

DES Safety Sub-Committee Meeting Summary

Date: January 27, 2014

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

Call In: (916) 574-2007

Time: 9:00 am-10:00 am

Attendees: Cindy Garcia; Mike Dempsey; Michal Koller; Tim Smith; Ofelia Bogdan; Matt Hicks; Scott Waller; Jeremy Del Cid; Ryan Pabst; Elaine Jeu; Allan Wong (phone); Heidi Rooks (phone)

Agenda

1. Safety Moment (5-Minutes/Cindy)
 - Talk about the ice out back and how best to have signage placed outside.
 - Recommend who ever is the first group of the day.
2. DWR Steering Committee Update (5-Minutes/Cindy)
3. DWR Safety Committee Update (5-Minutes/Donald)
 - How is the Division going to get the word out.
 - Safety Poster where should one be placed (wall mount, free standing), email, aquanet, monthly memo
 - Discussed having short safety courses online
 - Sign in sheet and possibly a test for comprehension-Options
4. Status Report (10-Minutes/All) *This is a standing agenda item on the template.*
 - Open Safety Concerns – Facilities Issues –
 - Where there any incidents (Joanna)
 - EAP maps are in and the EAP is out for final Staff name changes
 - Monthly memo- The committee will be responsible for creating a monthly memo for Dean to send out to staff via email- a copy will be placed on Safety Poster (location to be determined).
 - Who will help write next month's?
 - DES Safety website.
 - Boat training- types, training (Waller, Dempsey)
5. Other/Open Items (10-Minutes/Cindy)
 - Safety Stand Down- DES/DOE/NCRO-3500 Industrial Blvd Safety Day-
 - Are the Safety Subcommittee members interested in helping setting-up a safety stand down day at 3500 Insustrial blvd.?
 - Safety Expo 2014 April 15-17, 2014 at Consumnes River College (*see handout*)
 - <https://www.regonline.com/builder/site/emailviewer.aspx?eventid=1233797&aid=LHbNOXjPF3h1lxfOAY/WzQ==&emailid=BCw/Mkinc4l=&typeid=9&themeid=-1>

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Meeting Summary

1. Safety Moment (5-Minutes/Cindy)
 - Talk about the ice out back and how best to have signage placed outside. –Donald has placed an orange cone with sign. Any areas with shade in the morning (dew) are slippery and icy, even by the lab. Ryan Pabst will contact facilities to see if they have any ideas/suggestions (possibly use sand?).
 - Recommend who ever is the first group of the day.
2. DWR Steering Committee Update (5-Minutes/Cindy)
 - Meeting was held on January 15th.
 - Discussed the maturity model assessment (worked on with consultants). Reviewed the benchmark questionnaire from a year ago to assess the progress. The answers are on the S-drive (S-drive/Safety Folder/Maturity Model), please review the answers to ensure accuracy. Training is the biggest deficiency, but we have made progress in other areas.
 - Tag Out/Lock Out- notes are available for review. O&M has a pamphlet “OP2”. DES should also be involved in the sub-committee.
 - Boat Safety- should establish a workgroup to implement a code of workplace boat safety training. Scott Waller has started a putting together a list of training/manuals for general and specific programs. He will send them out for review and will also discuss with Mike Dempsey. Scott had sent out an email to Branch Chiefs to obtain a list of people that are interested in boat safety training. (Response was 16 employees and 5 contract employees.) Not all the branch chiefs replied. Heidi asked that the email be re-sent as we have a new branch chief. The first round of training will be for the boat operators and then open the classes to others (deck hands, etc.). If any federal boats are borrowed or used for studies, always adhere to the more stringent rules.
 - Leadership training (in the management capacity)- 1-day training for managers in January 2014. Dean, Heidi, Cindy and Donald will attend and if the class is successful, there will be more classes further down the chain of command.
 - OSHA reporting: injuries dropped (125 in 2012) to 76 injuries in 2013.
3. DWR Safety Committee Update (5-Minutes/Donald)
 - How is the Division going to get the word out.
 - Safety Poster where should one be placed (wall mount, free standing), email, aquanet, monthly memo- Any suggestions of location (stairwell, lobby and across from mailboxes)?
 - Mike Donlon wants to move ahead with the communications. Posters, Monthly Safety Messages and we have set-up the Safety Suggestion Box (by the mailboxes).

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- Cammy is working on an anonymous email inbox. We will have to rotate the duties of checking and maintaining the mailbox. Would it be possible to use the Graphics workstation as a generic sign-in?
- DES Safety Website is ready for internal review- please review and make any suggestions.
- Discussed having short safety courses online- Cindy will discuss this further with Donald.
 - Sign in sheet and possibly a test for comprehension-Options
 - What type of training is needed for all employees? Put together a list of required classes and inventory of training needs. Email the list and feedback to Cindy and Donald so we can discuss at the next meeting.
 - Allan Wong brought up the issue that lab safety is very specific. There is a copy in the Safety Folder under Bryte Lab to review for more information and also contains information on Lock Out/Tag Out. On-line training is based on work needs and annual updates.
- 4. Status Report (10-Minutes/All) *This is a standing agenda item on the template.*
 - Open Safety Concerns – Facilities Issues –
 - Susan Lemon was out sick and the Facilities meeting was cancelled. DGS will now be involved in facilities-related issues and so be aware that process may take longer to resolve.
 - Electric car stations- 2 additional stations in the works.
 - Jeremy Del Cid- the heaters in the Bryte trailer have been fixed and replaced the fire extinguishers.
 - Allan Wong- leaky sinks (glass sinks used for acids) to be fixed in the next week or so.
 - First Aid kit- where are they located and what items are contained? (Need to inform the new employees.)
 - AED machine- need to update our training list (part of First Aid training).
 - Is there any Division or Department-wide First Aid training? Ryan will look into this.
 - Where there any incidents (Joanna)
 - EAP maps are in and the EAP is out for final Staff name changes
 - Monthly memo- The committee will be responsible for creating a monthly memo for Dean to send out to staff via email- a copy will be placed on Safety Poster (location to be determined).
 - Who will help write next month's?
 - Scott Waller will take the next memo. Petra Lee already has an ergo- theme memo started.
 - DES Safety website.
 - Boat training- types, training (Waller, Dempsey)
 - Mike Dempsey- there used to be 2 motor boat training courses offered, but not sure if they are still offered.
 - CA Boating Waterways- offers on-line boating class.

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- Do we want to develop a department training course? Or rely on Department of Interior (federal-level) training?
 - Develop a template/framework for boat training for managers. Different locations have different needs and conditions so even with the required training operators will need to have mentor/subject-matter experts.
5. Other/Open Items (10-Minutes/Cindy)
- Safety Stand Down- DES/DOE/NCRO-3500 Industrial Blvd Safety Day-
 - Are the Safety Subcommittee members interested in helping setting-up a safety stand down day at 3500 Industrial blvd.?
 - [Some ideas for Safety topics: First Aid training; Lock out/Tag out training.](#)
 - Safety Expo 2014 April 15-17, 2014 at Consumnes River College ([see handout](#))
 - <https://www.regonline.com/builder/site/emailviewer.aspx?eventid=1233797&aid=LHbNOXjPF3h1lxfOAY/WzQ==&emailid=BCw/Mkinc4l=&typeid=9&themeid=-1>

Next Meetings

- ✓ February 24, 2014 at 9am- 10am (Library, Room 231a, 3500 Industrial Blvd., West Sacramento, CA 95691)