervisor
11/17/04	1 p.m.	116	Safety and Health Program Evaluation
11/18/04	8 a.m.	117	Industrial Hygiene for the Non-IH
11/18/04	1 p.m.	126	Recognition and Incentive Programs
12/8/04	8 a.m.	122	Safety Committee Meeting Management
12/8/04	1 p.m.	102	Accident Investigation
12/14/04	8 a.m.	401	Worker Protection Standard
12/14/04	1 p.m.	205	Hazard Communication Program
1/5/05	8 a.m.	201	Ergonomics Awareness
1/5/05	1 p.m.	202	Ergonomics — Before and After (2 hrs.)
1/6/05	8 a.m.	217	Hearing Conservation Program
1/6/05	1 p.m.	212	Workplace Emergency Action Plan
1/19/05	8 a.m.	215	Confined Space Safety
1/19/05	1 p.m.	221	Forklift Safety
1/20/05	8 a.m.	119	Safety Accountability
1/20/05	1 p.m.	204	Lockout/Tagout and Machine Safeguarding
2/1/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)

2/19/05	8 a.m.	104	Hazard Identification and Control
2/19/05	1 p.m.	102	Accident Investigation
2/24/05	8 a.m.	220	Managing your Vehicle Safety Program
3/9/05	8 a.m.	105	Safety Training Basics
3/9/05	1 p.m.	106	What to Expect from an OR-OSHA Inspection
3/10/05	8 a.m.	100	Safety and Health Management
3/10/05	1 p.m.	107	Selling Safety to Management
3/22/05	8 a.m.	112	Safety and the Supervisor
3/22/05	1 p.m.	217	Hearing Conservation Program
3/23/05	8 a.m.	117	Industrial Hygiene for the Non-IH
3/23/05	1 p.m.	216	Exposure Control/Bloodborne Pathogens
4/13/05	8 a.m.	122	Safety Committee Meeting Management
4/13/05	1 p.m.	126	Recognition and Incentive Programs
4/14/05	8 a.m.	201	Ergonomics Awareness
4/14/05	1 p.m.	202	Ergonomics — Before and After (2 hrs.)
5/3/05	8 a.m.	401	Worker Protection Standard
5/3/05	1 p.m.	499	Safety Training and your Hispanic Workforce
5/4/05	8 a.m.	212	Workplace Emergency Action Plan
5/4/05	1 p.m.	116	Safety and Health Program Evaluation
5/18/05	8 a.m.	215	Confined Space Safety
5/18/05	1 p.m.	221	Forklift Safety
5/19/05	8 a.m.	301	Fall Protection
5/19/05	1 p.m.	302	Excavation Safety
6/1/05	8 a.m.	600	2-Day Train the Trainer
6/15/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
6/16/05	8 a.m.	105	Safety Training Basics
6/16/05	1 p.m.	106	What to Expect from an OR-OSHA Inspection
7/19/05	8 a.m.	100	Safety and Health Management
7/19/05	1 p.m.	107	Selling Safety to Management
7/20/05	8 a.m.	112	Safety and the Supervisor
7/20/05	1 p.m.	116	Safety and Health Program Evaluation
7/27/05	8 a.m.	117	Industrial Hygiene for the Non-IH
7/27/05	1 p.m.	216	Exposure Control/Bloodborne Pathogens
7/28/05	8 a.m.	119	Safety Accountability
7/28/05	1 p.m.	204	Lockout/Tagout and Machine Safeguarding
8/9/05	8 a.m.	122	Safety Committee Meeting Management
8/9/05	1 p.m.	126	Recognition and Incentive Programs
8/10/05	8 a.m.	201	Ergonomics Awareness
8/10/05	1 p.m.	202	Ergonomics — Before and After (2 hrs.)
8/24/05	8 a.m.	217	Hearing Conservation Program
8/24/05	1 p.m.	101	Safety Committee Operations
8/25/05	8 a.m.	215	Confined Space Safety
8/25/05	1 p.m.	221	Forklift Safety
9/6/05	8 a.m.	301	Fall Protection
9/6/05	1 p.m.	302	Excavation Safety
9/7/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)

Refer to Pages 12-17 for workshop descriptions



# Workshop Schedule by City

## Klamath Falls

Klamath Falls Community College – Room 310  
7390 S 6th Street

- 4/5/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
- 4/6/05 8 a.m. 499 Safety Training and your Hispanic Workforce
- 4/6/05 1 p.m. 221 Forklift Safety
- 4/7/05 8 a.m. 201 Ergonomics Awareness
- 4/7/05 1 p.m. 202 Ergonomics — Before and After (2 hrs.)

