



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

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INTEROFFICE MEMORANDUM

TO: MAYOR CHARLIE HALES
COMMISSIONER DAN SALTZMAN
COMMISSIONER STEVE NOVICK
COMMISSIONER NICK FISH
COMMISSIONER AMANDA FRITZ

FROM: JILLIAN CORNEJO, SR. RISK SPECIALIST

SUBJECT: SAFETY RECOGNITION DAY

DATE: JANUARY 16, 2013

Wednesday, February 6, 2013, at 2:30 PM, the City will celebrate Safety Recognition Day, an event where the Mayor and Council set aside a time to publicly recognize individuals and work groups that have actively promoted safety and loss prevention for City of Portland employees and citizens.

The award categories are for **Safety Champion, Safety Committees, Outstanding Safety Committee Chairperson, Safety Solutions, Life Saver, Significant Reduction of Losses, and Safe Drivers**. Framed award certificates are presented to the individuals and work groups that were nominated by their peers and managers and a handsome monogrammed jacket will be awarded to the Safe Drivers.

The recognition by the Mayor and Council Members has been well received by the employees and work groups and has greatly advanced the efforts to improve safety and loss prevention within the City.

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

Safety Recognition Day Ceremony Protocols

DATE/TIME: February 6, 2013
LOCATION: Council Chambers, City Hall
Commencement at 2:30 pm
Reception and refreshments to follow in the main foyer after the event

Welcome and opening remarks by Mayor

1. Awards will be stacked on the Testimonial Table by bureau/department. A tent label will be on top of each stack identifying the Mayor or Commissioner to whom it belongs to (a corresponding summary will be given to the Mayor/Commissioner ahead of time so that they will already be familiar with each award).
2. Lying on top of each award will be a note card with the script the Mayor/Commissioner will read about the recipient (same language as in the bureau summaries mentioned in Item #1 above).
3. The Mayor/Commissioner will come to the Testimonial Table to present his/her corresponding awards. Order of presentations:
 - Mayor Hales
 - Commissioner Saltzman
 - Commissioner Fish
 - Commissioner Novick
4. The Mayor/Commissioner will call the recipient up to the floor and read the script on the note card.
5. The Award Recipient will come to the testimonial table when called to receive recognition.
6. The Recipient and Mayor/Commissioner shake hands.
7. During the handshake, or shortly after, a photograph will be taken.
8. The recipient exits and the next recipient is called up to the floor.
9. When the Mayor/Commissioner is finished with his/her awards, he/she goes back to his/her place at the panel and the next Commissioner will come to the Testimonial Table - so on and so forth.
10. When the last Commissioner is done with his framed certificates, we will begin recognizing the Top Safe Drivers. The order of presentations will be the same as for the Certificates.
11. Jennifer will hand the Mayor the script with the Driver's name. The Mayor will call the driver to the testimonial table and read the script. After the script has been read, Jennifer will hand the Mayor the Driver's jacket. The Mayor will put the jacket onto the driver. The Mayor and Driver will shake hands and be photographed. Jennifer will usher the Driver to the back of the testimonial table for a group photograph of all Safe Drivers together with Council.
12. When the Mayor is finished with all of his Top Safe Drivers, Jennifer will usher him and the driver to the stand with the other top driver(s).
13. Jennifer will cue the next Commissioner to come forward and repeat Items 10 and 11.
14. When all Council members and Top Safe Drivers are standing together, we will take a group photograph.
15. Kate Wood will make closing remarks and invite the attendees to take refreshments in the lobby area outside of Council Chambers

Program Team:

Jillian Cornejo Certificates Lead & usher x 3-9641
Jennifer Thomason, Safe Driver Lead & usher x 3-5389

Steve Morgan, usher
Photography performed by Printing &
Distribution

**MAYOR
INTRODUCTION & TALKING POINTS**

Welcome to the annual "Safety Recognition Day."

Today we take the time out of our busy schedules to recognize City of Portland employees for their efforts in safety throughout the year.

The safety of our employees is of utmost importance. Through the diligence of all City employees we have made great strides in reducing workplace accidents, injuries and illnesses.

Through our continued hard work, we need to make sure that all of our employees return home safely to their families each and every day. The safety of our employees is also essential so that we can keep our highly skilled workers on the job to provide vital services to our citizens.

Thank you all for coming today, and thank you for your many contributions to ensure the continued success of our safety program.

