



DES Safety Sub-Committee Meeting Notes

Date: June 29, 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; Allan Wong; Joanna Gonzales; Matt Hicks; Scott Waller; Jason Moore; Jeremy Del Cid, Ryan Pabst, Elaine Jue, Derek Johansson; Steve San Julian; Stephanie Spaar; Jason Moore; Petra Lee; Kaster Thomas

Agenda

1. Safety Moment (5-Minutes) Don-The weeks temperature will be a high of 99, 106, 107, 95, and 96 degrees Make sure staff take plenty of water into the field and stay hydrated. Also mentioned was this weekend on the American River two people drowned. One person was sitting on the boat and was not long there. Sitting out in the sun all day, with cold water can be a shock to the system. Also if someone is on the River drinking (alcohol) and does not look good and friend and family just say Oh they are a little drunk no big deal and stop paying attention to them. This can also happen even if you are not drinking and are not use to being in the sun all day. Field work is the same way if a coworker is not feeling well or make sure to pay extra attention to them do not ignore them. Pay more attention to them to make sure they are safe. The last thing we want is for some to collapse and no one see them collapse until it is too late.
2. DWR Steering Committee Update (5-Minutes)
 - o HIPP is final – saved at: S:\Safety\Heat Illness Prevention power point
 - S:\Safety\DWR Heat Illness Prevention Plan\Safety_System_Policy_HIPP_6.29.2015
 - o IIPP is final - working with Management Analysis Office on process for adoption of all safety documents.
 - o MOTC boat training class - first class scheduled for June 21, 2015 in the Suisun Marsh. Still working on contract revisions, the plan to have a total of five classes under the AECOM contract. O&M may hold two of their own classes: Oroville and Lake Perris. O&M will open up vacant spaces, if possible.
 - o OP2 awareness training for ES's? Michael Donlon will schedule a meeting for Behzad Soltanadeh, O&M SWP FD Office. The goal is to allow non-O&M staff (ES's) doing surveys in the O&M field divisions to be required to only have taken and passed the OP2 Awareness training (4 – hour class), not the OP2 Certification training (8 – hour class & exam).
 - o Safety Office is evaluating the “footwear reimbursement” issue. DWR would like to provide a reimbursement but need to discuss and decide upon how much and how often.



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FYI - CAP's Bargaining Unit 10, section 6.7 Safety Footwear

- A. The purchase of specific safety or protective footwear required to be worn, but not provided by the employer shall be eligible for a reimbursement of up to \$200 every two years.
- B. The employee shall provide the employer with a receipt of purchase upon request for reimbursement.
- C. Upon request to a department, by the Union, the department will provide a list of the assignments eligible to receive this reimbursement.
 - Sci Aids and Fish and Wildlife Tech staff needs Supervisor approval.

- DES hanging safety bulletin boards – vendor is working on designing U brackets so the bulletin board can hang from a cubicle.
- Safety website is almost ready to launch.

3. DES Safety Awareness Day - We're waiting to meet with Dean for his input, meeting scheduled for Wed, 7/1/15.

- **Need Dean's input** on these "DES Safety Awareness Day" event items:
 - a. Date - August 25, 2015, or September 1, 2015, or September 14, 2015? August 25th has been tentatively booked on Dean's calendar.
 - b. On the draft agenda?

DRAFT AGENDA –

9AM – Welcome & Safety Moment – in room (TBD), maybe use the Back Compound Area?? **Need Dean's input.**

- Start with Dean saying a few welcoming words.
- Michael Donlon's safety moment.
- Dean releases all staff to their breakout sessions

9:20AM, 10:15AM, and 11:10AM - Three safety break-out sessions

- EAP/IIPP - Trainers: Donald Guy/ Ryan Pabst - 40 minutes – Room TBD
- HIPP Refresher – Trainers: Rod Teeter and Rene Mostert - 40 minutes – Room TBD **Drop this and replace it with Office, Ergo, and/or Lab Safety since most of DES just had the HIPP training. Who would be good trainers for Ergo and Office safety? Alan will check with Sid about him teaching Lab Safety. Joy will check with Danielle Gist about Ergo training.**
- Truck general safety and operation – Trainers: Nathan Bonilla and Robert Hamilton - 20 minutes – Back Compound Area
- Boat & Trailer general safety and operation - Scott Waller & Dan Riordan - 20 minutes – Back Compound Area

Noon - Finish with Dean saying a few words – in room (TBD), maybe use the Back Compound Area?? **Need Dean's input.**

BBQ- ECEB will fund the lunch – in the Back Compound Area

1. **\$5 fee for lunch (can we charge a fee or does this need to be worded as a "donation"?)**
2. Registration will be controlled so that sessions contain approx. 1/3 to 1/4 staff.
3. Staff will have their pre-registration info so they'll know which sessions to start with and they'll rotate thru all 3 sessions.



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4. *Each DES Branch will develop a safety poster for display during the Safety Awareness Day. Poster will then be rotated*
 5. *DES Safety Sub-Committee meets next on 6/29/2015 to develop the details for the DES Safety Awareness Day.*
- Any comments on the draft agenda?
 - What's next? **We need volunteers to help with Flyers, lunch, and clean-up.**
 - Registration (4142 required) - Eric Sweeting & Cindy
 - Secure Trainers - Don
 - Posters - Scott Waller
 - Flyers - We need volunteers...
 - Lunch –
 - Clean-up –
 - **What am I missing?**
 - Logistic for satellite office and labs (Bryte, Feather River...)
4. **Suggestion box – received 2 suggestions: Don – add your notes below on how you handled them...**
 - **An issue with cords on the floor in room 119. James Lee purchased yellow cable covers with Velcro. Issue resolved.**
 - **Recycle bins – a request for recycle bins on the second floor. Ask Susan Lemmon about. This is a facilities issue. Not safety**
 - **Battery Recycling- request for different types of battery recycling bin next to the mail area. I think the battery recycling bins should be kept in the supply room. If a battery leaks near the mail area the fumes could disturb those in the cubes next the the recycle bin. Issue resolved.**

Next Meetings

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