## Lakeview

Lake County Senior community Center  
11 N “G” Street

- 8/23/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
- 8/24/05 8 a.m. 401 Worker Protection Standard
- 8/24/05 1 p.m. 205 Hazard Communication Program
- 8/25/05 8 a.m. 499 Safety Training and your Hispanic Workforce

## McMinnville

National Guard Armory  
333 Armory Way

- 12/7/04 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
- 12/8/04 8 a.m. 221 Forklift Safety
- 12/8/04 1 p.m. 499 Safety Training and your Hispanic Workforce
- 3/22/05 8 a.m. 301 Fall Protection
- 3/22/05 1 p.m. 302 Excavation Safety
- 3/23/05 8 a.m. 204 Lockout/Tagout and Machine Safeguarding
- 3/23/05 1 p.m. 205 Hazard Communication Program

## Medford

Medford Education Resource Center  
1001 Rogue Valley Mall

- 5/24/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
- 5/25/05 8 a.m. 221 Forklift Safety
- 5/25/05 1 p.m. 499 Safety Training and your Hispanic Workforce
- 5/26/05 8 a.m. 401 Worker Protection Standard
- 5/26/05 1 p.m. 205 Hazard Communication Program
- 7/12/05 8 a.m. 201 Ergonomics Awareness
- 7/12/05 1 p.m. 202 Ergonomics — Before and After (2 hrs.)
- 7/13/05 8 a.m. 112 Safety and the Supervisor
- 7/13/05 1 p.m. 126 Recognition and Incentive Programs
- 7/14/05 8 a.m. 122 Safety Committee Meeting Management

- 7/14/05 1 p.m. 108 OSHA 300 Recordkeeping
- 8/16/05 8 a.m. 119 Safety Accountability
- 8/16/05 1 p.m. 106 What to Expect from an OR-OSHA Inspection
- 8/17/05 8 a.m. 212 Workplace Emergency Action Plan
- 8/17/05 1 p.m. 204 Lockout/Tagout and Machine Safeguarding
- 8/18/05 8 a.m. 301 Fall Protection
- 8/18/05 1 p.m. 302 Excavation Safety

## Newport

Hatfield Marine Science Center  
Library Seminar Room  
2030 SE Marine Science Drive

- 1/19/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
- 1/20/05 8 a.m. 301 Fall Protection
- 1/20/05 1 p.m. 302 Excavation Safety
- 3/8/05 8 a.m. 204 Lockout/Tagout and Machine Safeguarding
- 3/8/05 1 p.m. 221 Forklift Safety
- 3/9/05 8 a.m. 215 Confined Space Safety
- 3/9/05 1 p.m. 212 Workplace Emergency Action Plan

## Ontario

Treasure Valley Community College  
WEESE – Room 10  
650 College Boulevard

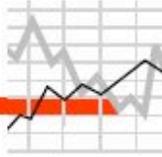
- 11/16/04 8 a.m. 401 Worker Protection Standard
- 11/16/04 1 p.m. 205 Hazard Communication Program
- 11/17/04 8 a.m. 499 Safety Training and your Hispanic Workforce

## Pendleton

Blue Mountain Community College  
Pioneer Hall – Room 132  
2411 NW Carden

- 3/29/05 8 a.m. 600 2-Day Train the Trainer
- 4/19/05 8 a.m. 199 Safety Committee Basic Training (8 hrs.)
- 4/20/05 8 a.m. 107 Selling Safety to Management
- 4/20/05 1 p.m. 112 Safety and the Supervisor
- 8/9/05 8 a.m. 116 Safety and Health Program Evaluation
- 8/9/05 1 p.m. 212 Workplace Emergency Action Plan
- 8/10/05 8 a.m. 117 Industrial Hygiene for the Non-IH
- 8/10/05 1 p.m. 217 Hearing Conservation Program
- 8/11/05 8 a.m. 499 Safety Training and your Hispanic Workforce

