



## Meeting Minutes

### Facilities Directorate Zero Accident Council April 5, 2012

#### Opening Remarks – Ken Fletcher

- A thank you for good safety practices with our Crafts
- Report safety concerns to Senior Management

#### Items of Interest

##### Review of Purpose and Expectations

- Bring safety suggestions, complaints or concerns from your workgroup directly to Senior Management
- Communicate status or resolution of concerns back to your workgroup
- Present the DZAC training subjects to your workgroup
- Sign-in sheets are returned to Lisa, Janice, Gene

##### Safety Spot Awards Issued (Correction, Prevention, and Action):

- Robert Romero - Preventative Action
- Joe Cullen - Preventative Action
- Don Beaton - Preventative Action
- Mike Carreon - Safety Attitude
- John Patterson - Preventative Action
- Vill Anabeza – Preventative Action
- Kat Bradford – Preventative Action
- Sau Pham – Preventative Action

##### Ladders

- Three points of contact: Must use at least one hand while climbing
- Clarification: Ladder tie-off at 6 feet, not 4 feet

#### Facilities Incident Notification Process

DOE requires the categorization and notification of incidents in a timely manner

- Usually within 2 hours from the *onset* of an incident for categorization
- Two hours after categorization to notify
- Can be as short as 15 minutes
- Facilities has often failed to meet this requirement
  - Due to failure to notify management
  - Lack of sufficient information to quickly classify

##### Incident Notification Process Developed

- The Facilities Incident Notification Process is intended to provide a framework for the immediate notification to management of an incident

- ALL Facilities Employees Required to *Immediately* Notify WRC of *Significant* Incidents
  - Work Request Center is x6274
  - 07:00 AM to 4:00 PM Monday through Friday
- An Incident is any failure of a service, system and/or utility, or any occurrence (possible ORPS) that has the potential to *significantly* impact safety (major injuries), science and/or business

Relay what information you have at the moment

- Teams may be dispatched to gather additional information and to preserve “evidence”
- Don’t wait to see how things “develop”
- Can include an “EM” work order
- Non-Inclusive examples:
  - If in doubt – report!

Things to Report

- Major Injury – hospitalization, broken bone, 911 call
- Chemical spill or exposure (includes radiological)
- Water into storm drain
- Building evacuation
- Power failure
- Emergency situations (fire, explosion, etc.)
- LOTO / stored energy violation
- Unexpected discovery of electrical energy
- “Near-miss” incident
- Equipment failure that shuts down ops
- Hazmat or shipping violation
- Incident that may have lab wide effects
- Incident that could become PR issue
- Incident that could be a “Management Concern”
- Penetration Permit violation
- Hot work Incident
- Fall Protection violation
- Major vehicle collision

Things Not to Report

- First aid, Strain/sprain, back injury, illness
- Minor equipment failures, repairs
- Broken pipe with minor damage
- Low Risk safety hazards
- Minor safety hazards must still be corrected and/or reported, but not through this process
- Minor property damage
- Minor vehicle collision
- Questions?

Expectations: Zero Injuries

- **9 recordable** injuries for the fiscal year. Not a good trend!
- The injury **rate** adjusts for comparative purposes the number of recordable injuries against the hours worked. We are trending seriously upward. Our goal is zero. These numbers are up from last month.
- Custodians are leading with the most recordable injuries, Laborers and Carpenters with First Aids.

- Strains and Sprains for the last two years continue to lead the types of injuries with a downward trend so far this year. It is important to warm up your muscles before you start work with light stretches, and watch your overall health.
- Issues and near-misses must be reported **immediately** to your supervisor who must report it to Ken Fletcher or Gene Tucker. They will decide if it is serious enough to elevate. There was one ORPS for January where a subcontractor mislabeled the depth of a live electrical conduit on a potholing log from 4 inches to 4 feet. The conduit was subsequently severed. There were also two category 4 ORPS in February, one for a sewage leak into the creek and the other for a LOTO procedural violation.

April is Earthquake Preparedness Month (see power point presentation)

- Risks
- What you can Expect
- Be Prepared at Home and at Work

Safety Issue Discussion:

- Problems with hand-held computers in the labor shop
- Maintenance Off-Hour Reporting System to be reviewed next meeting

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Thursday, May 3, 2012.

Reminder to Everyone

- You have the right to work in a safe environment
- You have the right to tell anyone at any level that they are not working in a safe manner
- You have the right to stop a job if it's not being done safely

# Safety Meeting Attendance Form

<b>Date:</b>	<b>Location:</b>
<b>Trainer:</b>	<b>Subject:</b>

## Safety Meeting Description

**Instructions:** Include a detailed description of the topics presented. This may include an outline, copies of power points and/or materials distributed. Continue on separate sheet if necessary. List relevant questions asked by attendees or any additional discussion.

Print Name	Signature	Employee ID

**This form is used to document safety meetings, training and attendance. Once completed, forward to Facilities Safety.**

