



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, April 29, 2013, 9AM to 10AM	Location:	3500 Industrial Blvd, West Sac, 2nd Floor, Room 231
Facilitator:	Heidi Rooks	Scribe:	Justin Heeb
Attendees:	<input type="checkbox"/> Heidi Rooks <input type="checkbox"/> Sonia Miller <input type="checkbox"/> Petra Lee <input type="checkbox"/> Don Guy <input type="checkbox"/> Mike Dempsey <input type="checkbox"/> Jason Kindopp <input type="checkbox"/> Tim Smith <input type="checkbox"/> Allan Wong <input type="checkbox"/> Matt Hicks <input type="checkbox"/> Steve San Julian <input type="checkbox"/> Michal Koller <input type="checkbox"/> Karen Gehrts <input type="checkbox"/> Joanna Gonzales <input type="checkbox"/> Josh Brown <input type="checkbox"/> Justin Heeb <input type="checkbox"/> <input type="checkbox"/> Marilea Patrick <input type="checkbox"/> Mark Herold <input type="checkbox"/> Heather Fox <input type="checkbox"/> Gil Wong		
Absent:	<input type="checkbox"/> Cindy Garcia <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Meeting Notes / Decisions Made

Topics		Discussion	Decision
1	Introductions	Welcome safety staff members from Project Geology and the North Central Regional Office	
2	Safety Steering Committee Update -	Heidi – <ul style="list-style-type: none"> • Meeting summary (handout) • Michael Donlon, DWR New Chief Safety Officer • Task Order 4 – Consultant Support • Readiness Assessment <ul style="list-style-type: none"> ○ Recap – DES' onsite safety assessment led to the development of an implementation plan which in-turn led to the development of the maturity model (an assessment of how well DES was doing with implementing the implementation plan). ○ Next Steps - AECOM and GEI/Avo to identify how the implementation plan's action items and readiness activities work together ○ Data collection - Data was grouped by Division/Office Q1/Q2 Action Items (Implementation Plan) and reported as Division/Office (%) and weighted by Population (%), depicting a more accurate 	



		<ul style="list-style-type: none"> o representation of DWR. o Change management – How we move from current state to future state o Division/Office Schedule – Action Items o Summary of Recommendations 	
3	3500 Industrial Emergency Action Plan - review & revision	<p>Draft is saved at: S\Safety\ Emergency Action Plans\2013 Drafts</p> <p>Don - has received comments, reviewed and revised the EAP, and it is now ready for our final review.</p>	
4	Draft – Safety Roles & Responsibilities	<p><u>DES Shall:</u></p> <ul style="list-style-type: none"> • Furnish to each of its employees a place of employment which is free from recognized workplace hazards that are causing or are likely to cause death or serious physical harm to his employees. • Comply with occupational safety and health standards promulgated under this Act. <p><u>Each DES Employee Shall:</u></p> <ul style="list-style-type: none"> • Comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct. 	<p>This is a snip-it of the larger document called “Duties for a Safe and Healthy Workplace” that I’m preparing for future discussion.</p> <p>These roles are employer and employee duties for a safe and healthy workplace are defined in Section 5 of the Occupational Safety and Health Act of 1970.</p> <p>Any thoughts?</p>
5	DES’ Safety Project Plan (Plan) Components	<p>Provide a brief update of your status of your component with either: Not-Started, In-Progress, Ready for Review, In-Review, or Done.</p> <p>Save your work on the S drive under the “Safety” folder.</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 	<p>Continue to develop core components – these should be chapters or sections of information that should be included in our final Division Workplace Safety Plan.</p> <ul style="list-style-type: none"> a. Should be done by each employee and their Supervisor during fall A&D’s (discussions should include a job hazard assessment to describe potential workplace hazards for example, boat operations and the need for MOCC training, working around fast moving water and the need for Swift water rescue training, etc.) b. Jason Kindopp - c. Cindy Garcia - d. Mike Dempsey - In-Progress e. Mike Dempsey - In-Progress f. Michal Koller - g. Don Guy - Not-Started h. Scott Waller -



		<p>Guy)</p> <ul style="list-style-type: none"> k. emergency action plan and business resumption plan (DWR resumption plan on S drive) 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 u. personal protective equipment v. float plan w. snorkel plan x. emergency showers and eye wash unit y. welding, cutting and brazing z. motor vehicles and boats - operations and maintenance aa. training 	<ul style="list-style-type: none"> i. Steve San Julian - In-Progress j. Don Guy - In-Progress k. Heidi Rooks - l. Jennifer Russo, now Cindy Garcia - In-Progress m. Mike Dempsey (Scott Waller) - In-Progress n. Mike Dempsey (Scott Waller) - In-Progress o. Justin Heeb - In-Progress p. Justin Heeb - In-Progress q. Josh Brown - In-Progress r. Mike Dempsey - s. Mike Dempsey - In-Progress t. Cindy Garcia - In-Review u. Mike Dempsey - Done v. Mike Dempsey - Done w. Petra Lee - x. Cindy Garcia – In-Review y. Don Guy and Petra Lee - Done z. Mike Dempsey - aa. Justin Heeb -
7	Review action item from previous meeting	<ul style="list-style-type: none"> a. Provide EAP review/comments to Don – already discussed above. 	
8	Schedule the next meeting	May 20 (1 week early due to Memorial Day Holiday), from 9-10, DES Library –	



Action Items from last meeting (3/25/13)

Topic		Actions	Responsibility	Timeline	Status
1	Review EAP	Provide EAP review/comments to Don	All	Due prior to 4/29/13 meeting	
2					
3					
4					
5					
6					
7					
8					

Action Items for today's meeting

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