# Workshop Schedule by City



## Portland

Sheet Metal Workers Training Center – Room 221  
2379 NE 178th Avenue

10/5/04	8 a.m.	101	Safety Committee Operations	4/27/05	8 a.m.	201	Ergonomics Awareness
10/5/04	1 p.m.	104	Hazard Identification and Control	4/27/05	1 p.m.	202	Ergonomics — Before and After (2 hrs.)
10/6/04	8 a.m.	105	Safety Training Basics	4/28/05	8 a.m.	401	Worker Protection Standard
10/6/04	1 p.m.	106	What to Expect from an OR-OSHA Inspection	4/28/05	1 p.m.	205	Hazard Communication Program
10/7/04	8 a.m.	100	Safety and Health Management	5/10/05	8 a.m.	212	Workplace Emergency Action Plan
10/7/04	1 p.m.	107	Selling Safety to Management	5/10/05	1 p.m.	216	Exposure Control/Bloodborne Pathogens
10/26/04	8 a.m.	108	OSHA 300 Recordkeeping	5/11/05	8 a.m.	215	Confined Space Safety
10/26/04	1 p.m.	118	Safety Leadership	5/25/05	8 a.m.	301	Fall Protection
10/27/04	8 a.m.	112	Safety and the Supervisor	5/25/05	1 p.m.	302	Excavation Safety
10/27/04	1 p.m.	116	Safety and Health Program Evaluation	5/26/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
11/9/04	8 a.m.	117	Industrial Hygiene for the Non-IH	6/7/05	1 p.m.	106	What to Expect from an OR-OSHA Inspection
11/9/04	1 p.m.	102	Accident Investigation	6/8/05	8 a.m.	100	Safety and Health Management
11/10/04	8 a.m.	119	Safety Accountability	6/8/05	1 p.m.	107	Selling Safety to Management
11/10/04	1 p.m.	204	Lockout/Tagout and Machine Safeguarding	6/22/05	8 a.m.	112	Safety and the Supervisor
12/8/04	8 a.m.	122	Safety Committee Meeting Management	6/22/05	1 p.m.	116	Safety and Health Program Evaluation
12/8/04	1 p.m.	126	Recognition and Incentive Programs	6/23/05	8 a.m.	102	Accident Investigation
12/9/04	8 a.m.	201	Ergonomics Awareness	6/23/05	1 p.m.	217	Hearing Conservation Program
12/9/04	1 p.m.	202	Ergonomics — Before and After (2 hrs.)	7/19/05	8 a.m.	215	Confined Space Safety
1/5/05	8 a.m.	212	Workplace Emergency Action Plan	7/19/05	1 p.m.	221	Forklift Safety
1/5/05	1 p.m.	217	Hearing Conservation Program	7/20/05	8 a.m.	301	Fall Protection
1/6/05	8 a.m.	215	Confined Space Safety	7/20/05	1 p.m.	302	Excavation Safety
1/6/05	1 p.m.	221	Forklift Safety	8/3/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
1/19/05	8 a.m.	600	2-Day Train the Trainer	8/4/05	8 a.m.	220	Managing your Vehicle Safety Program
2/1/05	8 a.m.	301	Fall Protection	8/4/05	1 p.m.	102	Accident Investigation
2/1/05	1 p.m.	302	Excavation Safety	8/16/05	8 a.m.	216	Exposure Control/Bloodborne Pathogens
2/2/05	8 a.m.	105	Safety Training Basics	8/17/05	8 a.m.	112	Safety and the Supervisor
2/2/05	1 p.m.	106	What to Expect from an OR-OSHA Inspection	8/17/05	1 p.m.	116	Safety and Health Program Evaluation
2/3/05	8 a.m.	104	Hazard Identification and Control	8/31/05	8 a.m.	117	Industrial Hygiene for the Non-IH
2/3/05	1 p.m.	220	Managing your Vehicle Safety Program	8/31/05	1 p.m.	126	Recognition and Incentive Programs
2/23/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)	9/1/05	8 a.m.	119	Safety Accountability
2/24/05	8 a.m.	100	Safety and Health Management	9/1/05	1 p.m.	204	Lockout/Tagout and Machine Safeguarding
2/24/05	1 p.m.	107	Selling Safety to Management	9/13/05	8 a.m.	201	Ergonomics Awareness
3/16/05	8 a.m.	108	OSHA 300 Recordkeeping	9/13/05	1 p.m.	202	Ergonomics — Before and After (2 hrs.)
3/16/05	1 p.m.	118	Safety Leadership	9/14/05	8 a.m.	401	Worker Protection Standard
3/17/05	8 a.m.	101	Safety Committee Operations	9/14/05	1 p.m.	205	Hazard Communication Program
3/17/05	1 p.m.	116	Safety and Health Program Evaluation				
4/12/05	8 a.m.	117	Industrial Hygiene for the Non-IH				
4/12/05	1 p.m.	126	Recognition and Incentive Programs				
4/13/05	8 a.m.	119	Safety Accountability				
4/13/05	1 p.m.	204	Lockout/Tagout and Machine Safeguarding				