Safety Recognition Day

In recognition and honor of City employees who have made a significant contribution to the safety of our employees & citizens, please join:

Bureau of Development Services, Portland Bureau of Transportation, Portland Parks and Recreation, Water Bureau, Bureau of Environmental Services and Office of Management and Finance

in celebration of Safety Recognition Day, February 6, 2013



*Registration and seating at 2:00 PM,
Ceremony to commence promptly at 2:30 pm
February 6, 2013, Council Chambers
City Hall, Portland, Oregon
Reception & refreshments to follow*



*A special invitation is extended to the Bureau Directors of:
Portland Bureau of Maintenance, Portland Parks and Recreation, Portland Police
Bureau, and Water Bureau*

to receive a Significant Reduction of Losses Award in recognition of the safety and loss reductions accomplished by their bureaus during Fiscal Year 2011-12. Please RSVP by Monday, January 29, to Jillian Cornejo, at Jillian.Cornejo@portlandoregon.gov to confirm whether the Bureau Director will be present to receive the award or provide the name of an alternate bureau representative.



For more information, please call 503 823-9641 or City Risk Management at 503-823-5101

Safety Recognition Day

Program

Date: February 6, 2013
Commencement 2:30 PM

Introduction and Welcome
Mayor Charlie Hales

Presentation of Awards

<i>Mayor Hales</i>	<i>Office of Management & Finance</i> <i>Portland Department of Transportation</i>
<i>Commissioner Fish</i>	<i>Portland Parks & Recreation</i>
<i>Commissioner Novick</i>	<i>Water Bureau</i>
<i>Commissioner Saltzman</i>	<i>Bureau of Environmental Services</i> <i>Bureau of Development Services</i>

Top Safe Driver Awards

Portland Department of Transportation (2)
Portland Parks & Recreation
Water Bureau
Bureau of Development Services

Closing Remarks
Kate Wood, Risk Manager

Reception and refreshments in the main foyer

**Commissioner Fish
Parks and Recreation
Partnership in Prevention Award**

Will the following people please come forward?

Josh Darling of Portland Parks and Recreation
Mark Schmidt of Portland Fire and Rescue
Toni Sexton and Suzanne Hannam of the
Bureau of Emergency Communications

Parks and Recreation nominated members of these three bureaus who worked on coordinating information and mapping to enhance the emergency medical response capability in Forest Park.

Technology has offered new communication tools for reporting emergencies as well as getting help to where it is needed.

Josh Darling from Parks and Suzanne Hannam from Emergency Communications focused on mapping so dispatchers can more closely locate a caller in need. With assistance from Parks work units and Fire station personnel, numerous tests were completed to evaluate the progress.

This project benefits all who enter Forest Park for work and for recreation.

Parks and Recreation

Safety Champion Award

Will John Reed please come forward?

For years John has gone above and beyond his normal job duties to oversee the Pesticide Certification program for Parks and Recreation staff.

His certification training program has become highly respected and utilized by other agencies in our area. John manages & oversees the hazardous materials for Parks and Recreation. He is a phenomenal resource for employees in the field when they need guidance for situations involving chemicals.

Parks and Recreation

Safety Solutions Award

Will Zack Daniek please come forward?

Zach is the Office Manager of the Mt Tabor Yard, where he spent extra effort evaluating improvements that could be implemented during the renovation of the office in 2012.

Zach worked with city contractor Harris Worksystems to identifying how we could recycle workstations then in storage to create easily adjustable sit-to-stand workstations for our office staff. This improved ergonomic flexibility offers employees the option to sit or stand throughout their work day.

Parks and Recreation

Safety Solutions Award

Will the following people please come forward?
Scott Vanderpool, Dennis Phillips, and Mike
Grosso

This group worked together to implement a back saving idea at the Beverly Cleary Fountain at Grant Park. This involved redesigning the access doors to the underground vaults where the fountain controls are located. This improvement will benefit any worker who needs to turn the fountain on/off and perform service or maintenance on the systems.

Parks and Recreation

Life Saver Award

Will Peter Anthony please come forward?

Peter Anthony is credited with helping save the life of a 54 year-old man who had flipped his kayak on the Willamette River. The man was weak and shivering; water got inside of his improperly zipped suit.

Peter recognized the signs of hypothermia, the life-threatening condition that results when core body temperature falls below 95 degrees.

Peter took actions that likely saved his life. He immediately moved the man to a nearby building with heat to warm him up and called 9-1-1.

Parks and Recreation

Safe Driver Award

Will Pamma LaCroix please come forward?

Pamma LaCroix has been with Parks as a Park Technician for 30 years. She regularly drives City vehicles many miles throughout the city, including through the parks, near playgrounds & schools. She exemplifies courteous and safe operation of City vehicles in performing her job.

