

DES Safety Sub-Committee Minutes

Date: September 29, 2013

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

Call In: (916) 574-2557

Time: 9:00am-10:00am

Attended Cindy Garcia; Donald Guy; Ryan Pabst; Tim Smith; Scott Waller; Petra Lee; Steve San Julian; Rose Harrelson

Agenda

1. Safety Moment
 - *Discussed the changing of the seasons and the weather. Everyone should inspect their vehicles and prepare for winter. The first rains are the most dangerous due to oil on the roadways. Inspect your tires, brakes and wipers to make sure your vehicle is ready for the wet season. Slow down and be aware of your surroundings, and always signal your lane changes.*
2. DWR Steering Committee Update.
 - *There were no updates from the steering committee.*
3. Action Items from last meeting
 - *Scott Waller updated us on the actions of the boat safety working group. The boat safety working group is currently developing a contract and training guidelines with AECOM. The eventual long-term goal is to develop a MOCC in-house training program with in-house instructors.*
 - *The boat safety working group is still going through the safety manuals and will eventually be developing a Code of Safe Work Practice (CSWP) for boat operations. Once the CSWP is developed within individual divisions can develop their own individual safety manuals.*
 - *Installation of mirrors in the shower rooms has been put on hold temporarily due to budget issues.*
4. DWR Safety Committee Update
 - Discussed the Emergency Action Plan (EAP) which is with DOE for review and comment. Once comments are received, Don will set up a meeting between DES, DOE, and NCRO to discuss the EAP building wide issues and works towards finalizing the EAP.
 - Scott Waller mentioned that interested staff should have the MOCC training listed on their annual training plan.
 - Cammy is archiving the DES safety sub-committee meeting agendas/minutes on the DES safety website. Along with added link to the SWP safety website and CSWP's. The DES safety website will be reviewed by the branch Chiefs and should go live before Thanksgiving, 2014.

DES Safety Sub-Committee Minutes

5. DES Safety messages,

- *DES safety sub-committee was asked to help create a list of Safety topics for the DES Safety Messages. The topic should be seasonal and pertain to work and come with a set of instructions yet not stifle creativity by the authors.*
- **Create a list of writers.** *Don asked the committee how the committee felt about opening up the writing of the safety message to all of DES staff. The idea is to have more buy-in from staff and to help make safety more of a daily thought. DES branch chiefs will be asked for staff and volunteers to write the monthly messages beginning January 2015. Writers would know several months in advance and a list of subject matter to choose from.*
- **Create a monthly safety message template.** *Don will work with Cammy on this task.*
- **Create instructions for creating the monthly safety message.** *Don & Cindy will draft the instructions for the DES safety subcommittee's review during the next meeting on October 27, 2014.*
- **Create DES Nov & Dec safety messages.** *Don will write November's safety message, and Cindy will write December's safety messages.*
- **Action Items:**
 - **Safety Message Topic-Don will send out to the DES Safety committee members requesting a list of subject to be discussed. Due date for this list is the next Safety Meeting on October 27, 2014.**
 - **Cindy discussed with the DES Branch Chiefs about staff helping write the DES Safety Messages come January 2015.**
 - **If the Dean approves of a safety stand down training day, then Cindy will also mention that the appropriate branch chief meeting the need for each branch to create its own Safety Poster to display at the stand down safety training day.**

6. Other/Open Items

- *Safety Stand Down- DES/DOE/NCRO-3500 Industrial Blvd Safety Day-The Safety committee would like to see DES put on a ½ day of training at DES facilities for possibly some time next spring 2015.*
- *Emergency Action Plan, Ryan Pabst is waiting for DOE to respond. Hoping to receive their edits by the end of the week. DES and NCRO will be meeting to review edits.*
- *DES Website archiving of minutes . Don will ask Joanna for staff assistance from Reggie, Stacy, or Laura Gonzales in organizing the DES safety shared drive, and to help with formatting the DES safety agenda, and preparing the meeting minutes.*
- *DES training spread sheet: The committee was asked to review and edit the spread sheet being created to identify all training needs by DES staff. The purpose of the spread sheet is identify training that is necessary but not considered standard type training, but is necessary for DES staff. The State, Federal agency requires DWR staff to have training to conduct protocol surveys. As seen in the last round of budget cuts it became difficult to travel to seminars for training.*

DES Safety Sub-Committee Minutes

- Action Items:

- Stand Down-Don will work on the file and report back. **Due date for the next Safety Meeting on October 27, 2014.**
- Ryan is waiting to hear from DOE. . **Due date October 3, 2014, to hear back and set up a meeting with NCRO.**
- Website-Cammy will help set-up DES website in the same format as SWP to allow for easy migration when Donlon has the DWR Safety Website set up. **Due date is before Thanksgiving.**
- Request to have DES Safety Committee member update DES training spread sheet. **Due date for the list next Safety Meeting on October 27, 2014.**

Next Meetings

- ✓ October 27, 2014 9- 10am