



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, March 25, 2013, 9AM to 10AM	Location:	3500 Industrial Blvd, West Sac, 2nd Floor, Room 231
Facilitator:	Cindy Garcia	Scribe:	Justin Heeb
Attendees:	<input type="checkbox"/> Heidi Rooks <input type="checkbox"/> Sonia Miller <input type="checkbox"/> Petra Lee <input type="checkbox"/> Gavin Dillon <input type="checkbox"/> Victor Pacheco <input type="checkbox"/> Jennifer Russo <input type="checkbox"/> Tim Smith <input type="checkbox"/> Don Guy <input type="checkbox"/> Ryan Keith <input type="checkbox"/> Jason Kindopp <input type="checkbox"/> Michal Koller <input type="checkbox"/> Allan Wong <input type="checkbox"/> Matt Hicks <input type="checkbox"/> Steve San Julian <input type="checkbox"/> Justin Heeb <input type="checkbox"/> Karen Gehrts <input type="checkbox"/> Joanna Gonzales <input type="checkbox"/> Josh Brown <input type="checkbox"/> Mike Dempsey <input type="checkbox"/> Cindy Garcia		
Absent:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Meeting Notes / Decisions Made

Topics		Discussion	Decision
1	Introductions		
2	DES' Safety Project Plan (Plan)	<p>Let's assign the remaining unassigned components to someone within our committee, and then let's continue to assemble the individual components as we have time. Save your work on the S drive under the "Safety" folder.</p> <p>Provide a brief update of your status of your component with either: Not-Started, or In-Progress.</p> <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 business resumption plan (DWR resumption 	<p>Continue to develop core components – these should be chapters or sections of information that should be included in our division plan.</p> <p>Work Team Lead should volunteer to prepare a one or two of these that are listed, and then post them for review on the Workplace Safety portal for review and discussion by all.</p> <ul style="list-style-type: none"> a. b. c. d. Mike Dempsey e. Mike Dempsey f. Michael Koller g. Don Guy h. Scott Waller i. Steve San Julian j. Don Guy k. Heidi Rooks



		<p>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 	<ul style="list-style-type: none"> l. Jennifer Russo m. Mike Dempsey n. Mike Dempsey o. Justin Heeb p. Justin Heeb q. r. s. Mike Dempsey t. Cindy Garcia u. Mike Dempsey v. Mike Dempsey w. Petra Lee x. Cindy Garcia y. Don Guy and Petra Lee z. Mike Dempsey aa. Justin Heeb
3	EAP Review	<p>Don – update on draft reviews</p> <p>Draft is saved at: S:\Safety\ Emergency Action Plans\2013 Drafts</p>	
4	Building evacuations	<p>Drill – 3/22/13 –</p> <ul style="list-style-type: none"> a. Let's hear from Emergency Evacuation Team members – did the drills run smoothly? Any issues? b. Are the Emergency Evacuation Team members meeting monthly to discuss Emergency Preparedness and safety concerns? 	
5	Schedule the next meeting	<p>April 22, from 9-10, DES Library – CWEMF (22-24) and IEP (24-26) annual meetings so should next meeting be rescheduled?</p>	



Action Items from last meeting (2/25/13)

Topic		Actions	Responsibility	Timeline	Status
1	Organize the S drive safety folder.	Initials of participants are next to the DES Plan Components.	Jennifer Russo		
2	Have the AECOM consultants review the DES plan.	Once reviewed and revised we can post them on the DES web site (under construction).		On-hold until the plan is ready for review.	
3	Proper storage of flammables in the warehouse.	Find out the best way to store the Suisun Marsh gas and oil in the warehouse.	Josh Brown		
4	Feather River Program IIPP current?	Is the Feather River Program IIPP current and what Plans do they need.	Heidi Rooks		
5					
6					
7					
8					

Action Items for today's meeting

Topic		Actions	Responsibility	Timeline	Status
1					
2					
3					
4					
5					
6					
7					
8					