

DES Safety Sub-Committee Meeting Notes

Date: June 30, 2014

Location: Library, Room 231a (2nd floor), 3500 Industrial Blvd., West Sacramento, CA

Call In: (916) 574-2007

Time: 9:00am- 10:00am

Invitees: Garcia, Cindy; Del Cid, Jeremy; Keith Ryan; Koller, Michal; Lee, Petra; Moore, Jason; San Julian, Steven; Wong, Allan; Pabst, Ryan, Messer, Dean

Agenda

1. Safety Moment (5-Minutes/ Cindy Garcia)
 - Please be careful with fireworks this 4th of July. Dry conditions are dangerous for fire hazards. Also, be careful and take the necessary precautions with your personal safety -wear eye protection and careful of children too close to the fireworks.
2. DWR Steering Committee Update (5-Minutes/ Cindy Garcia)
 - No updates were provided
3. DWR Safety Committee Update (5-Minutes/ Cindy Garcia)
 - Boat safety has been taken over by Don – a MOCC boat training class is needed since there are new staff working in areas in and around water therefore, **Cindy will contact the training office and inquire about any boat safety classes and swift water rescue training classes through the DWR training office.**
4. Status Report (10-Minutes/ Cindy Garcia)
 - Open Safety Concerns
 - Ticks in the restroom: request to install full length mirrors in the shower rooms on the first has been filed by Don. **Ryan Pabst will follow-up on this issue** while Don is on vacation, and will try to determine an installation timeframe, and whether mirrors will also be installed in the second floor restrooms.
 - Escape knives installed by Mobile equipment in the vehicles. Some of the knives hang-up on the rivets, it is recommended that staff try to remove the knives. If they are difficult to remove to use, report it to mobile equipment. Mobile equipment will make the repairs. Recommend these repairs when the vehicle are in for service. Jeremy and Michael reported that they had tried and had no problems removing the escape knives for use while in the vehicle, but Petra reported that she did have trouble removing the escape knife. As an alternative, Petra stated that she carries an escape tool on her personal keychain.
 - Hunting-working in the field during hunting season.
 - This issue was brought up. In researching this issue in California there is a hunting season year round.
 - Guidelines:
 - Know the area in which you are working



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- Where a safety Vest - the supply room in the resources building currently has class 3 reflective vests for staff use.
- Use signage
- Place cones with plackarding out, if needed
- Make sure you can communicate with supervisor and/or 911
- Know where the closest Hospital is located (should be in your site Safety Plan)
- If you feel unsafe, you can leave the site, call your supervisor and let them know of the situation.
- Fill-out a “close call” form
- New Safety Concerns –
 - What Safety supplies are available through the supply room in the resources building versus those currently available at the DWR warehouse? **Ryan Pabst will follow-up on this issue and Dean would like an e-mail sent out from him with this information to the division.**
- Boat Safety training update -
- 5. Workplace Near Misses, Accidents, Illness, or Deaths (5-Minutes/Cindy Garcia)
 - What are the updates/discussion topics here? None
- 6. Other/Open Items (10-Minutes/Cindy Garcia)
 - DES
 - Service to 1st Aid Kit's and AED's - who is servicing the AED's and first aid kits out at the DES remote locations? For example, Oroville, Bryte Lab, and Steve's Field Support Section trailers? **Ryan Pabst will follow-up on this issue and Steve will follow-up with Mike Salvador.**
 - Safety Message - Who will write the Aug and Sept messages? Petra will develop the August safety message and Michael will develop the September safety message.
 - Subjects for messages?
 - Aug – Tic awareness
 - Sept - Hunting and driving safety
 - DES Safety Website – Any comments on the safety website? Deferred until the next meeting.
 - Safety Stand Down- DES/DOE/NCRO- 3500 Industrial Blvd. Safety Day
 - No movement. - Deferred until the next meeting.
 - Safety Suggestion Box
 1. Signs for the 2nd floor restrooms - no movement
 2. Mirrors in strategic locations (to avoid collisions) due to privacy concern it was thought best not to put mirrors up
 3. Spot units (GPS), cell phone booster and DWR radios - DES needs to develop a policy/guidelines for use of these items.

Next Meetings

- ✓ August 25, 2014 at 9:00am- 10:00am date may change



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Action items:

- A. Ryan Pabst will follow-up on the mirrors being installed for tic inspections.
- B. Cindy contacted the training office and asked about any boat safety classes and swift water rescue training classes through the DWR training office, and was referred to Michael Donlon's office. Cindy forwarded the training office's reply e-mail on to Michael and Ryan for comment.
- C. Ryan Pabst will follow-up on the availability of the safety supplies from both the supply room and warehouse and send the information to Dean. Dean will then provide the information to the division.
- D. Ryan Pabst will follow-up on who is servicing the AED's and first aid kits out at the DES remote locations. Also, Steve will follow-up with Mike Salvador.

