

**Minutes of the Division of Environmental Services'
DES Safety-Subcommittee
3500 Industrial Blvd, West Sacramento
October 27, 2014**

The following were present:

Committee Members:

Cindy Garcia
Donald Guy
Scott Waller
Jason Moore
Steve SanJulian
Petra Lee
Ryan Pabst
Tim Smith
Allen Wong-called in

Advisors

Michael Donlon

Meeting Minutes

1. Safety Moment (5-Minutes/Donald Guy)
 - On/Off the job safety issues and how events off the job can impact on the job work. The poster handed out at the ES Conference were posters from the 1930's the subject matter even though it is old, it is like most safety issues; they need to be discussed/reminded/repeated every time a new worker enters a job site and older workers should be reminded these precautions are taken for their benefit.
2. DWR Steering Committee Update (5-MinutesDonlon)
 - DWR advertised for 18 positions, new will be looked at where they may best fit the department. The position will work as a team to deal with issues as they arise.
 - Another exam may be given in the quarter of next year.
 - DWR Safety Website stalled.
 - DWR Safety Templates for safety messages are still in the works.
 - DWR is setting up safety email reflectors.
3. DES Sub-Safety Committee follow up
 - Mirrors and signage for the restrooms (Ryan Pabst)
 - Funding is still a limiting factor for mirrors in the restrooms. The mirrors also have to meet safety glass standards. Facilities is working on it.. Looking at placing a wall marker to let visitors know where the restrooms are.
 - MOCC and Boat safety (Scott Waller)

- The boating committee met. They are hoping to wrap up the protocols within one or two meeting.
 - Boat operator training courses will be 3 days of training and 5 days to become a trainer.
 - AECOM is working on insurance issue before it can train staff.
4. Safety Awards (Donald Guy)
- Set up guideline for awards- Committee members were asked to help develop guidelines for determining how awards are decided.
 - Donlon mentioned that the SWP uses:
 - Participate in: Inspection, tailgate, near miss report, attend a safety committee meeting, safety suggestion if they are used, current on safety training
 - By calendar year,
 - Bingo card style sign-off if you meet all the requirements
 - Diving award.
 - Gifts-jacket, sweat shirts, water bottle
 - Who should be allowed to nominate-open
 - Cindy-Safety committee and branch chiefs need to help determine the type of safety award, what warrants an award.
 - The value of the awards committee and branch need make a determinations
 - Steve San Julian recommended that we look at PGE to see what they are doing for awards.
 - Donlon-mentioned that as a State agency we cannot do what private businesses are capable of doing?
5. Status Report (10-Minutes)
- Open Safety Concerns
 - Petra – mentioned that the methyl mercury group is have issue getting a safety hood that can handle acid and a safety shower in the room they are using at 3500 Industrial Blvd.
 - New Safety Concerns – none
6. Workplace Near Misses, Accidents, Illness, or Deaths (5-Minutes Donald Guy))
- What are the updates/discussion topics here? None
7. Other/Open Items (10-Minutes)
- Updates 18 Assistant/Associate Safety Position were posted.
 - Safety reflectors are being created to help direct and focus messages to thoses that need to know and not a broad email to everyone.
 - Bulletin boards are still in the process of being created.
8. Safety Message
- Seasonal list if ideas: Don asked the committee to help create a seasonal safety template. I would to see issue like heat stress talked about in the spring so training or

equipment needed, supervisor could make sure staff are trained and equipment is purchased ahead of the season.

- Template for the message
- Winter
- Spring
- Summer
- Fall
- Authors
 - December- Cindy Garcia-MWQP
 - January- Erica Rhyne Christensen-ECEB
- 9. DES Safety Website – http://www.water.ca.gov/environmentalservices/safety_committee.cfm
 - Review prior to meeting for comments and suggestions.
 - Ryan recommended placing the safety message on the counter in front of the mail boxes.
 - Don will make sure after Dean sends out the monthly safety message to place a copy on the counter.
- 10. Safety Stand Down- DES/DOE/NCRO- 3500 Industrial Blvd. Safety Day
 - Open for discussion
 - Approved by Dean
 - Date –early spring or with O&M Stand Down Day
- 11. Safety Suggestion Box
 - Suggestion box.
 - Email-no messages

Next Meetings

- ✓ November 24, 2014 at 9:00am- 10:00am the last Monday of the month.

Action Items:

- MOCC and Boat safety -Scott Waller
- Stand Down Day -Don Guy
- Mirrors and Alarm sound- Ryan Pabst