Parks and Recreation

Operations Safety Committee Award

Will the Operations Safety Committee members please come up?

This committee continually advocates for a healthy and positive safety culture across the bureau. Their efforts have yielded improvements benefitting field staff and those working in our facilities in many ways.

In 2012 the committee facilitated the planning for the bureau-wide Spring Safety Training & Wellness Festival, updated the charter, improved inspection programs as well as other activities to elevate attention to safety and health in the workplace and home.

Parks and Recreation

Recreation Safety Committee Award

Will the Recreation Safety Committee members please come forward?

The primary concern for this committee is Occupational Health and Safety, however they also advocate for the safety of the general public in all park facilities.

They assisted in planning safety training for the Recreation staff, based on program schedules and staff needs. One example is the Severe Allergic Reaction and Medication Administration training.

They met the challenge during the summer months of working with seasonal hires to ensure the smooth and safe running of the summer programs.

**Mayor Hales
Office of Management and Finance
Bureau of Technology Services**

Outstanding Safety Committee Chairperson:

Will Bob Ochs please come forward?

In addition to his work managing complex construction projects, Bob has served as the BTS Safety Committee chairperson for many years, recently handing over the role to Mark Ford. He also served as the Bureau representative on the citywide Safety Committee.

Bob established policies and procedures to meet Oregon OSHA guidelines. He implemented a bureau wide training program for all employees. Bob also champions the importance of the safety committee and educates Bureau leadership on its activities and needs.

He manages all loss prevention and safety reporting. Lastly Bob has a genuine dedication to building a safer workplace for all his coworkers.

Office of Management and Finance

Facilities Safety Champion:

Will Bob Tessmer please come forward?

Bob Tessmer joined OMF Facilities as a Construction Project Manager last spring. Since then he has demonstrated a high level of commitment to safety. Among his most notable achievements:

- When a dangerous bicycle exit in the Portland Building was identified, Bob moved the exit door Auto- Open switch allowing cyclists to exit with the flow of traffic instead of against it; he had a speed bump placed to slow traffic at a critical point; and had directional and warning signs installed, along with mirrors for vision around blind corners.
- At the Kerby Garage, Bob had a hillside repaired and a ladder installed to improve access to maintenance equipment. Bob got approval for a roof hatch and stairway. Previously, access was by way of a free standing ladder through a hatch in the restroom.
- At the Kelly Street building, Bob ordered a new rooftop ladder with a safety cage following an inspection that found that the existing ladder was unsafe.

The OMF Safety Committee is proud to recognize Bob Tessmer for his outstanding commitment to safety.

Mayor Hales
Bureau of Transportation, Parking Division

Safe Driver Award

Will Lynette Brown please come forward?

Lynette has been a Parking Enforcement Officer for over 19 years, spending a great deal of her workday driving a scooter in heavy traffic. This requires her to maneuver close to cars, watch for pedestrians, bicycles and other traffic while timing vehicles, identifying violations and enforcing parking codes.

A parking enforcement officer works in a high pressure environment, never knowing when a disgruntled citizen might approach to talk about a citation. Lynette models all of the attributes of an exceptional Parking Enforcement Officer. We appreciate her dedication to safety and excellence.

Bureau of Transportation Maintenance Division

Safe Driver Award

Will Dana Whitley please come forward?

Top Safe Driver of the Year at Maintenance is Dana Whitley, an Automotive Equipment Operator in our Structures Section. Dana has worked at Maintenance since 2010 and has had no accidents. He is always willing to mentor new operators on a variety of equipment. He models safe work practice on every job he is assigned, and is diligent about looking out for the safety of others.

Bureau of Transportation

Safety Committee Award

Will the Bureau of Transportation Safety Committee members please come forward?

The members of this committee have met all requirements specified by OSHA for workplace safety committees. They have established a driver skills check list for new operators and a process for mentoring new operators in their work section.

This committee conducts an aggressive program of eliminating safety hazards through our Track-It system, with an impressive record of mitigating hazards through their work process.

Bureau of Transportation

Safety Champion Award

Will Ray Gawthorne please come forward?

For a number of years we have conducted Snow & Ice Training at Maintenance. Ray has taken it upon himself to influence that training process to make it the very best that it can be.

Encouraging our training team members during the process, providing training resources, making sure that set-up and take-down is done in a timely manner; these actions have all set Ray apart as a strong champion for safety.

Bureau of Transportation Maintenance Division

Safety Champion Award

Will Russ Kreis please come forward?

