



DES Safety Sub-Committee Meeting Agenda

Date: March 23, 2015

Location: DWR 215-DES (2nd floor), 3500 Industrial Blvd., West Sacramento, CA

Call In: 916-574-1224 - Conference Line

Time: 9:00am- 10:00am

Invitees: Mike Donlon; Dean Messer; Heidi Rooks; Cindy Garcia; Mike Dempsey; Karen Gehrts; Ryan Keith; Donald Guy; Jason Kindopp; Michael Koller; Petra Lee; Steve San Julian; Tim Smith; Allan Wong; Joanna Gonzales; Matt Hicks; Scott Waller; Jason Moore; Jeremy Del Cid, Rose Harrelson, Ryan Pabst,

Agenda

1. Safety Moment (5-Minutes/Don)
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2. DWR Steering Committee Update (5-Minutes/Cindy Garcia) - major highlights from the 3/4/15 meeting:
 - Safety Engineer Hires - Rod Teeter and Rene Mostert in the DWR Safety Office.
 - IIPP Revision – DWR’s IIPP is being revised, there are not a lot of major changes, mostly wording and reporting process changes.
 - Resource Building Evacuation Plan - The HQ building plans contradict the Safety plans. In order to tackle this we must propose the changes and create an ad-hoc group to review it.
 - O&M CSWP Update - Approved and Posted on Safety website: Incident and Near Miss Investigation (to be rolled out). Pending Approval: Excavation Training with Robert Downey of RED Consulting assigned to Kurtis Hess; Work Over Water and Haz Comm are assigned to T.Meyers with June effective dates; Vehicle Control is assigned to J.Thomas. Pending CSWPs: Audits and CQI, Safety Training, Crane Hoisting and Rigging, Power Industrial Trucks (Forklifts), Haz Mat/Haz Waste, and Boating Standards (BOATS International with instructor James Fitzgerald to begin in May through the summer months. Classes will be 3-day sessions: 1 classroom day, 2 field/boat days.
 - Safety Leadership Training - Attendance is still not what we hoped for. The next training is Tuesday, April 28, 2015. Safety Office is receiving good feedback. Perhaps getting and publishing employee testimonials would encourage other to attend as the training is labeled “not mandatory”.
 - SharePoint – Safety Website is up but not functional
3. DWR Safety Working Committee Update (5-Minutes/Don Guy) - major highlights from the 3/18/15 meeting:
 - IIPP Revision - The IIPP is being revised, there are not a lot of major changes, mostly wording and reporting process changes.
 - HIPP Cal OSHA Updates - May become effective May 1, 2015 – be ready – start training your staff.
 - 80 degrees, not 85. High heat is 95 degrees (affects construction and landscaping).



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- Shade for 100% of the workers during meal periods = stagger these.
- Staff are encouraged to take “preventative cool-down” rest periods. Acclimation is important. Staff not acclimated to the heat may need more rest periods.
- Don provided a DES Safety Sub-committee update –
 - EAP out for signatures
 - IIPP from DWR - then we need to update DES' individual IIPP's and those within DES programs.
 - From Mike Donolon - MOCC -> mid-May for training. DWR's paying for 100 folks, 200 need training. No change
 - DES Safety Training Day - we're currently developing the 1/2 day training day topics and recommendations for Dean's approval through our DES Safety Sub-Committee group.
- 4. DES Sub-Safety Committee follow up
 - MOCC and Boat safety (Scott Waller) – **no change will be meeting next week hoping to finalize.**
 - Signage on the exit doors (Don Guy) -
 - Vehicle jacks and the vehicle assistance procedures – (Cindy Garcia). Information received from Robert Hamilton through Brian Borlace. Also, see handout referred to in #2 below.
 - The vehicle manufacturers have engineered and designed the jacks so that by following the owner's manual, you can safely change your tire using a jack. I understand that some people are not able to operate the jack since it requires a lot of strength to loosen the lug nuts. For those who are not able to operate the jack, they are authorized to use the Automobile Association or the Voyager card.
 - Provided the Fleet Management Office Contacts to be printed and laminated which is to be put in all of the Blue Books. This is for afterhours service.
- 5. Safety Awards (Don Guy) **On hold, waiting for guidance from the Safety Office**
 - We need to develop an awards committee for DES Safety Awards (Discussion)
 - Any ideas?
 - Any volunteers?
 - Start with setting-up guidelines and categories
 - Develop award process and instructions
- 6. Open Safety Concerns (10-Minutes)
 - Parking lot mud - need suggestion on how to help keep the parking lot and wash rack clean. Maybe supply a shovel and 5- gallon bucket then material could be placed in the dumpster.
 - Safety Stand Down - DES/DOE/NCRO- 3500 Industrial Blvd. Safety Training Day
 - All committee members should provide input and volunteer to help with this event (Discussion)
 - Our suggestions and recommendations will need Dean's approval
 - Ideas?
 - Date –early spring or with O&M Stand Down Day
 - Maybe ½ day
 - Use of back compound, and other areas
 - Start early and end with BBQ lunch



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- Training Topics
 - EAP training- review and discuss the emergency action plan
 - This would be good training for those assigned duties.
 - Basic safety tailgate training
 - Go over JHA
 - Boat safety and trailering training
 - PPE check and training (hard hats, PFD's, etc.)
 - 4X4, winch, and how to use the basic vehicle equipment training
 - Others?
 - Will meet with safety committee members to start developing break out sessions. Date is still not determined
 - New Safety Concerns –
 - Eric Hong reported that mirrors have been installed in the car wash area so drivers can check to ensure their vehicles lights are in proper working order.
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7. Workplace Near Misses, Accidents, Illness, or Deaths (5-Minutes Donald Guy))
- F250G was hit in the parking lot, in the field. License plate was knocked off. No other damage to the vehicle.
8. What are the updates/discussion topics here?
- Other/Open Items (10-Minutes)
 - Safety Leadership Surveys (Don Guy)
 - These surveys are an important way for us to gauge if “safety leadership” is sticking within the Divisions and Offices. Don’s reaching out to 5 people in our Division and will ask them to complete their surveys. Michael Donlon’s office needs these surveys to put together his report for the Safety Steering Committee.
 - Please provide your survey if you attend the April 28th class.
9. Safety Message
- Seasonal list of ideas
 - Template & instructions are saved on the S drive:
 - S:\Safety\Monthly Safety Messages\Template & Instructions_ Safety Message
 - Winter
 - Spring
 - Summer
 - Fall
 - Authors
 - April-Tim Smith
 - May-Michal Koller



DES Safety Sub-Committee Meeting Agenda

- June -
- July -
- August -
- September -
- October -
- November -
- December -

10. DES Safety Website –

- Any comments or suggestions for improvements?

11. Safety Suggestion Box

- Suggestion box → will be changing to a locked box to keep added items anonymous
- Suggestion Email → no emails this month
- DWR Safety Working Committee is developing a Dept-wide process to handle suggestions.

Next Meetings

- ✓ April 27, 2015 at 9:00am- 10:00am the last Monday of the month.

12. Action Items:

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