Refer to Pages 12-17 for workshop descriptions



# Workshop Schedule by City

## Roseburg

Umpqua Community College  
Community Education – Indian and Timber Rooms  
1140 College Road

6/7/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
6/8/05	8 a.m.	204	Lockout/Tagout and Machine Safeguarding
6/8/05	1 p.m.	302	Excavation Safety
6/9/05	8 a.m.	221	Forklift Safety
6/9/05	1 p.m.	301	Fall Protection
8/2/05	8 a.m.	600	2-Day Train the Trainer
9/20/05	8 a.m.	100	Safety and Health Management
9/20/05	1 p.m.	122	Safety Committee Meeting Management
9/21/05	8 a.m.	108	OSHA 300 Recordkeeping
9/21/05	1 p.m.	112	Safety and the Supervisor
9/22/05	8 a.m.	116	Safety and Health Program Evaluation
9/22/05	1 p.m.	212	Workplace Emergency Action Plan

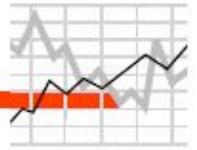
## Salem

OR-OSHA Central Office  
Labor & Industries Building – Basement Room C  
350 Winter Street NE

10/6/04	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
10/7/04	8 a.m.	212	Workplace Emergency Action Plan
10/7/04	1 p.m.	217	Hearing Conservation Program
10/27/04	8 a.m.	215	Confined Space Safety
10/27/04	1 p.m.	221	Forklift Safety
10/28/04	8 a.m.	301	Fall Protection
10/28/04	1 p.m.	302	Excavation Safety
11/16/04	8 a.m.	600	2-Day Train the Trainer
12/1/04	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
12/2/04	8 a.m.	105	Safety Training Basics
12/2/04	1 p.m.	106	What to Expect from an OR-OSHA Inspection
12/15/04	8 a.m.	112	Safety and the Supervisor
12/15/04	1 p.m.	116	Safety and Health Program Evaluation
12/16/04	8 a.m.	108	OSHA 300 Recordkeeping
12/16/04	1 p.m.	118	Safety Leadership
1/12/05	8 a.m.	100	Safety and Health Management
1/12/05	1 p.m.	107	Selling Safety to Management
1/13/05	8 a.m.	117	Industrial Hygiene for the Non-IH
1/13/05	1 p.m.	101	Safety Committee Operations
1/19/05	8 a.m.	104	Hazard Identification and Control
1/19/05	1 p.m.	102	Accident Investigation
1/26/05	8 a.m.	119	Safety Accountability
1/26/05	1 p.m.	204	Lockout/Tagout and Machine Safeguarding