Russ has quietly, but effectively, led our Commercial Drivers License in-house training program for the last several years. He has encouraged our employees to share their driving skills with others by recruiting them as in-house trainers.

He has shown that he cares about safety through his on-going example, and by his willingness to share safe driving tips with both students and trainers.

**Commissioner Novick
Water Bureau**

Safety Champion:

Will Aron Anderson please come forward?

Aron reviews his jobs thoroughly to address any safety concerns prior to beginning work. He ensures his crew is outfitted with the appropriate Personal Protection Equipment and will not hesitate to stop the work to address a safety concern. Aron is eager to take on the hard assignments and does so with safety as the primary focus.

Water Bureau

Outstanding Safety Committee Chairperson:

Will Bruce Bulick please come forward?

As chairperson Bruce does not hesitate to address safety issues and follows through to ensure that any needed corrective actions are taken.

Bruce used his own skills as a carpenter to institute improvements addressing two significant safety concerns.

At one vault there were issues with space around the ladder landing which he resolved by relocating a cabinet. He also repaired deteriorating railing inside Dam 2 when he learned that existing conditions posed a safety problem.

Water Bureau

Safety Solutions Award:

Will Bryan Robinson please come forward?

Bryan addressed two significant ladder safety hazards. Bryan evaluated the nature of the work being done and the specific ladder configurations needed by the workers. He then designed two very different ladders which met safety standards and provided safe and easy access for employees.

Water Bureau

Top Safe Driver Award:

Will Todd Torlund please come forward?

Todd is and has been an Automobile Equipment Operator for the city for over 10 years. In that role, he has driven the bureau's largest vehicles on our city streets, in and out of dense intersections, industrial areas and crowded residential neighborhoods without accident or damage. He is a strong advocate for safe driving and walks the talk.

Water Bureau

Interstate Safety Committee Award

Will the Interstate Safety Committee members please come forward?

The Interstate Safety Committee completed the following projects during 2012:

- Implementation of a stretching and massage program at Interstate for Office and Field crews to improve flexibility and reduce injuries. Currently crews are stretching one day a week as a group. Plans are to enhance this to daily.
- Successful preparation and completion of a Safety Fair which included employee training in drug/alcohol awareness and HR 2.02 training as well as Personal Protective Equipment awareness and demonstrations.

Water Bureau

Bull Run Safety Committee Award

Will the Bull Run Safety Committee members please come forward?

This committee completed the following projects during 2012:

- Implementation of landing zones in the watershed to address emergency response of medical assistance in the event of an employee/visitor injury or illness requiring air response.
- GPS review and purchase to ensure employees can be tracked and accessed while in remote areas throughout the watershed.
- Review, proposal and completion of site distance clearance at Water Works Road to address visual hazards for drivers entering and exiting the watershed.

Water Bureau

Portland Building Safety Committee Award

Will the Portland Building Safety Committee members please come forward?

The Portland Building Safety Committee completed the following projects during 2012:

- Successful planning and completion of "Take a Break for Safety" event which allowed all the employees in the Portland Building training and awareness on various safety issues.
- Inspection and correction of safety hazards noted in various locations throughout the Portland Building including overloading of electrical sockets and material storage concerns.
- Education of Water Bureau employees throughout the Portland Building via discussion and quizzes on location of emergency equipment and evacuation procedures.

**Commissioner Saltzman
Bureau of Development Services**

Top Safe Driver Award

Will Dave Rock please come forward?

David Rock began his career with the Bureau of Development Services 29 years ago and currently serves as a Senior Building Inspector.

During David's successful tenure, driving has been a daily part of his responsibilities. He travels to several different job sites every day and takes care to plan his driving routes. He has been an exemplary City driver and a consummate professional who always provides first-rate assistance to customers and to City staff.

Among bureau employees, who average more than 500,000 driving miles per year, we are happy to honor David as the Top Safe Driver during 2012.

Bureau of Development Services

Safety Committee Award

Will the Bureau of Development Services Safety Committee members please come up?

This group formed a committee of labor and management to study 2012 updates to National Standards for Electrical Safety in the workplace. In response, revisions to policies and procedures for electrical work were drafted, new personal protective equipment was researched, and in early 2013, they will begin testing new equipment.

The committee and bureau management identified a gap in staff knowledge about how to respond to employees and customers experiencing physical distress. New procedures were drafted and an awareness campaign begun as well as efforts to increase awareness of the availability of taxi cab vouchers and how to use them in emergencies.

Bureau of Development Services

Safety Champion Award

Will Michael Liefeld (LEE-Feld) please come forward?

