

# North Dakota Forest Service

**Safety and Risk Management Team Meeting  
Conference Call  
August 19, 2004 (1:00 pm to 3:00 pm)**

## **Committee members present:**

**Walhalla Field Office:** Jason Weirnerman, Team Chairman  
**Towner Nursery:** Roy Laframboise, NDSU Liaison  
Rodney Wahl  
**Bottineau State Office:** Tom Claeys  
**Grafton Office:** Tom Nowatzki  
**Bismarck Field Office:** Joel Nichols

## **1. Office Progress Reports.**

Jason started the meeting by talking about the safety checklist that the team put together at past meetings. Each office representative updated the team on what they have accomplished to comply with the checklist. The results are as follows.

**Bottineau State Office:** MSU Bottineau has posted all evaluation plans, updated the alarm system and has fire extinguishers charged and identified. It was suggested that the North Dakota Forest Service locate a copy of the college's Safety and Risk Management Plan. There is a need to update centralized information. Tom will talk to Roy and Rod to discuss the material that Towner posts for employees. Slippery sidewalks due to ice are a seasonal issue at this location. The need to document any student, customer or employee that falls was discussed.

**Towner Nursery:** Rod forwarded a list of activities that have been completed. The list is included below. They investigated how long to keep records of injuries and training. Workforce Safety and NDSU have no policy identifying timelines for disposal of records. The ND Forest Service will retain our copies of all safety records until a policy is developed. The Fire Marshall's Office identified a need for emergency lighting and fire alarm in the main office. This should be a central system linked to the electrical system rather than a battery operated smoke detector. The recommendation was based on the number of people in the building and because central locations have no windows. This has not yet been required in the other buildings.

Towner Report provided by Rodney Wahl:

### Towner State Nursery Training Activities Completed January 1, 2004 To August 19, 2004:

- ◆ Worker Protection Standard, Shop Safety and Communication, and Baseline Training for 33 part time employees.
- ◆ Commercial riding lawnmower training for 9 employees.
- ◆ Tractor driving training for 13 employees.
- ◆ Tying machine training for 10 employees.
- ◆ Skid steer training for 7 employees.
- ◆ Forklift training for 8 employees.

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### **Towner Report (Continued):**

- ◆ Roy completed a report of Training and Certification required for each position at the Towner State Nursery.
- ◆ Scheduled a Workforce Safety and Insurance inspection for October 20, 2004.
- ◆ Annual fire extinguisher inspection completed by Dakota Fire Extinguisher on August 17, 2004.
- ◆ Checked with NDSU Loss Control on retention of records policy.
- ◆ Contacted State Fire Marshals Office for information on installing fire alarms in Office Building.

### Things To Do – Towner:

- ◆ Contact Department of Transportation in November to schedule a defensive driving class at the Towner Nursery in 2005.
- ◆ Schedule a date for a self- inspection of the Towner State Nursery.
- ◆ Schedule a date for a fire drill when employees return to work in September.
- ◆ Continue to update Material Safety Data Sheets.
- ◆ Complete a list of hazardous products for the agency (acids, pesticides, and fertilizers).

**Bismarck:** The office is trying to determine which Material Safety Data Sheets should be posted. Representatives from the Fire Marshall's Office visits the location every other year for an on-site inspection.

**Grafton:** Tom N. forwarded a list of activities that have been completed. The list is included below. They have posted required information in the front office and have incident, near miss and accident reporting forms, as well as emergency phone numbers in each vehicle. This building is not owned by the Forest Service and to date there have been no fire drills and a Fire Evacuation Plan has yet to be posted.

Grafton Report provided by Tom Nowatzki:

### Grafton Safety Accomplishments as of August 18, 2004:

- ◆ Posted Information in Front office
  - ND Risk Management Manual
  - NDFS Manual and Continuum of operations plan
  - Incident and Near Miss Forms
  - SOP's for common office applications
- ◆ Emergency Phone Numbers are posted at each phone.
- ◆ Sent documentation of office safety activities from Grafton to NDSU and retained a copy here.
- ◆ Accident Report forms are in each vehicle.
- ◆ Tom N. Received Baseline Training at Staff Meeting

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### **Grafton Report (Continued):**

#### Further work needed:

- ◆ Material Data Sheets and Material Safety Data Sheet Binder.
- ◆ Fire Evacuation & Tornado Drill
- ◆ Craig needs to complete baseline training.
- ◆ Self Inspections of Craig's and Tom's office space 2 times/year
- ◆ Invite ND Workforce Safety to do a safety inspection.
- ◆ Integrate safety and risk management in annual work plans

**Walhalla:** Jason updated the Risk Management Manual. All materials are located in the extra office and are easily accessible. The old carpeting represented a tripping hazard and is being replaced. Pesticides and fertilizers being stored in the garage need to be properly disposed.

### **2. Safety Problems or Issues - Discussion:**

Baseline training for full time North Dakota Forest Service employees will continue to be done annually at the summer staff meeting. This was completed recently at the staff meeting held at NDSU in Fargo. One employee missed the session; he can take the training and test on-line to be current.

Material safety data sheets continue to cause concern for supervisors. Employees expressed the desire for a faster process to locate appropriate sheets. The chemical MSDS take a while to find.

The Grafton office mentioned the need for a fire evacuation drill. There are emergency lights and alarms but staff was unable to locate a plan and fire extinguishers.

Wasp issues have been taken care of at the Walhalla office. This is a reoccurring problem and may have to be looked into.

Jason will distribute informational materials from the ND Safety Council to all offices. Representatives should receive the information by next week.

Lifting heavy objects was also discussed. There is a good training video available from the nursery. The nursery encourages employees to work together when lifting heavy objects.

Jason expressed interest in ensuring that winter survival kits are purchased for each vehicle. Towner purchased "Blizzard Buckets." Jason will look into the ND Department of Transportation recommended list of items and determine how best to secure them for the staff.

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**3. Moving Forward on Safety and Risk Management Issues:**

The committee expressed interest in incorporating a common-sense approach to Safety and Risk Management. This also needs to become an individual responsibility.

The checklist that was developed can be streamlined for individual offices. This would make it more site-specific and appropriate for each office location.

The need to do everything we can up-front should be emphasized. Once someone is hurt or injured, working with doctors, caseworkers, Workforce Safety and lost productivity takes an enormous amount of time and energy. Ultimately, supervisors are responsible for the up-front work and should do everything they can to avoid injuries.

The Coordinating Council should be tied into this effort. A representative from the team should visit with the council to emphasize supervisor's responsibilities. Roy and Jason will get an agenda item and materials together for the Coordinating Council meeting.

**4. NDSU Loss Control Committee:**

Roy is the agency liaison for the NDSU Loss Control Committee. Our efforts should be documented so that they can be reported and included as part of NDSU's overall efforts.

Prepared by: Tom Claeys, 9-13-04