1/27/05	8 a.m.	499	Safety Training and your Hispanic Workforce
1/27/05	1 p.m.	220	Managing your Vehicle Safety Program
2/8/05	8 a.m.	122	Safety Committee Meeting Management
2/8/05	1 p.m.	126	Recognition and Incentive Programs
2/9/05	8 a.m.	201	Ergonomics Awareness
2/9/05	1 p.m.	202	Ergonomics - Before and After (2 hrs.)
2/23/05	8 a.m.	401	Worker Protection Standard
2/23/05	1 p.m.	205	Hazard Communication Program
2/24/05	8 a.m.	212	Workplace Emergency Action Plan
2/24/05	1 p.m.	217	Hearing Conservation Program
3/15/05	8 a.m.	215	Confined Space Safety
3/15/05	1 p.m.	221	Forklift Safety
3/16/05	8 a.m.	301	Fall Protection
3/16/05	1 p.m.	302	Excavation Safety
3/17/05	8 a.m.	102	Accident Investigation
4/5/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
4/6/05	8 a.m.	105	Safety Training Basics
4/6/05	1 p.m.	106	What to Expect from an OR-OSHA Inspection
4/20/05	8 a.m.	100	Safety and Health Management
4/20/05	1 p.m.	107	Selling Safety to Management
4/21/05	8 a.m.	499	Safety Training and your Hispanic Workforce
4/21/05	1 p.m.	220	Managing your Vehicle Safety Program
5/10/05	8 a.m.	112	Safety and the Supervisor
5/10/05	1 p.m.	116	Safety and Health Program Evaluation
5/11/05	8 a.m.	117	Industrial Hygiene for the Non-IH
5/11/05	1 p.m.	216	Exposure Control/Bloodborne Pathogens
5/24/05	8 a.m.	119	Safety Accountability
5/24/05	1 p.m.	204	Lockout/Tagout and Machine Safeguarding
5/25/05	8 a.m.	122	Safety Committee Meeting Management
5/25/05	1 p.m.	126	Recognition and Incentive Programs
6/8/05	8 a.m.	201	Ergonomics Awareness
6/8/05	1 p.m.	202	Ergonomics - Before and After (2 hrs.)
6/9/05	8 a.m.	118	Safety Leadership
6/9/05	1 p.m.	217	Hearing Conservation Program
6/21/05	8 a.m.	215	Confined Space Safety
6/21/05	1 p.m.	221	Forklift Safety
6/22/05	8 a.m.	301	Fall Protection
6/22/05	1 p.m.	302	Excavation Safety
7/20/05	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
7/21/05	8 a.m.	105	Safety Training Basics
7/21/05	1 p.m.	106	What to Expect from an OR-OSHA Inspection
8/2/05	8 a.m.	499	Safety Training and your Hispanic Workforce
8/2/05	1 p.m.	108	OSHA 300 Recordkeeping
8/3/05	8 a.m.	212	Workplace Emergency Action Plan
8/3/05	1 p.m.	205	Hazard Communication Program
8/17/05	8 a.m.	600	2-Day Train the Trainer
8/30/05	8 a.m.	100	Safety and Health Management
8/30/05	1 p.m.	104	Hazard Identification and Control

# Workshop Schedule by City



## Salem, continued

8/31/05	8 a.m.	112	Safety and the Supervisor
8/31/05	1 p.m.	116	Safety and Health Program Evaluation
9/14/05	8 a.m.	101	Safety Committee Operations
9/14/05	1 p.m.	118	Safety Leadership
9/15/05	8 a.m.	117	Industrial Hygiene for the Non-IH
9/15/05	1 p.m.	216	Exposure Control/Bloodborne Pathogens

## Seaside

Clatsop CC South County Center  
1761 N Holladay Drive

10/12/04	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
10/13/04	8 a.m.	201	Ergonomics Awareness
10/13/04	1 p.m.	202	Ergonomics — Before and After (2 hrs.)
4/5/05	8 a.m.	216	Exposure Control/Bloodborne Pathogens
4/5/05	1 p.m.	217	Hearing Conservation Program
4/6/05	8 a.m.	112	Safety and the Supervisor
4/6/05	1 p.m.	126	Recognition and Incentive Programs

## The Dalles

Columbia Gorge Community College  
Lecture Hall – Room 2.384  
400 E Scenic Drive

