



Planning

Meeting Name:	DES Workplace Safety Plan Steering Committee meeting	Dial-In Number:	WebEx: 1-888-729-9685 Attendee access code: 379 011 8																		
Date and Time:	Monday, February 25, 2013, 9AM to 10AM	Location:	3500 Industrial Blvd, West Sac, 2nd Floor, Room 231																		
Facilitator:	Cindy Garcia	Scribe:	Jenn Russo																		
Attendees:	<table border="0"> <tr> <td>In person:</td> <td>Petra Lee</td> <td>On Phone:</td> </tr> <tr> <td>Heidi Rooks</td> <td>Michal Koller</td> <td>Jason Kindopp</td> </tr> <tr> <td>Jenn Russo</td> <td>Mike Dempsey</td> <td></td> </tr> <tr> <td>Steve San Julian</td> <td>Gavin Dillon</td> <td></td> </tr> <tr> <td>Josh Brown</td> <td>Don Guy</td> <td></td> </tr> <tr> <td>Cindy Garcia</td> <td>Allan Wong</td> <td></td> </tr> </table>			In person:	Petra Lee	On Phone:	Heidi Rooks	Michal Koller	Jason Kindopp	Jenn Russo	Mike Dempsey		Steve San Julian	Gavin Dillon		Josh Brown	Don Guy		Cindy Garcia	Allan Wong	
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Absent:	<table border="0"> <tr> <td>Victor Pacheco</td> <td>Joanna Gonzales</td> <td>Justin Heeb</td> </tr> <tr> <td>Ryan Keith</td> <td>Sonia Miller</td> <td>Karen Gehrts</td> </tr> <tr> <td>Matt Hicks</td> <td>Tim Smith</td> <td></td> </tr> </table>			Victor Pacheco	Joanna Gonzales	Justin Heeb	Ryan Keith	Sonia Miller	Karen Gehrts	Matt Hicks	Tim Smith										
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Meeting Notes / Decisions Made

Topics		Discussion	Decision
1	Introductions		
2	Develop work team lead's roles, and responsibilities	Roles – Responsibilities –	New hire on board as CEA Safety Leader.
3	DES' Safety Project Plan (Plan) - develop core components – these should be paragraphs of information that should be included as chapters or sections within our division plan. Work Team Lead should volunteer to prepare a one or two of these that are listed, then post them for review on the Workplace Safety portal for review and discussion by all.	<ul style="list-style-type: none"> a. job descriptions (525) reviews and identification of potential workplace hazard b. manual material handling and lifting techniques c. housekeeping d. Hazard Communication e. walking surfaces, guarding floor and wall openings, fixed industrial stairs, and portable and fixed ladders f. electrical safety g. office safety (Don Guy) h. adverse weather i. respirator and or confined space per 8CCR section 5157 j. fire protection and prevention (Don Guy) k. emergency action plan and 	<ul style="list-style-type: none"> d. Mike Dempsey e. Mike Dempsey f. Michael Koller: working with Mike Dempsey g. Don Guy h. Scott Waller i. Steve San Julian: Plan in place from Mike Dempsey. Respirator and confined space folder created and saved on S Drive



		<p>business resumption plan (DWR resumption plan on S drive)</p> <ul style="list-style-type: none"> l. document retention, organization, and storage plan (including recording near misses) m. heat illness and injury prevention plan n. chemical hygiene plan - flammable and combustible liquids, compressed gases, and hazardous waste, batteries - maintenance, handling and storage requirements o. ergonomic plan (including vehicle and boat mounted work platforms) p. CPR and AED (Justin Heeb) q. risk control and reduction plan r. machinery, hand tools and portable power tools (including manuals consolidated into a safety manual) s. fall protection t. blood-borne pathogens exposure control plan (Cindy Garcia) u. personal protective equipment v. float plan w. snorkel plan x. emergency showers and eye wash units (Cindy Garcia) y. welding, cutting and brazing z. motor vehicles and boats - operations and maintenance aa. training bb. Hood Safety 	<ul style="list-style-type: none"> j. Don Guy k. Don Guy: Identify certain phone #'s to make sure someone can be reached. Assign the position not the staff l. Jennifer Russo: Work with Don to organize Safety folder on S Drive. Organize folders by each chapter of plan m. Mike Dempsey: Jason Kindopp has updated injury illness prevention plan and will save to S Drive once final n. Mike Dempsey: Scott is working on plan Hazard Communication=MSDS certification that communications with staff regarding hazards is being done o. Justin Heeb p. Justin Heeb s. Mike Dempsey: Mike will save to S Drive t. Cindy Garcia: Updating using OSHA's template u. Mike Dempsey: will save to S Drive v. Mike Dempsey: Will add checklist to S Drive w. Petra Lee: DWR has plan and JHA's x. Cindy Garcia y. Don Guy and Petra Lee z. Mike Dempsey: Currently working on plan aa. Justin Heeb bb Allan: Looking to hire outside contractor to certify hoods Bryte Lab Safety manual saved on S Drive
4	Outcomes/ Actions	Jennifer Russo will organize the S drive	Will work with Don Guy



		safety folder. Initials of participants are next to the DES Plan Components. Items highlighted are not yet assigned.	
		Once we determine which Plans we need and how they pertain to DES work, we can have the consultants (AECOM) review the plans. Once they are done, we can post them on the DES web site (under construction).	Portal and website are separate and we want to merge?
		IIPPs by branch –Does each branch have one? If not, can different branches utilize sections of IIPPs from other branches? Also, if the branch has activities not otherwise covered in the IIPP, would need to use a Job Hazard Assessment to identify safety issues.	
		Josh will find out the best way to store the Suisun Marsh gas and oil in the warehouse.	
		Heidi will find out whether the Feather River Program IIPP is current and what Plans they need.	
5	What consultant support needs do we need within DES? Ryan Keith, DWR Safety Office Jenifer Namestka, AVO Solutions Mike Conrad, AECOM	<ul style="list-style-type: none"> • Plans for Implementing the Safety System • Support Needs (Funding, Resources, DWR Safety Office) • Any Foreseeable Obstacles that could Prevent Implementation • Any Planned Activities to Enable Implementation 	Task Order #4 for AECOM contract to help with action items until end of CY 2013
6	Schedule the next meeting	March 25, from 9-10, DES Library	



Action Items

Topic		Actions	Responsibility	Timeline	Status
1	Safety assessment	Send out to group	Don Guy		
2	S Drive	Organize	Don and Jenn		
3	Hoods	Find out if DOE and NCO have hoods	Justin Heeb	By next meeting	
4					
5					
6					
7					
8					