Mike Liefeld manages the bureau's Enforcement Program, ensuring compliance with codes pertaining to zoning, construction, dangerous buildings, noise, and nuisances on properties. Mike creates an open environment for his team of 20 employees to bring forward their safety concerns, and he encourages their input on safety solutions.

In 2012, as a way to encourage employees to create and maintain 72-hour emergency kits in their homes, Mike volunteered to document his own process of assembling a kit for his family. He also recruited two other Safety Committee members who began building kits at home; then wrote a series of articles for the employee newsletter.

He has become a driving force in the bureau's safety and loss prevention efforts. Thank you, Mike, for your commitment to safety at the Bureau of Development Services.

**Commissioner Saltzman
Bureau of Environmental Services**

Construction and Design Safety Committee

Will the Construction and Design Safety
Committee members please come up?

This committee continues to exceed compliance requirements, and brings a bureau wide focus on efforts to improve the Environmental Services construction safety management system.

Bureau of Environmental Services

Field Construction Safety Committee Award

Will the Field Construction Safety Committee members please come forward?

This committee has continued a commitment to safety by making quarterly construction project site safety walks standard.

This promotes a positive safety culture and ensures that the bureau's construction sites are in compliance with Environmental Services safety standards.

Bureau of Environmental Services

Incident Analysis Safety Committee

Will the Incident Analysis Safety Committee members please come up?

This committee is committed to a continuing program to review all construction incident report forms in detail.

This practice help them focus on the root cause of safety concerns and use this information to evaluate and recommend tools for safety improvements for the future.

Bureau of Environmental Services

Safety Champion Award:

Will Blair Bean please come forward?

Blair has had many challenging construction projects this past year that have required safety planning above and beyond the normal safety exposures.

Blair was key in establishing safety protocol for the Sellwood pump station outfall repair, the MLK emergency pile removal and for the "lock-out tag-out" and confined space entries for the Ankeny Pump Station construction.

Bureau of Environmental Services

Safety Champion Award

Will Dave Kliewer please come up?

Dave sets the example for upper level management as an active member of the safety committee, where he has supported many safety and health initiatives.

Dave encourages efforts of subordinate managers to promote a physically fit work place and view fitness as a measure of job performance for physically demanding jobs.

He led efforts to replace manhole covers with an ergonomic two piece design to reduce back injuries, and consistently champions workplace safety.

Bureau of Environmental Services

Safety Champion Award

Will Paul Schuberg please come up?

City Risk has nominated Paul for the BES Safety Champion Award. He epitomizes the meaning of a safety professional and has a “get it done” attitude.

He routinely approaches his job with the best interests of the City overall in mind, frequently presenting inter-bureau training, participating on City-wide workgroups and actively seeking ways to improve or refine the City’s safety efforts and culture.

Paul has been a champion for the concept of total worker health, made presentations and written many newsletter articles to foster more city and industry awareness on the need for immediate action around this issue.

He consistently goes above and beyond in carrying out his duties as Safety and Risk Officer.

Bureau of Environmental Services

Outstanding Safety Committee Chairperson:

Will Josh Nault please come forward?

Josh is the Chairperson for the Field Construction Safety Committee. Due to his participation on multiple safety committees he is a key person in the bureau's safety culture

He ensures that monthly meetings are held, and that quarterly safety site walks are performed on active construction sites.

Josh worked to establish safety protocols for the staff working from the Guilds Lake Office, and champions the committee's bureau-wide efforts to promote safety awareness.

Bureau of Environmental Services

Safety Solutions Award

Will John Petty please come forward?

John Petty works in the Wastewater Group. John is a Plant Operator and Safety Committee member who coordinated emergency landing locations at the Columbia Blvd. Wastewater Treatment Plant with Life Flight.

The plant is often blocked by train traffic, and with construction activity going on the potential for serious injury has increased. John helped organize primary and secondary landing areas and put up wind socks to alert Life Flight.

He presented this proactive safety solution at the Safety Committee Conference in November, which has spurred interest among other City facilities.

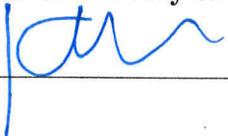
Safety Recognition Day Awards (Presentation introduced by Mayor Hales)

FEB 06 2013

PLACED ON FILE

Filed FEB 01 2013

LaVonne Griffin-Valade
Auditor of the City of Portland

By 

COMMISSIONERS VOTED AS FOLLOWS:		
	YEAS	NAYS
1. Fritz		
2. Fish		
3. Saltzman		
4. Novick		
Hales		