

DES Safety Sub-Committee Meeting Summary

Date: October 28, 2013

Location: West Sacramento, Library 2nd Floor Room 231a

Call In: (916) 574-1224

Time: 9:00 am-10:00 am

Attendees: Heidi Rooks; Donald Guy; Justin Heeb; Michal Koller; Tim Smith; Ofelia Bogdan; Scott Waller; Jeremy Del Cid; Mark Herold; Paul (? On phone); Janet Marie (DOE? On phone)

Agenda

1. Safety Moment (5-Minutes/Donald)
 - Daylight Saving Sunday November 3.
2. DWR Steering Committee Update (5-Minutes/Heidi)
 - Finalized their charter
 - Task Order IV – (*see handout*)
 - (Our Sub-committee should use this resource to develop DES safety web site? Don's taken the lead on this and will have more information for us at our next meeting)
3. DWR Safety Committee Update (5-Minutes/Don)
 - Discussed having short safety courses online
 - Sign in sheet and possibly a test for comprehension
 - First Aid Kits
 - If the are not prescribed by the state doctors, the kits are not allowed to have, benidryl, epipens, ect...
 - How should Safety information be disseminated to staff.
 - HIP, IIPP, EAP- these are the basic documents that staff should be aware of.
4. New Meeting Agenda & Summary Templates (5-Minutes/Don)
 - EAP maps-any more comments
 - Vehicle incidents- How is DES going to start tracting indicents?
 - Radio Training October 10th.
 - DES is now on the call sign website.
 - Boat Training (Scott Waller/Mike Dempsey)
5. Status Report (10-Minutes/All) *This is a standing agenda item on the template.*
 - Open Safety Concerns – Facilities Issues –
 - Building meetings
 - DWR Safety committee is start meeting every other month. DES Sub-Safety Committee will start meeting on the alternate months. (*starting ??*)

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- DOE, DES, NCRO can start meeting (quarterly, resolve building related safety issues?)
- 6. Action Items (20-minutes/All)
 - Charter (*see Handout*)
 - Draft charter e-mailed on 8/2/613, comments were due on 9/23/13, but no comments received
 - Revisions or thoughts?
 - Responsibilities
 - Cindy was going to finalize the charter.
 - Final Charter will need Dean's review then Michael Donlon's review
 - Should try to finalize Charter by our November meeting -
- 7. Other/Open Items (10-Minutes/Cindy)
 - Radios (new narrow band digital)
 - Equipment inventory – Folder created on the shared drive, under “Two Way Radio” is an excel spread sheet – add your equipment, S/N and DWR identifier, and eventually your call sign (when new ones are assigned)
 - Call Sign- webpage check to make sure you have been included and there is duplication.
 - Safety Stand Down- DES/DOE/NCRO-3500 Industrial Blvd Safety Day-
 - Are the Safety Subcommittee members interested in setting-up a safety stand down day at 3500 Industrial Blvd.?
 - Boat Safety
 - Suggestions
 - Safety Expo 2014 April 15-17, 2014 at Consumnes River College (*see handout*)

Meeting Summary

1. Safety Moment (5-Minutes/Donald)
 - Daylight Saving Sunday November 3.- Monday after the time change is one of the most dangerous commute days (as people adjust to the time change, etc.)
 - Drive safe Halloween (Oct. 31)- dark and there will be trick-or-treaters out.
2. DWR Steering Committee Update (5-Minutes/Heidi)
 - a. Finalized their charter
 - b. Task Order IV – (*see handout*)
 - (Our Sub-committee should use this resource to develop DES safety web site? Don's taken the lead on this and will have more information for us at our next meeting)
 - Task 4 is not to be used for website support.
 - Heidi will talk to DOE to see if there is a way to obtain support.
 - San Joaquin Field Division's website was built by Share Point if anyone wants to see an example.
3. DWR Safety Committee Update (5-Minutes/Don)

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- a. Discussed having short safety courses online
 - i. Sign in sheet and possibly a test for comprehension
 - o First Aid Kits
 - If they are not prescribed by the state doctors, the kits are not allowed to have, benidryl, epipens, ect...
- Vehicles (Mobile Equipment)- Robert Hamilton- when they are serviced- they will check the First Aid kit and fire extinguishers. When the kits or extinguishers are used- employees need to notify to replace.
- o How should Safety information be disseminated to staff.
 - HIP, IIPP, EAP- these are the basic documents that staff should be aware of.
 - Awareness training deadline is Dec. 1st for OSHA MSDS sheets.
 - Mark: GHS (Global Harmonized System)- the MSDS will be replaced by SDS that contains 16 sections. Labels will be changed (to be more uniform) and include "pictograms". July 1, 2016 is the absolute deadline for these changes.
4. New Meeting Agenda & Summary Templates (5-Minutes/Don)
- a. EAP maps-any more comments
 - b. Vehicle incidents- How is DES going to start tracking incidents?
 - There have been 2 incidents.
 - How are they reported/notified?: the HR person/supervisor/AO/Transportation (MEO) and the employee all receive notice. Laura Hamilton (our HR/safety person) is supposed to keep tally of all the incidents.
 - Should we post the incident on-line? (remove all personal information- just location and description)
 - Heidi had suggested "safety awards" for a year of incident-free, but that might conflict with memo banning awards.
 - c. Radio Training October 10th.
 - i. DES is now on the call sign website.
 - Everyone was assigned a new call sign.
 - North Central Regional call signs are on the DES website- Don will contact them to fix that.
 - Nov. 12th: Building console training.
 - 3 consoles: DOE has one and North Central has two for emergency/as needed basis.
 - DES needs policy of "how to use radios".
 - Cell phone "booster": Tim will try it out on the Delta to see if it works.
 - Scott: radios are mostly used on the SWP.
 - ii. Boat Training (Scott Waller/Mike Dempsey)
 - Scott: boat training is through IEP (Dept. of Interior)- it is a 3-day course and for federal work only.
 - DWR boat training course was not enough.

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- Is there a way to obtain a training certificate to train others?- Scott will look into this- at how many people need boat training. Sent the email inquiry to the branch chiefs.
 - Training for boat operators and boat safety training for those that work on the boat, too.
 - Heidi will forward AFS info to Scott.
5. Status Report (10-Minutes/All) *This is a standing agenda item on the template.*
- a. Open Safety Concerns – Facilities Issues –
 - Building Issues: DOE doors have windows to see people coming/going.
 - Outside lights will be replaced soon.
 - i. Building meetings
 - 1. DWR Safety committee is start meeting every other month. DES Sub-Safety Committee will start meeting on the alternate months. (*starting ??*)
 - a. DOE, DES, NCRO can start meeting (quarterly, resolve building related safety issues?)
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 - i. Draft charter e-mailed on 8/2/613, comments were due on 9/23/13, but no comments received
 - ii. Revisions or thoughts?
 - iii. Responsibilities
 - 1. Cindy was going to finalize the charter.
 - iv. Final Charter will need Dean’s review then Michael Donlon’s review
 - v. Should try to finalize Charter by our November meeting -
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 - ii. Call Sign- webpage check to make sure you have been included and there is duplication.
 - b. Safety Stand Down- DES/DOE/NCRO-3500 Industrial Blvd Safety Day-
 - i. Are the Safety Subcommittee members interested in setting-up a safety stand down day at 3500 Industrial Blvd.?
 - 1. Boat Safety
 - 2. Suggestions
- Heidi will take this suggestion to the Steering Committee.
 - ii. Safety Expo 2014 April 15-17, 2014 at Consumnes River College (*see handout*)

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Next Meetings

- ✓ November 25, 2013 9- 10am