11/2/04	8 a.m.	199	Safety Committee Basic Training (8 hrs.)
11/3/04	8 a.m.	100	Safety and Health Management
11/3/04	1 p.m.	499	Safety Training and your Hispanic Workforce
11/4/04	8 a.m.	401	Worker Protection Standard
11/4/04	1 p.m.	205	Hazard Communication Program

*Many courses are  
available on-line  
24 hours a day!*



**Refer to Pages 12-17 for workshop descriptions**

**1960.37(a)**

For agencies which elect to utilize committee concept, safety and health committees shall be formed at both the national level and, for agencies with field or regional offices, at appropriate levels within the agency. To realize exemption from unannounced OSHA inspections, an agency must form a committee at the national level and at any establishment of grouping of establishments that is to be exempt, keeping the Secretary advised of the locations and activities where such committees are functioning.

**1960.37(a)(1)**

The principal function of the national level committee shall be to consult and provide policy advice on and monitor the performance of, the agency-wide safety and health program.

**1960.37(a)(2)**

Committees at other appropriate levels shall be established at agency establishments or groupings of establishments consistent with the mission, size and organization of the agency and its collective bargaining configuration. The agency shall form committees at the lowest practicable local level. The principal function of the establishment (or local) committees is to monitor and assist in the execution of the agency's safety and health policies and program at the workplaces within their jurisdiction. Any dispute over the meaning of the term "appropriate levels" shall be resolved by the Secretary.

**1960.37(b)**

Committees shall have equal representation of management and nonmanagement employees, who shall be members of record.

**1960.37(b)(1)**

Management members of both national level and establishment level committees shall be appointed in writing by the person empowered to make such appointments,

**1960.37(b)(2)**

Nonmanagement members of establishment level committees shall represent all employees of the establishment and shall be determined according to the following rules:

**1960.37(b)(2)(i)**

Where employees are represented under collective bargaining arrangements, members shall be appointed from among those recommended by the exclusive bargaining representative;

**1960.37(b)(2)(ii)**

Where employees are not represented under collective bargaining arrangements, members shall be determined through procedures devised by the agency which provide for effective representation of all employees; and

**1960.37(b)(2)(iii)**

Where some employees of an establishment are covered under collective bargaining arrangements and others are not, members shall be representative of both groups.

**1960.37(b)(3)**

Nonmanagement members of national level committees shall be determined according to the following rules:

**1960.37(b)(3)(i)**

Where employees are represented by organizations having exclusive recognition on an agency basis or by organizations having national consultation rights, some members shall be determined in accordance with the terms of collective bargaining agreements and some members shall be selected from those organizations having consultation rights, and

**1960.37(b)(3)(ii)**

Where employees are not represented by organizations meeting the criteria of paragraph (b)(3)(i) of this section, members shall be determined through procedures devised by the agency which provide for effective representation of all employees.

**1960.37(c)**

Committee members should serve overlapping terms. Such terms should be of at least two years duration, except when the committee is initially organized.

**1960.37(d)**

The committee chairperson shall be nominated from among the committee's members and shall be elected by the committee members. Management and nonmanagement members should alternate in this position. Maximum service time as chairperson should be two consecutive years.

**1960.37(e)**

Committees shall establish a regular schedule of meetings and special meetings shall be held as necessary; establishment level committees shall meet at least quarterly and national committees shall meet at least annually.

**1960.37(f)**

Adequate advance notice of committee meetings shall be furnished to employees and each meeting shall be conducted pursuant to a prepared agenda.

**1960.37(g)**

Written minutes of each committee meeting shall be maintained and distributed to each committee member, and upon request, shall be made available to employees and to the Secretary.

**1960.58**

Within six months after October 1, 1980, or on appointment of an employee to a collateral duty position or to a committee, each agency shall provide training for collateral duty safety and health personnel and all members of certified occupational safety and health committees commensurate with the scope of their assigned responsibilities. Such training shall include: The agency occupational safety and health program; section 19 of the Act; Executive Order 12196; this part; agency procedures for the reporting, evaluation and abatement of hazards; agency procedures for reporting and investigating allegations of reprisal, the recognition of hazardous conditions and environments; identification and use of occupational safety and health standards, and other appropriate rules and regulations.