

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 with the changing of the seasons and the weather. Everyone should take a look at their vehicles and prepare for winter. The first rains are the most dangerous due to the oils on the roads. Check your tires, brakes and wipers to make sure your vehicle is ready for the season. So down and be aware of your surroundings*
2. DWR Steering Committee Update.
 - *There were no updates from the steering committee.*
3. Action Items from last meeting
 - *Scott Waller updated the committee on where in the process DWR's Boating committee is in writing the Code of Safe Work Practice (CSWP) for boat operator. The committee will be meeting on September 30, 2014.*
4. DWR Safety Committee Update
 - *Discussed the IIPP. There was discussion*
5. DES Safety messages,
 - *DES safety committee was asked to help create a list of Safety topics for the DES Safety Message. The topic should be seasonal and pertain to work*
 - **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 would be asked to assign staff to take on some of the responsibilities for writing the monthly messages. Writers would know several months in advance and a list of subject matter to choose from.*
 - *Safety Posted-Scott Waller mentioned that DES should create several Safety Poster to be used throughout the year*

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- **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 the list next Safety Meetin October 27, 2014.**
 - **Cindy will discuss at the next DES Branch Chiefs meeting getting buy from the branches in helping write the DES Safety Messages.and to help create Safety Posters Meeting. Due date for the list next Safety Meetin October 27, 2014.**

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.*
- 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 in organizing the DES safety shared drive, format DES safety agenda, and minutes. Don will work Cammy to have the agenda and minutes placed on the website and other folders like the EAP on the website...*
- 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 seminars for training.*

- **Action Items:**
 - **Stand Down-Don will work on the file and report back. Due date for the list next Safety Meeting 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 on going.**
 - **Request to have DES Safety Committee member update DES training spread sheet. . Due date for the list next Safety Meetin October 27, 2014.**
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Next Meetings

- ✓ October 27, 2014 9- 10am